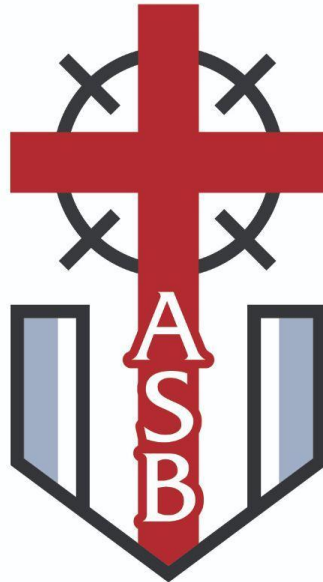




ACADEMY OF
SAINT BARTHOLOMEW
FAMILY HANDBOOK
2026-2027

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SCHOOL PERSONNEL

Pastor: Fr. Patrick Schultz, frpatrick@thestbarts.org
Principal: Mrs. Sue Biggs, sbiggs@thestbarts.org
Administrative Assistant: Mrs. Brenda Williams, bwilliams@thestbarts.org
Preschool Teacher: Mrs. Jennifer Schwartz, jschwartz@thestbarts.org
Preschool Paraprofessional: Mrs. Traci Ciryak, tciryak@thestbarts.org
PreK Teacher: Mrs. Dawn Karter, dkarter@thestbarts.org
Kindergarten A: Mrs. Amy Miker, amiker@thestbarts.org
Kindergarten A Paraprofessional: Mrs. Kathy Ponyicky, kponyicky@thestbarts.org
Kindergarten B: Miss Claire Dannemiller, cdannemiller@thestbarts.org
Kindergarten B Paraprofessional:
First Grade A: Mrs. Danielle Groening, dgroening@thestbarts.org
First Grade B: Miss Vanessa Fabrizi, vfabrizi@thestbarts.org
Second Grade: Miss Alyssa Thomas, athomas@thestbarts.org
Third Grade: Mrs. Annette Locker, alocker@thestbarts.org
Grades 1-3 Paraprofessional: Mrs. Amanda Kadlec, akadlec@thestbarts.org
Fourth Grade: Miss Morgan Keaveney, mkeaveney@thestbarts.org
Fifth Grade HR: Miss Emily Irwin, eirwin@thestbarts.org
Fifth Grade Religion and Gr. 4-8 Paraprofessional: Mrs. Berta Hiller, bhiller@thestbarts.org
Sixth Grade HR: Mr. Nick Banner, nbanner@thestbarts.org
Seventh Grade HR: Miss Jessica Ferguson, jferguson@thestbarts.org
Eighth Grade HR: Mrs. Lauren Koltez, lkoltez@thestbarts.org
Director of Catholic Identity and Gr. 6-8 Religion: Mrs. Jessica Allen, jallen@thestbarts.org
Music & Band: Miss Lindsey Burke, lburke@thestbarts.org
Visual Arts, French, Family & Consumer Science: Miss Lilly Bastian, lbastian@thestbarts.org
Technology Preschool-Gr. 8: Ms. Elizabeth Marshall, lmarshall@thestbarts.org
Physical Education Preschool-Gr. 5: Mr. Josh Buchek, jbuchek@thestbarts.org
Spanish: Mrs. Glenda Thomas, gthomas@thestbarts.org
Aftercare Program Director: Mrs. Laura Gigliotti, lgigliotti@thestbarts.org
Title 1 and Intervention Specialist, Mrs. Suzanne Vitanza, svitanza@thestbarts.org
Intervention Specialist: Mrs. Amanda Ardillo, aardillo@thestbarts.org
Intervention Specialist: Mr. Tyler Wilkens, twilkens@thestbarts.org
School Counselor: Ms. Lisa Marks, lmarks@thestbarts.org
Speech Pathologist: Marissa Impala, mimpala@psi-ess.org
Occupational Therapist: Ms. Alyssa Minick, alyssaminick@wraparoundexperts.com
Clinic: schoolnurse@thestbarts.org
Auxiliary Services: Mrs. Mary Chapman mchapman@thestbarts.org
Cafeteria: Mrs. Karen Schwarz and Mrs. Darlene Kent
Parish Music Ministry: Mr. Matt Wagner, mwagner@thestbarts.org
Maintenance Services: Mr. Stefan Osif, Mr. AJ Ramirez and Mr. Paul Williams

All members of the staff have the proper training and certification to fulfill their roles as educators.

Our Mission

With Catholic values and academic excellence as the foundation, the Academy of Saint Bartholomew fosters a nurturing, faith-filled environment that empowers students to reach their fullest potential while serving and leading with compassion and integrity.

Our Vision of Education

Our school is a leading educational facility offering up to date teaching methods, curriculum, and multimedia technology. Our students receive premier scholastics and a Christian foundation for future success in life.

Our Philosophy

The Academy of Saint Bartholomew exists to assist the parents in the educational process of their children by providing an atmosphere of faith and learning. The school community strives to exemplify the person of Jesus, not only by word, but by example.

Each member of the school faculty tries to develop the unique personal giftedness of each and every student by fostering an attitude of self-worth and self-discipline. We challenge the students to use all of the potential God has given them.

Our Beliefs

The faculty and staff of the Academy of Saint Bartholomew believe that...

- We are all children of God, unique and worthy of love.
- Our relationship with Jesus is reflected in our relationships with others.
- Learning is sacred. Every minute matters.
- Education is a partnership between the parish, school community and families.

PARENT RESPONSIBILITIES

The primary responsibility for the education of the children belongs to parents. To ensure an atmosphere for educational success and Catholic Christian growth, the following responsibilities are essential:

- Model and support your child's practice of the Catholic faith.
- Support school policy and the authority of the administration, teachers, staff and volunteers by teaching your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
- Set realistic goals according to your child's individual potential.
- Encourage your child to complete all assignments.
- Expect your child to emulate the principles of good behavior at all times.
- Note your child's conduct and effort marks.

Follow the policies and procedures stated in the handbook by knowing and understanding the rules your child is expected to observe at school and be aware of the consequences for violations of these rules.

- Encourage in your child a desire to learn and a respect for self and others.
- Be sure your child attends school on time daily, unless ill.
- Make certain that your child is clean and dressed appropriately according to school policy.
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self- control and to be accountable for his/her personal actions.
- Pay all fees on time (registration and tuition).
- Attend at least one parent/guardian in attendance at any mandatory parent meeting.
- Monitor your child's progress throughout the school year and conference with the teacher as needed.
- Actively support fundraising events for the benefit of your child and the support of Catholic education.

VOLUNTEER PROGRAM

Volunteers are needed in various programs in the school. We welcome this assistance, as it helps create a closer bond between parents, parishioners, and the school. Volunteers are needed for lunch and recess supervision, as chaperones on field trips and to assist with other school activities.

- All volunteers must report to the school office upon arrival and notify the administrative assistant they are here. A badge will be provided to identify you as a volunteer.
- Volunteers are expected and need to follow and support the policies and regulations of the school while working as a volunteer in the school environment.
- All parents and/or volunteers who serve at our school must attend a Virtus "Protecting God's Children" training session. Virtus is a Cleveland Diocesan sponsored program that leads to a better awareness of child abuse.
- In addition, *the Policy for the Safety of Children in Matters of Sexual Abuse* and the *Standards of Conduct in Ministry* must be read with an acknowledgement of such on file in the school or parish office.
- All volunteers must be BCI fingerprinted and have evidence of such on file with the school or parish office. BCI prints are valid for **5 years**.

The Academy of Saint Bartholomew parent organization, the Parent Ambassador Group (PAG), welcomes all ASB families. Your assistance in fundraising and other committee activities is necessary and appreciated. PAG meets on a monthly basis in the school cafeteria. See school calendar for dates/times.

MARITAL STATUS AND ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

Please inform us when there is modification in custody status or any pertinent change in the family dynamic. Parents are required to provide custody information immediately in the form of a **valid** and **current** court order or other legal written documentation that is signed by both parents. Our goal is always to support your child with whatever changes that may be occurring.

NON-DISCRIMINATION POLICY

The governing board of the Academy of Saint Bartholomew, located at 14875 Bagley Road in Middleburg Heights, Ohio 44130, has adopted the following racial nondiscriminatory policies.

The Academy of Saint Bartholomew recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The Academy of Saint Bartholomew will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

RELEASE INFORMATION AUTHORIZATION

Forms for release of specific information, including photos and media, is included in the yearly family packet and must be signed and returned by a parent or guardian on an annual basis.

ADMISSIONS

Admission occurs on an annual basis. The admissions policies of the Academy of Saint Bartholomew are in keeping with pupil acceptance regulations of the Diocese of Cleveland. Preference in admission is given to families who are registered parishioners of Saint Bartholomew parish, other Catholic families or those families having a sibling(s) currently enrolled in the school. A parishioner is a person who is registered and actively participates in the parish. Admission will be open to families from parishes that do not have a Catholic school after the parishioner/sibling registration.

In all cases, admission of students to the Academy will be made only in those cases where the child's needs can be met. Enrollment for all students is for one school year and may be reconsidered annually based on academic, attendance and/or behavioral concerns. This determination will be made by the principal and pastor. Completion of all financial responsibilities as stated in the tuition agreement must be met, or special arrangements with the pastor must be made prior to readmission.

At any time, a student may be placed on academic and/or behavioral probation. If for any reason the student does not comply with the probation contract, his/her parents/guardians will be asked to withdraw him/her from the Academy of Saint Bartholomew. New students may be accepted on a probationary basis for the first interim period or longer if necessary to assess whether or not the school program will best support the student's learning and developmental needs.

APPLICATION FOR NEW STUDENTS K- 8

1. Registration for kindergarten students occurs during the second semester along with re-enrollment of current students. Registration of new students in grades I - 8 will take place after the re-enrollment period. Acceptance for enrollment of students transferring from another school to the Academy of Saint Bartholomew is ongoing, pending space in each grade level. Enrollment is not final until a personal interview takes place with the student, parents and principal, a copy of the

child's last report card-is reviewed and approved, all registration forms and fees are completed, and transfer records are received.

2. In conformity with the State of Ohio, a child must be at least 5 years old to enter kindergarten or 6 years old to enter first grade. Compulsory school age, or the minimum age in which a child must be enrolled in and attend school, is age 6. A family can choose to wait until a child turns 6 before enrolling the child in kindergarten. ASB reserves the right to determine a child's readiness to enter Kindergarten based on the results of the Gesell Developmental Readiness screening.
3. ASB currently offers two Kindergarten programs to meet the academic and social emotional needs to our young learners. Placement into our KA or KB will be determined based on the student's chronological and developmental age as well as space available in our KA program.
4. Students applying for admission into Kindergarten and Grade 1 are screened using the Gesell Developmental Readiness Assessment. One parent/guardian is required to accompany the child to the screening.
5. Documents needed for Registration: application, special services form, baptismal certificate, birth certificate, grade reports, standardized assessment data, and recommendation letters. After review, students enrolling in grades 2-8 are invited for a shadow visit and meeting with the school principal. Upon acceptance, additional documentation will be required such as tuition agreement, health records which include immunization record, and registration fees. All new applicants to the Academy will be required to meet the admissions criteria.

PRESCHOOL PROGRAM

The Academy of Saint Bartholomew has an accredited Preschool Program offering classes for 3 to 5 -year olds. Preschool classes are five days per week (full or half days) and follow closely with the school day hours. Families have the option to enroll their preschool students for the full day or half day program. Preschool Orientations take place in August, prior to the start of the school year for parents/guardians of students accepted and enrolled into the Preschool program.

SCHOOL RECORD UPDATES & TRANSFERS OR WITHDRAWALS

Any change in residence or contact information should be updated in FACTS by the family. If you are unable to update, please notify the school office so updates can be made in FACTS.

If you are transferring your child to another school, you must sign a 'Release of Information Form' so that your child's records can be sent to his/her new school. Upon receiving the signed records release form and when all financial obligations have been met, the records will be mailed directly to the new school. This policy is stated on the Tuition Agreement Form signed by the parent(s) when the child is registered. Records are never given directly to a parent.

Students who transfer to another school for reasons other than moving out of the Middleburg Hts. or surrounding suburban areas will not be readmitted to the Academy of Saint Bartholomew that same school year unless agreed upon by the principal and pastor. Any request for a future readmittance to the school will follow the specified admission guidelines for a new transfer student.

Students transferring into the Academy need to sign a record release from their previous school requesting their records be sent to the Academy of Saint Bartholomew. In the case where no such form is available, one can be provided to you from the Academy office.

CONFIDENTIALITY STATEMENT

Academy of St. Bartholomew and its employees shall treat student educational and health records as confidential records, and are prohibited from providing such records, or disclosing their contents to third parties and/or school or Diocesan employees, except to the extent that such employees require access to the information in order to discharge their job duties, and except as previously authorized in a written consent to such disclosure, signed by a parent, or (in the case of a student who is at least 18 years of age) the student, as mandated by sufficient legal process. An employee's violation of this policy may result in the imposition of discipline, up to and including termination.

EXTENDED DAY CARE PROGRAM

Before and After Care will start on the first day of school and end on the last day of school. The program includes recreational and study times. All families enrolled in ASB Preschool - Grade 8 are considered to be registered in this program. **There are no registration fees to participate.** Families that need to utilize the Before & After Care Program are required to complete and return the forms in the Before & After Care Handbook for school record keeping and student safety purposes. School policies, including the timely payment of invoices, Code of Conduct and discipline measures are applicable during the time a child is using the Before & After Care Program. **If a student violates the Academy of St.**

Bartholomew Code of Conduct while in the extended care program, said student will no longer be allowed to attend until further notice as deemed by administration.

Financial rates for this program are kept at a reasonable level and are reviewed annually. A maximum enrollment on any given day, for each session is 60 students. The children are supervised by Before/After Care employees. Families participating in the extended care program are billed through FACTS on a monthly basis. They are encouraged to set up a FACTS Financial account so billing and payments can be recorded and paid within the online portal, but this is not required to complete the payment; payment link will prompt family to pay with credit/bank account. If a family opts not to use this online system (with an established account or via the invoice link), invoices must be paid directly to the Main Office within one week of receipt of the billing invoice. **All fees owed for the program must be paid in full before the end of the quarter in order for your child to continue participation in either extended care program.**

All delinquencies will be added to the tuition bill and school policy regarding finances will be followed. If there are any families who are consistently delinquent in paying their Before & After Care bill, the matter will be forwarded to the parish bookkeeper and pastor for further action.

FINANCES

The Academy requires tuition to be paid via the online portal, FACTS Financial, located in the FACTS Family Portal. Families are also encouraged to set up their online FACTS Financial account for any incidental costs associated with the school. (Registration and technology fees, Before & After Care, field trips...) FACTS Financial is a required step if there is a tuition balance, but optional for any other expenses. Parents will select their preferred method of payment on FACTS, whether it be bank account or credit. Payment in Full or Monthly tuition payment dates are set up in FACTS and reminders are emailed to families. Transaction history can be viewed by the family at any point.

Delinquency in tuition payments will result in holding the current or last quarter's report card, school records, or the inability to register their child(ren) for the next school year. Delinquency in tuition payments for current 8th grade students will result in holding the transcript for high school application or registration, diploma or the exclusion from graduation activities.

All families are encouraged to apply for scholarship opportunities offered by the State (EdChoice Traditional, EdChoice Expansion, Cleveland, Jon Peterson, Autism), Parish (Parish Life Scholarship, Angel Scholarship) and financial assistance by the Diocese of Cleveland (Diocesan Tuition Assistance *DTA*) and Fund A Dream. There may be additional funding options based on family needs following application and award of all previously stated opportunities.

All financial obligations to the school must be met before a student can be registered for the next school year. If there is a circumstance that prevents a family from being current in their tuition payments, special arrangements need to be made by contacting the pastor or principal.

Registration for current families begins in mid-January and opens to new families at the end of February. All families, no matter what scholarship or financial award a student is granted, are required to complete the registration process and pay the annual registration fee. Parents need to be sensitive to the workings of the administrative office. If there is a difficulty in paying the registration fee on time, the principal needs to be informed. When open enrollment begins, all fees must be paid in order for current families to be considered as officially enrolled for the following academic year. Returned payments for NSF will incur a \$35.00 fee.

ATTENDANCE POLICY [revised 8/2026]

Section I: Value Statement

The Academy of St. Bartholomew believes:

Attendance and engagement are key to success in school. Students who attend school regularly have a greater opportunity to develop well academically and socially. Research shows that Ohio students who are never chronically absent are much more likely to read and perform on grade level and graduate on time. It is the policy of this school to support removing barriers to full participation in learning.

Section II: Definition of Terms

In alignment with the State of Ohio, ASB has adopted the following terms and definitions that will be consistently utilized in our attendance-related work and reporting.

Compulsory school age: A child between 6 and 18 years of age is "of compulsory school age" and must attend school each day. A child under 6 years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age."

Average Daily Attendance (ADA): A schoolwide measurement that shows the total hours *all* students attended school divided by the total hours *all* students could have attended the school year. It is an indicator of how many students typically show up each day. Average Daily Attendance tends to mask chronic absence and can make it difficult to see when a school (or district) has an attendance issue.

*ASB is considered both a 'school' and a 'district' in Ohio since it operates as a parish school; independent within the Diocese of Cleveland.

Chronic Absence: Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

Excused Absence: ASB acknowledges there are times when a student simply cannot be at school. ASB considers the following factors to be reasonable excuses for time missed at school:

1. Illness of the child, which may require a written physician's statement
2. Illness in the family necessitating the presence of the child
3. Quarantine in the home
4. Death of a relative

5. Medical, behavioral, or dental appointment. Coming to school before and/or after the appointment is recommended
6. Observance of religious holidays, when outside “Religious Expression” below
7. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status
8. Absences due to a student experiencing homelessness, defined as a student who lacks a fixed, regular, and adequate nighttime residence
9. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian
10. Emergency or other set of circumstances in which the judgment of the pastor or principal constitutes a good and sufficient cause for absence from school

The parent, legal guardian, or custodian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence according to local policy.

Religious Expression: A student may have up to three days excused for religious expression. To receive these days, the building principal must receive written notice from the student’s parent or guardian within 14 days of the beginning of the school year or within 14 days of the student’s enrollment date. A student absent in this way may still participate in after-school activities. The student will also receive reasonable accommodations for any academic requirement or testing missed.

High School Shadow Visits: Students in grade 8 are encouraged to explore high school options, and sometimes this must happen during the school day. Parents and guardians must coordinate with their child’s teacher and administrative assistant to receive approval and discuss accommodations before each visit. With building approval, each student will be marked as “present” for school for up to two days during their 8th grade school year.

Extracurricular Activities: In-state events sponsored by the Diocese or other state academic competition agencies (Ex: Science Fair, Power of the Pen) that stems from an ASB program may be considered instructional opportunities for students. The pastor or principal may determine under what conditions these opportunities allow for a participating student to be marked as “present” for school.

Habitual Truancy: Any student who is absent without legitimate excuse from school for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, unless the school determines the student and student’s family are making satisfactory progress in improving the student’s attendance at school. However, if the student and the student’s family cease to continue making progress in improving the student’s attendance, a complaint in the juvenile court shall be filed.

Out-of-School Suspension: A disciplinary action that removes or excludes a student from their usual educational setting. This is different from in-school suspension, which may include an alternative learning opportunity for a student in a different setting and still may be counted as present.

Truancy shall not be the sole reason for a student’s suspension or expulsion.

Section III: An Integrated Multi-Tiered System of Supports as Part of an Attendance Strategy

The Academy of St. Bartholomew maintains that students must be present and engaged to learn, and attendance is a critical factor for academic success. ASB is committed to a problem-solving approach to improving attendance and uses legal action as a last resort. When absences are the result of community and school challenges, a punitive approach is not likely to be effective and can undermine partnering with students and families to identify and address the underlying reasons for absence.

Instead, ASB has created an integrated multi-tiered system of support that is inclusive of universal prevention and early intervention before students become chronically absent. A continuum of support will be in place with different types of evidence-informed instruction and interventions to meet the diverse needs of students and address the range of barriers that prevent students from participating and engaging in learning. More intensive support is provided for students with greater numbers of absences, along with resources to help students and their families address the root causes of the absences. The principal and school counselor will work with students at risk of becoming chronically absent and their families to improve the students' attendance at school.

These components will inform the district's use of an integrated multi-tiered system of supports:

Universal Screening: ASB staff will regularly review attendance data in FACTS alongside other student data using an early warning system. This proactive, systematic process helps identify areas of need early on, allowing for timely interventions.

Data-Based Decision-Making: Collecting, analyzing, and using various forms of data to inform student needs and allocate resources. This approach ensures that decisions are grounded in evidence and tailored to the specific needs of students.

Continuum of Supports: Organizing evidence-based academic and non-academic instruction and supports across three tiers:

- Core: Universal attendance messaging and engagement practices provided to all students and families to establish the expectation of daily attendance.
- Targeted: Early intervention for students who miss 5% - 19% of instructional time. ASB administration will begin communication and supportive outreach as soon as absence patterns indicate a concern which can be missing just 2-3 days per month.
- Intensive: Individualized support provided to students missing 20% or more of instructional time.

This structure allows for a range of interventions to address the diverse needs of students and prevent chronic absenteeism before it affects achievement.

Progress Monitoring: Ongoing and frequent collection of data to assess student performance and evaluate the effectiveness of instruction and support. This continuous feedback loop helps in adjusting strategies to better support students and improve attendance.

Team-Based Problem Solving: A collaborative, responsive, and systematic process for understanding and addressing complex problems impacting students. This approach involves personalized outreach to students and families, intentional engagement strategies, and ongoing progress monitoring.

Shared Leadership: A collaborative approach to providing strong, ongoing leadership for implementing an integrated multi-tiered system of supports, including infrastructure, professional development, and monitoring. This ensures that ASB staff have the skills and support to create strong foundations for learning. The Academy of St. Bartholomew believes that all adults have an opportunity and responsibility to support attendance.

Professional Capacity: Ensuring staff members are knowledgeable, organized, and equipped to deliver effective instruction using an integrated multi-tiered system of supports. ASB will continually review and evaluate practices and skills to ensure they align with attendance improvement for all students.

Communication and Collaboration: Essential processes to promote and support engagement and shared responsibility for creating conditions for effective instruction for all students through a strengths-based lens among all teaching and non-teaching staff, administrators, families, caregivers, and students. This

reinforces the importance of attendance and fosters a supportive community.

Section IV: Data and Accountability

The Academy of St. Bartholomew is required to create and maintain real-time attendance reports that allow building staff to access and use attendance data throughout the year. Such data shall be disaggregated and used to identify:

- Schoolwide patterns and trends for the development of annual student attendance
- Engagement goals and strategies for inclusion in the school's strategic and/or improvement plan

The principal will provide the staff with attendance and chronic absence data for each grade, and each student group. The principal shall periodically report to the school families on the school's progress in improving student attendance and meeting our goals.

The principal shall ensure school staff collect and review chronic absence data to:

- Identify positive, school-wide messaging and expectations that make regular attendance a priority
- determine what systems of support and resources are needed to engage chronically absent students, students at risk of becoming chronically absent, and their families,
- use attendance data to promote continuous improvement, and
- assess the effectiveness of attendance improvement strategies and the impact on educational outcomes.

The Academy of St. Bartholomew principal and all staff members will contribute to improving attendance and student engagement and thus maintain a chronic absence rate under 5%.

Additional Attendance Clarifications:

- All state scholarship students jeopardize their funding if they have 20 or more unexcused absences per academic year.
- Students attending field trips as part of their school day are expected to be in school before/after the field trip if there are still instructional hours remaining in the day. If a parent determines that their student will not participate in a school field trip or opts to take them home early following a field trip, those are considered unexcused absences. Time is deducted from the instructional hours when a student is not in attendance.

TARDINESS

Since tardiness interferes with the child's progress in school and disrupts classroom teaching, parents are requested to see that their child cultivates the habit of punctuality. **A student will be considered tardy if he/she comes to school after the 7:50 a.m. bell.** If tardiness is due to problems with the bus transportation, your child/children will not be marked tardy on their attendance record.

Chronic and habitual tardiness is contrary to the mission of the school and is in direct violation of the Educational Neglect Bill (Senate Bill 181).

ASB will adhere to the Attendance/Truancy policy by deducting minutes/hours from a student's overall attendance for any time missed within the school day; late arrival and early pick-up.

The office staff is not permitted to sign your student in or out of the office. **Students in K-8 arriving after the 7:50 a.m. bell must report to the main office with a parent to sign them in.**

APPOINTMENTS

Medical and dental appointments should be made outside of school time if possible. A written note, email or phone call must be presented to the office prior to an appointment/event if students are to be excused for an appointment during the school day. Families must inform the main office, not just the classroom teacher.

Students must be picked up in the school office by the person specified in the note, sign the child out when leaving, and signed in upon return.

- A medical and or dental "excuse" (from the doctor or dental office) must accompany the student the next day. Orthodontist and medical appointments are considered excused absences if the student is present for a greater portion of the school day.

SIGNING OUT A STUDENT

All students must be signed in/out by a parent or guardian in the main office if the student arrives late/leaves early.

Parents/guardians may only sign out their own child(ren). A parent/guardian may sign out another student only if the other student's parent or guardian has provided prior written authorization to the school office permitting that individual to do so.

EARLY PICK UP (TO AVOID THE CAR LINE)

Students who need to leave early for an appointment must follow the dismissal procedures outlined above. Except in the case of an emergency, students will not be dismissed to parents or other authorized adults between **2:00 p.m. and 2:25 p.m.** During this time, staff are focused on preparing all preschool through eighth-grade students for a safe and orderly dismissal from the building.

INTERRUPTIONS IN THE SCHOOL DAY

Parents/guardians should not call students out of the classroom or interrupt teachers during the school day. Whenever possible, information regarding doctor's appointments, transportation arrangements, or similar matters should be communicated to students before they leave for school in the morning. In the event of an emergency, parents/guardians may contact the school office, and staff will ensure the message is delivered to the student.

REPORTING ABSENCE

State regulations require parents/guardians to notify the school office whenever a student will be absent. To report an absence, please call the **Absence Line at (440) 845-6660, ext. 43** before **8:30 a.m.** on the day of the absence.

If an absence has not been reported by 8:30 a.m., the absence will be marked 'unexcused'. The school office will attempt to contact a parent/guardian, time permitting in the morning.

Parents/guardians are encouraged to call as soon as they know their child will be absent and leave a voicemail if necessary. Please include the following information:

- Student's name
- Grade
- Reason for the absence or nature of the illness
- Name of the person reporting the absence

Missed Schoolwork

Students are responsible for completing all assignments missed during an absence. Parents/guardians may request that schoolwork be sent home with another student after the first day of absence or arrange to pick up assignments from the school office beginning on the second day of illness.

Upon returning to school, ***it is the student's responsibility to obtain any additional missed assignments from their teachers.*** Unless other arrangements have been made with the classroom teacher, make-up work should be completed within **three school days** of the student's return.

In cases of excessive or habitual unexcused absences, teachers and administration may determine that a grade of **0% to 50% credit** may be awarded for missed work, depending on the circumstances and the nature of the assignment.

Returning to School After an Illness

When a student returns to school after an illness or an absence of more than three consecutive days, a written note from the parent/guardian explaining the reason for the absence must be submitted to the school office.

If the student was absent due to a contagious illness, a healthcare provider's note stating that the student is no longer contagious must be submitted before the student returns to school. Documentation may be:

- Sent with the student
- Emailed to **office@thestbarts.org**
- Faxed to **(440) 845-6672**

FAMILY VACATIONS DURING THE SCHOOL YEAR

Families should refer to the annual school calendar in FACTS when planning vacations and other travel to determine when school is in session. Whenever possible, family vacations should be scheduled during school breaks and holidays.

If a vacation must occur while school is in session, parents/guardians are required to provide written notice to both the principal and the student's teacher(s) before the absence.

Families are asked **not** to schedule vacations during the school's MAP Growth testing windows, which are typically held in **September, January, and May**. Student attendance during these assessment periods is important.

Please note that vacations taken while school is in session are considered **unexcused absences**. To minimize missed instructional time, families are strongly encouraged to plan vacations during extended weekends or scheduled school breaks.

Missed Assignments During a Family Vacation

Assignments missed due to a family vacation will be provided upon the student's return to school. Students are responsible for obtaining any additional missed work from their teachers and completing all assignments within **five school days** of returning, unless other arrangements have been approved by the teacher.

It is the shared responsibility of the student and parent/guardian to communicate with the teacher regarding missed work and to ensure that all assignments are completed on time. Assignments not submitted within the established timeline will receive a grade reduction in accordance with the teacher's grading policies.

If a family vacation occurs near the end of an academic quarter, report cards may be delayed or marked as **Incomplete** until all required coursework has been submitted and evaluated.

SCHOOL HOURS: K-8 7:50 A.M. - 2:30 P.M. & DROP OFF/PICK UP PROCEDURES

Individual Transportation Departments publish bus schedules and notify their residents directly. If there are

changes in the pickup or drop-off point, please notify the transportation department in your district of residence and the school office.

- **K-8** Students arriving by car or bus will be dropped off at the rear school entrances where they are to enter the school through Door D and proceed to their designated classroom.
- Students being transported by car to school can start arriving at **7:30 a.m.** to avoid the bus traffic. Teachers will be supervising the arrival of the bus students, on a daily basis, starting at 7:30 a.m.
- Students are to enter the building through Door D respectfully and prepared to learn.
- Students walking home or riding bikes will be dismissed at 2:25pm All students walking home or riding bikes will exit the building through Door C under the supervision of a teacher/main office.
- Bus riders will be dismissed at 2:25 p.m. A teacher will escort the students to the bus.
- Car riders will be dismissed at 2:30 p.m. through Door D using the iDismiss app which notifies the classroom teacher and student that his/her family has arrived in the car line for pick up.
- Children being dismissed earlier, on rare occasions, are to be signed out from the school office by their parent or authorized person picking them up.
- For safety reasons, please do not remove your child from the bus or car rider line without notifying the teacher on duty or signing them out.

SCHOOL HOURS: Preschool and PreK 7:55 A.M- 2:20 P.M. (Full Day) 7:55 A.M. -11:00 A.M. (Half Day)

- **Preschool** students are dropped off and picked up at Door O (PM/ Full Day) and Door P (AM & Half Day) Please refer to the school drop off/pick up map for exact routes.
- **PreK** students are dropped off and picked up at Door O for both full and half day students.
- Families with students in both K-8 and Preschool/PreK should drop off their K-8 student(s) at Door D first so they are not tardy, then exit onto Bagley Road near parish rectory. Pull back into the lot near church and follow the indicated route to drop off Preschool /PreK students at Door P/O (respectively).
- At 2:20pm we will send any K-8 siblings (s) to Door O with the Preschool/PreK sibling for dismissal as a family. Depending on student schedules, some K-8 students may be delayed for the 2:20pm dismissal and a family may need to wait in the lot near Door O.

LATE STUDENT PICK UP

If your child has not been picked up by the designated dismissal time and the school has not been notified that you will be delayed, your child will be escorted to the After Care program. Families will be charged the applicable After Care fee for this service.

Students participating in after-school activities, including clubs, tutoring, or other school-sponsored programs, must also be picked up promptly at the conclusion of the activity. Students who are not picked up on time will be taken directly to After Care, and the applicable After Care fee will be charged to the family.

DAILY SCHEDULE FOR K-8 STUDENTS

7:30am	Students enter the building at Door D. Before Care students will be dismissed to classrooms.
7:50am	School day starts - children are tardy if they arrive after this time, unless it was due to unforeseen circumstances in bus transportation.
7:50am	Morning announcements will be made and the school community will join in prayer
7:55am	Start of 1st period classes.
10:50am	Scheduled lunch & recess (Grades K-1)

11:20am	Scheduled lunch & recess (Grades 2-4) *Preschool/PreK lunch begins at 11:10am
12:05pm	Scheduled lunch & recess (Grades 5-8)
2:23pm	End of day announcements
2:25pm	Dismissal for walkers and bus riders
2:30pm	Dismissal for car riders
*Please refer to classroom teachers and/or FACTS for specific Related Arts and academic schedules. Students in 6-8 have varying, individualized schedules which can be accessed in FACTS.	

COMMUNICATIONS / EMERGENCY INFORMATION

FACTS FAMILY COMMUNICATION

FACTS is our school's student information and communication system. Families use FACTS to access grades, assignments, attendance, calendars, enrollment information, billing, and other important school communications.

All families are required to register for the **FACTS Family Portal**. To create an account:

1. Visit the FACTS website and select **"For Parents."**
2. Enter the school district code: **ASB-OH**.
3. Create or log in with your username and password.

An email address must be on file with the school before a FACTS account can be created. If you need assistance with registration or accessing your account, please contact the school office.

Families should regularly check FACTS for school calendars, announcements, and other important information throughout the school year.

School Communication

School communications, including newsletters, announcements, and other important information, are distributed through FACTS by email and/or text message. Teachers may also send classroom materials and student work home in each student's **Thursday Folder**.

Students in all grade levels receive a Thursday Folder. Family communications intended for multiple children in the same household will be sent home with the youngest (or only) child. Please review the contents of the Thursday Folder each week and return it to your child's teacher on the next school day.

TEACHERS CLASSROOM NEWSLETTERS, CLASS DOJO & EMAILS

Many of our teachers communicate regularly with families through classroom newsletters, ClassDojo, email, or other approved communication platforms. These updates may include information about classroom learning, upcoming events, special projects, assignments, and other important classroom activities.

Parents/guardians are encouraged to become familiar with their child's teacher's preferred method of communication and to review these updates regularly to stay informed about what is happening in the classroom.

EMERGENCY AND MEDICAL INFORMATION FORMS

Emergency forms issued to the parents are to be updated in case of changes in home address, telephone

number or place of employment telephone number. Changes through the course of the year must be reported to the office or updated in FACTS by the school family. Emergency and Medical Forms must be on file in the school office and clinic by the end of the p^t full week of school.

Families are asked to update contact, medical, custody, and emergency contact information via FACTS on an annual basis prior to the start of the school year.

EMERGENCY CLOSING PROCEDURES

If school must close or experience a delayed opening due to inclement weather or another emergency, the Academy of Saint Bartholomew will notify families through FACTS via email, text message (for those with a mobile number on file), and/or phone call. School closing information may also be shared with local television and radio stations.

In most weather-related situations, the Academy of Saint Bartholomew follows the decisions of the Berea City School District. However, families should always look for official communication indicating that the **Academy of Saint Bartholomew** is closed or delayed, as circumstances may differ.

If school must close or dismiss early for any emergency other than weather, the same communication procedures will be followed.

If an emergency occurs during the school day, students will remain under the supervision of school staff until they can be safely released to a parent, guardian, or other authorized emergency contact.

GENERAL SCHOOL POLICIES AND PROCEDURES

WATER BOTTLES

There are filtered, chilled water fountains with filling stations throughout the school. Students are permitted to bring a water bottle to school that is kept in an area identified by the classroom teacher. Water bottles **MUST** contain water in a **clear or translucent bottle**. There may be a light tint, design, student name... on the bottle as long as the contents are visible. Water bottles with flavor pods/cartridges are not permitted.

USE OF THE TELEPHONES

Students are not permitted to use a cell phone or the phones located in classrooms during the school day. In the case of a **SERIOUS NEED**, students will report to the school office and the principal or school administrative assistant will assist in placing a call home or to the parent/guardian's place of employment.

CELL PHONE POLICY

In accordance with the Ohio Department of Education and Workforce Cell Phone Policy (2024), to support a school environment in which students can fully engage with their classmates, their teachers, and instruction, the Academy of Saint Bartholomew has determined the use of cell phones by students during school hours is **not** permitted. The objective of this policy is to strengthen ASB's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our school.

I. RESEARCH

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction,

resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. APPLICABILITY

This policy applies to the use of cell phones by students while on school property during school hours.

III. USE OF CELL PHONES

Students are prohibited from using cell phones at all times.

IV. EXCEPTION

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

V. CELL PHONE STORAGE

Students who bring their cell phone on school property must have it OFF and in their backpack upon entry to, and dismissal from, the building. Students who come to school with cell phones (or Smart/Apple watches) will be required to turn their phones in at the start of each day to their homeroom teacher. Phones will be kept in a lockbox until dismissal. It is highly recommended that NO cell phones come to school. If brought on property, the Academy of Saint Bartholomew is not responsible for any damage or loss of the cell phone, even if secured in the classroom lockbox.

VJ. DISCIPLINE

If a student violates this policy by having a cell phone (Smart/Apple watch) on his/her person, 'on' in his/her backpack and/or locker during normal operating hours, including Before & After Care, their phone will be held in the main office until a parent picks it up. A conduct referral will be issued for the 1st offense. If the policy is violated a 2nd time, the phone will be held in the main office and returned to a parent/guardian following a \$10 fee along with an issuance of a conduct referral to the student. Classrooms and the school office are equipped with phones that students may use with faculty and staff permission.

BIRTHDAYS & PARTY INVITATIONS

When a student is celebrating a birthday, a treat may be shared with classmates at the discretion of the classroom teacher. For health and safety reasons, families are strongly encouraged to provide individually wrapped, store-bought treats whenever possible so ingredients are clearly marked on packaging.

It is preferred that birthday items go home with students at the end of the school day rather than distributing items for immediate classroom consumption. Please consult with your child's classroom teacher before sending any treats to ensure awareness of classroom allergies or dietary restrictions.

All food items provided for classroom celebrations must include a complete ingredient list. Homemade treats or bakery items must be accompanied by a list of ingredients. Prepackaged treats with clearly labeled ingredients are preferred.

Students whose birthdays occur during summer months may celebrate their birthdays at a time determined by the classroom teacher.

IF THE ENTIRE CLASS IS INCLUDED: Party invitations, in small envelopes, can be distributed to student mailboxes/take home folders at school. For families that opt to mail or email invitations, student

addresses and phone numbers may be located in the Parent Directory on FACTS, if the parents approved its publication. Family information will not be shared through the school office or a staff member.

Balloons, flowers and/or any other celebratory items are **not permitted** to be delivered to the school for a student's birthday. These are wonderful gifts that can be shared at home.

CONTACTING SCHOOL OFFICE AND TEACHER

Phone messages for faculty and staff may be left with the school office between **7:15 a.m. and 3:00 p.m.**

Staff members will make every effort to return phone calls within one business day. Because teachers are engaged in classroom instruction throughout the school day, phone calls are typically returned before or after school or during scheduled planning periods, which may not occur every day.

Parents/guardians may also leave voicemail messages directly for their child's teacher using the teacher's voicemail extension at any time. Teachers will provide families with their voicemail extension, email address, and preferred method of communication at the beginning of the school year.

If you have not received a response within one business day, please contact the teacher again or notify the school office so that your message can be followed up appropriately.

The Academy of Saint Bartholomew is committed to respectful and productive communication between families and school staff. We ask that all communications remain courteous and constructive. Messages containing abusive, threatening, or disrespectful language may require additional review and administrative follow-up before a response is provided. In such cases, a response may take up to **two business days**.

Teachers and staff can also be contacted via email. Extensions and email addresses are listed in the Family Handbook and available in FACTS. Notes may also be sent to the teacher via your child.

Please do not call the classroom teacher to notify them of your child's absence. This information needs to go to the school's absent line (440) 845-6660, EXT. 43. The school office is open daily from 7:15 AM to 3:00 PM.

FIELD TRIPS

Field trips are an important component of the educational program and provide students with opportunities to extend classroom learning through meaningful, hands-on experiences. Information regarding upcoming field trips, including dates, fees, and transportation details, will be communicated to families in advance.

Each class typically participates in two educational field trips during the school year. A signed permission form must be submitted for each student before participation. The school will provide all required forms and information for parent/guardian review and approval.

Parents/guardians who wish to volunteer as field trip chaperones must meet all diocesan and school safety requirements, including completion of a Virtus training session and BCI fingerprinting, prior to serving in this role.

Students are expected to maintain appropriate academic progress and demonstrate responsible behavior in order to participate in the privilege of a class field trip. The principal and classroom teacher reserve the right to determine a student's eligibility to participate based on academic, behavioral, health, or safety considerations.

If a student's mobility or medical needs may impact their ability to safely participate in a field trip, the administration will review the situation and determine appropriate accommodations or whether participation is possible.

Students who attend a field trip during the school day are expected to return to school afterward if instructional time remains, in accordance with the Academy of Saint Bartholomew attendance policy.

HOT LUNCH/ MILK/ BEVERAGES:

The Academy of Saint Bartholomew takes part in the Diocesan Hot Lunch Program. Hot lunch is provided on a daily basis at a reasonable cost for students choosing to order a hot lunch. Forms are sent home and payment is made each month for the entire month. If payment is delinquent through checks having insufficient funds, lunch orders will then only be accepted with cash payment. Additional information regarding this program and on how to order is sent home the first week of school. Students not ordering through the Hot Lunch Program need to bring a packed lunch. The school office will not be responsible for taking lunch orders over the telephone. Any changes or additions to the lunch order must be made directly with the cafeteria manager.

Complete meals are not always available in the school cafeteria, but if a child forgets his/her lunch, some type of lunch will be provided. **During the first and last week of school**, students will need to pack a brown bag lunch including a beverage. **NO GLASS BOTTLES, PLASTIC BOTTLES WITHOUT A SAFETY SEALED SCREW ON OR PULL TOP, OR CANS ARE ALLOWED** to be brought to school. Juice boxes are appropriate. **Energy drinks** typically containing caffeine or other stimulants are **prohibited** during the school day or any school related functions. Junk food that provides no nutritional value are highly discouraged as snacks or lunch.

Delivery of Fast Food (McDonalds, Subway...) is not permitted in the school cafeteria. If a family needs to provide a fast-food meal, the student will be required to eat in the main office during their scheduled lunch period before joining classmates for lunch/recess.

RECESS

All students participate in lunch recess. Generally, all students well enough to attend school are well enough to have recess. The safety of all our students is a major priority, therefore the children are expected to follow the rules and act respectfully towards peers and to all adults supervising them. Recess and lunch time is supervised by parent volunteers, a certified teacher, or a teacher-aide. Students are made aware of the lunch/recess rules with periodic reminders. Parent volunteers need to comply with the lunch and recess time policies and procedures.

Regulation playground equipment is available for use during recess time. **No balls, toys, jump ropes, etc. are to be brought from home.** A rotation schedule is posted for indoor recess days indicating if students are assigned to the gym or classroom. School policies, expectations, and consequences are applicable during lunch and recess.

SENDING MONEY INTO SCHOOL

Please make certain that any money sent to school, whether it is a lunch or milk order, book order, mission collection, field trip, etc. is placed in a sealed envelope with **your child's name, grade, and reason written on the envelope.** The envelope should be handed in to your child's teacher. Part of the teachers' daily morning routine consists of asking the children whether they have any notes, envelopes, or other items to hand in to the teacher or school office. Please advise your child what to do with any items you may give them.

SCHOOL SAFETY

FIRE, TORNADO & AND SAFETY DRILLS

The school is required by law to conduct fire, tornado, and safety drills during the course of the year. All students and adults in the building must follow the posted regulations.

The Academy of Saint Bartholomew has established a Threat Assessment Team/Safety Team composed of adult staff and safety officials from the community in accordance with HB123. The purpose of this safety team is to proactively monitor student situations that have the potential of elevating to greater concerns and to support social emotional needs that may arise among students and staff.

Additional measures are in place for: anonymous reporting, leveled lockdown procedures, and student voice & involvement in safety planning on campus during the school day.

VISITORS or PERSONS ENTERING THE SCHOOL

For the safety of students and staff, all visitors and persons coming into the school must report to the **SCHOOL OFFICE** to sign in and/or make their presence known. A school security system with cameras is in place out of concern for the safety of our students and staff. Lunch time or classroom volunteers will be buzzed in after they are identified on our security monitor. If a person does not report first to the school office, he or she is considered to be trespassing on school grounds, and it is the right of the administrator, teacher, or other school/parish employee to request that he/she leaves. The police will be notified if the request is refused. All school entrance doors are locked during the school day.

BUS

Students are to follow the rules as stated by the local school board regarding conduct on the bus. The bus driver is responsible for the discipline of the children while on the bus. If repeated misconduct is shown by the student while on the bus, the school administration will work cooperatively with the local transportation department to resolve the discipline problem.

Students may only ride a bus in their own district. To change within the system, a note of request is required from parents. **Please contact your district's Transportation Department for information regarding the procedure and requirements.**

GENERAL SCHOOL SAFETY, TRAFFIC PATTERNS, SECURITY RECOMMENDATIONS

Fire, traffic, and personal safety education is available to our students through grade-wide assemblies sponsored by the Middleburg Fire and Police departments. The local public school transportation departments will inform the students riding the bus of the safety procedures in place. Bus evacuation drills are conducted by the bus drivers.

It is recommended that access to the school building(s) be limited to doors that can be monitored. School exits should never be propped open by anyone at any time, locked, chained, or blocked in such a way as to impede exit during school hours. Notes posted at entrances instruct all visitors to report to the school office before making any other contacts in the building.

Parents are asked to follow the traffic pattern when driving their child to school and drop off their child(ren) anywhere in the coned-in area at the rear entrance of the school. **This area is a NO PASSING ZONE. Parents: PLEASE DO NOT PULL OUT OF THE DRIVE WHILE ANY CHILD IS ENTERING A NEARBY CAR. SAFETY FOR ALL STUDENTS IS A MAIN CONCERN.**

The school driveway off of Bagley, near the rectory is ONE WAY ONLY between 7:30am - 8:00am and then again between 2:15pm-2:45pm.

A safety reminder that Ohio Revised Code, Section 4511.19 states that “No person shall operate any vehicle, streetcar or trackless trolley within this state, if, at the time of the operation, any of the following apply: The person is under the influence of alcohol, a drug of abuse, or a combination of them. **Please make safe decisions if coming through the ASB car line to pick up your child. If we suspect any alcohol or drug use by/on a person, we reserve the right to withhold a student from a parent until we contact authorities to determine a safe path home.**

RELIGIOUS EDUCATION

Formal religion classes are held daily for a twenty to fifty minute period dependent upon grade level. The atmosphere of a Catholic school reflects the spirit of Catholic Christian life and learning. Religious education is carried on throughout the entire curriculum by the staff along with the continued efforts to instill Gospel values in the context of interpersonal relationships. Diocesan guidelines are followed as to the courses of study. All teachers, in compliance with the guidelines of the Office of Catechetical Formation and Education, hold some form of Religion certification.

SACRAMENTAL PROGRAM

Parents whose children will be celebrating the sacraments of Eucharist, Reconciliation, and Confirmation are required to attend preparation meetings. These preparation experiences are facilitated by members of the pastoral staff. Preparation for First Reconciliation and First Communion is part of the second grade religion curriculum; instruction and preparation conducted by both school and parish. Parents of second graders (and those in other grades preparing for these sacraments) will receive more information from St. Bartholomew Parish on family mini-retreat formation days. Students preparing for Confirmation will be part of the Duc in Altum program. The parish's pastoral staff will communicate directly with the parents on the format of sacramental preparation and work collaboratively with the principal and teachers in preparing the students for the sacraments.

LITURGICAL CELEBRATIONS

The students in grades 3 - 8 attend the Sacrament of Reconciliation as a school community during the first semester of school and when possible, throughout the school year. In accordance with the Church year, the students will participate in Mass on Holy Days and on special feast days. Students participate in prayer services, stations, rosary, Bible reflections, meditations, etc., throughout the year. School liturgies are noted on the monthly calendar. Families are invited to attend.

CURRICULUM AND INSTRUCTION

The goals and objectives of each subject are taken from the Diocesan Graded Course of Study. These courses of study are approved by the State Department of Education of Ohio and are in compliance with the Minimum Standards for Elementary Schools as set by the Ohio Board of Education. Textbooks and educational materials are selected so as to support the academic Standards for the State of Ohio and the Diocesan curriculum as prepared by the Office of Catholic Education. These courses of study are reviewed and updated in a timely manner by the OCE and the State Department of Education of Ohio.

TEXTBOOKS/SUPPLIES

Non-consumable and consumable texts, math, science, and language arts workbooks are purchased with

state funds while all religious education materials are purchased with funds from the school/parish budget. All students are required to have a book bag. All textbooks are to be collected at the end of the year, and if a textbook has been defaced it will be the responsibility of the family to replace "said" textbook.

HOMEWORK

The purpose of homework is to supplement and further aid student learning by reviewing what has been covered in class. It can provide practice or an opportunity to use research skills and is an integral part of the learning process. Time allotment for homework depends on the type of assignment and the age and grade of the student. Individual differences should be considered as well as study habits and atmosphere for study; therefore, students need a quiet place at home to study. With the exception of unit/long term projects, students should not be receiving any homework on weekends or during vacation periods.

TECHNOLOGY/CHROMEBOOK USAGE

Technology is a valuable tool that enhances learning when used with purpose and intention. Students should develop a healthy balance between traditional paper-and-pencil skills and the thoughtful use of digital resources. Foundational abilities such as writing, computation, critical thinking, and problem solving should first be strengthened through students' own reasoning and effort. By fostering mindful and responsible technology use, we prepare students to think critically, solve problems creatively, and use digital tools ethically and effectively in school and beyond.

All students, kindergarten through grade 8, participate in Technology class on a weekly basis. In addition, technology devices are available in classrooms across all K-8 grade levels to support daily instruction.

Students in grades 5–8 are assigned an individual Chromebook. However, they will no longer carry their devices from class to class during the school day. Instead, Chromebooks will be securely stored in each homeroom and made available whenever technology is needed for classroom instruction.

Students may continue to take their Chromebooks home to complete homework and other school-related assignments.

RELATED ARTS

The Related Arts programs are an integral part of the school curriculum. Students will be assessed in these programs through written assignments, class discussions, participation, projects, quizzes and tests, etc.

Technology, Music, Art, Physical Education: PreSchool - Grade 8

Library: Preschool - Grade 3

Choir: Grades 3 - 8 (as determined by the school music teacher)

Band: Grades 5 - 8 (Quarterly cost-based course, and rental fees apply)

Spanish: Kindergarten - Grade 8 (Gr. 6-8 select choice of language)

French: Grades 6 - 8 (Based on student choice of language)

Family and Consumer Science: Grades 7- 8

MotoGo Engine Building Course: Grades 7- 8(Semester cost-based course)

WIN (What I Need): Grades 5 - 8 Time-allocated course for students to get assistance by a teacher, complete independent work (IXL, research-based projects, writing assignments ...)

Pirate Club Fridays: Kindergarten - Grade 8 (K-1, 2-4 and 5-8 students select a teacher-facilitated, club of choice, to participate in the last period each Friday)

There are many ways for students to participate in the ASB Related Arts programs.

- Our Music teacher, in collaboration with classroom teachers, will plan and facilitate concerts and performances which count as **GRADED** student participation. Students will experience the joy of music and learn the art of performance each week.
- The Art teacher will inspire creativeness and display student work throughout the building to be enjoyed by all. Assemblies and field trips are also means in which the fine arts curriculum is enhanced for students.
- The Physical Education teacher organizes a Field Day event held during the last month of school and, when appropriate, plans special fitness activities. Physical education classes are held in the gym and if appropriate, outside during good weather. Students must dress in the physical education uniform as stated in the Dress Code Policy in this handbook. Any student in attendance on a PE day, not participating in Physical Education class, must have a doctor's excuse and will be required to complete an independent written assignments.
- In the Library, students in preschool through grade 3 can enjoy a book or two each week to bring home or read in school. All library book fines need to be paid by the end of each quarter, or they will be billed to the parent on the tuition invoice. All fees must be paid by the last day of school.
- Grades 3-8 are invited to join the school choir. Additional information about the school choir will be shared by the music teacher.
- The band program is self-paying for those who choose to participate. Band is under the direct supervision of the school's music teacher.

CO-CURRICULAR ACTIVITIES

(Selections listed may vary based on Teacher availability to facilitate)

- Student Council: Representatives are chosen each spring for a one-year term to plan service activities that encourage the participation of all students. The council is monitored by members of the teaching staff from the intermediate and junior high level. Meetings are held during the school day.
- Power of the Pen: Students in grades 7 and 8 who are creative and talented writers with a desire to expand and challenge their abilities. Advisors for this activity are faculty members and may include a parent with expertise in the field of Writing/ELA.
- STEM/Coding Club, and Robotics Club
- Yearbook Committee: Students in Grades 4- 8
- DARE program: Provided by the Middleburg Hts. Police Department to the 6th grade students during the second semester of the school year.
- Altar Servers: Recruited in the fall/winter of students in grades 3 through 8 who would like to participate in this ministry.
- Future Catholic Leaders: Jr High Students assist during recess in various classrooms
- Brain Brawl: Students in grades 5-8 under the direction of Jr. High teachers.
- All 7th-8th grade students participate in a Science Fair (every other year) The students in grades 5 & 6 participate in some type of presentation unit: Wax Museum, Invention Convention

In addition to the above-mentioned activities, we are always listening and open to enrichment ideas. As new clubs are created, information will be sent to families. Parent volunteers may be asked to assist with additional offerings based on interest and availability.

STUDENT EVALUATION

A student's progress in each curricular area is monitored and evaluated on a daily basis. Teachers use a variety of methods to evaluate a student's progress. Evaluation can be, but is not limited to: class work, homework assignments, participation in class discussions and activities, oral or written quizzes and tests, research papers, and projects. Assessment of student handwriting will be determined from all subjects. All written assignments and assessments must be legible and neat, as well as easily read by the teacher.

Projects and reports assigned to the students will have a rubric showing points given to specific requirements or skills being assessed. All tests and quizzes will be given a point value, graded and returned to the students in a reasonable amount of time. Homework, projects, reports, tests, quizzes, participation, and classroom assignments are categories listed in the teacher's grade book and the computerized grading program. A combination of these categories will be used for assessment to obtain a just determination of the child's mastery/understanding. Teachers will communicate with each other when scheduling major tests or projects,

A make-up test or quiz will only be given if approximately half or the majority of the students received a below average grade, C- or lower. The material will be once more reviewed or retaught in class before another test or quiz on the same topic is given. If a make-up test or quiz is given, the higher of the two grades will be used. Our goal is for our students to gain confidence in their ability to learn.

Students are expected to turn in their work on time. Incomplete and/or late work is subject to a loss of points.

STUDENTS WITH A DIAGNOSED DISABILITY

ASB provides speech and language, occupational therapy and intervention services for students who have been evaluated and diagnosed with a learning disability. Our school is an Autism and Jon Peterson provider. This provides families whose student has an Individualized Education Plan (IEP) or Autism Education Plan (AEP) and who decide to apply for one of these state scholarships, an opportunity to receive funding for specialized education and support services at ASB in accordance with available services offered and/or the case load / number of students receiving those services.

Students enrolled with an IEP or AEP will work with a staff member who specializes in their area(s) of need as indicated in their education. In accordance with state requirements, quarterly IEP progress reports will be completed by one of the school's intervention specialists, OT, and/or SLP based on goals indicated in their IEP. Parents may request a copy of the quarterly reports from the school principal or specialist who works with their student.

All students with an IEP will still receive a quarterly report card. Both the student and his/her parents will have access to FACTS to view their core content and related arts grades at any point during the quarter.

TITLE 1 READING & MATH & ELL

When funding is available, a certified teacher is available to assist qualifying students who need one-on-one help in specific language arts, math or English language skill areas. Teachers consistently use a variety of intervention strategies to assist in student learning, individual student tutoring being one of the many methods used. If these interventions are not working to the satisfaction of the teacher in consideration of the child's ability, consultation with the principal, school psychologist, and parents will occur to determine the further support.

REPORT CARDS

Within FACTS, parents have access to student grades on a daily basis. At the end of each quarter, report cards will be sent home to provide parents with tangible evidence of various aspects of pupil growth and development. The grading system is explained on the computerized report card itself. Parents are asked to sign a verification form that will accompany the report card to ensure that all families are aware of a student's current progress.

As mandated by the Diocese of Cleveland, Standards Based Grading will be implemented/or grades K -3. Classroom teachers will address this approach at Parent Information Night at the start of the school year. Students in grades **K -3 will receive a report card specifically designed for Standards Based Learning/Grading.*

The Grading Scale is as follows:

Grades K - 3

3 = Mastered: Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.

2.5 = No major errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content.

2 = Developing: Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.

1.5 = Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.

1 = Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0

Blank= not assessed in the grading period

K and 1 will use **O/S/N for Work Habits.**

Grades 4- 8:

A+ (100-98); A (97-95); A- (94-93); B+ (92-90); B (89-87); B- (86-85);

C+ (84-82); C (81-79); C- (78-77); D+ (76-75); D (74-72); D- (71-70); F (69 and Below)

Effort' and Conduct: 0, S+, S, S-, N

O = (93 -100); S+ (87-92); S (77-86); S- (70-76); N (69 and below)

Quarterly Awards

Preschool - Grade 8: *Christian Kindness and Exceptional Effort*

Grades 4-8

- First Honors: A in all subject areas, including Related Arts courses
- Second Honors: A or B in all subject areas, including Related Arts courses
- *2nd - 4th Quarter only: Academic Improvement - students demonstrating a net gain of 3 or more in all assessed subject areas.

Other Award Recognitions

- Pirate of the Month (Preschool -8, awarded monthly from Sept - May)
- St. Bartholomew Award (K-8, awarded at the end of the school year)

Award Assemblies are held in Church the week following the end of the quarter. Parents are notified by email that their student is receiving one of the quarterly awards, but they are not specifically told which award the student will be receiving. Pirate of the Month awards are communicated on a monthly basis.

All awards are shared in the St. Bart's Buzz following the awards assemblies and/or monthly Pirate of the Month announcement.

PLAGIARISM

Is defined as using another person's ideas and words without clearly acknowledging the source of the information. Plagiarism will not be tolerated, and a zero or "F" will be given to any essay, research paper, or project which violates this policy. Behavioral consequences will also be followed

COPYING OR COMPLETING ANOTHER STUDENT'S WORK

Students are expected to do their own work. Copying classwork or homework from a peer is not permitted. 'Helping a friend' by doing their work for them is also not permitted. Students involved in copying or doing work for someone else will receive a zero or "F" for the assignment. Behavioral consequences will also be followed.

ARTIFICIAL INTELLIGENCE (AI) POLICY

Intent: Students may, at the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct:

Students shall:

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and, in such cases, students must follow the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

Instructors will:

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

PARENT-TEACHER and STUDENT LED CONFERENCES

Parent-Teacher conferences are mandatory at the end of the first grading period in grades K through 8. A second semester conference may be scheduled by the teacher and/or parent/guardian. Any other conference necessary to discuss academic or behavior concerns can be arranged as needed. All conferences can be scheduled with the teacher by making an appointment via phone or written request.

At the end of the 1st quarter, **K-4 will follow a traditional parent-teacher conference model and Grades 5-8 will hold student-led conferences** where both parent(s) and student will meet with the homeroom teacher at pre-scheduled conference times.

Parents should always consult a teacher before contacting the principal in all matters pertaining to the student's academic or behavior concerns. If the matter is not then rectified, the teacher and/or parent should consult with the principal for guidance. These conferences help the teacher and parents reach a mutual understanding regarding the students and their progress, strengths, and weaknesses.

Conferences cannot be held between the hours of 7:30 am and 2:15 pm, when the teacher has the responsibility of the students in the classroom. All parental conferences with the teacher, principal, or pastor will be conducted with respect for all parties present.

STANDARDIZED TESTING

Standard tests are given in accordance with the Diocesan recommendations. MAP testing (Measures of Academic Progress) are given in September, January and May to students in grades K to 8. These tests measure a student's achievement level at different times of the year to measure individual, class, and school wide growth.

The individual and classroom results in defined categories are considered confidential information. As applicable, parents will receive a printed report of their individual child's MAP test results. Please refer to your child's homeroom teacher for any additional explanation or assistance in reviewing the individual results.

ASB is held to the same 3rd Grade Reading Guarantee requirements. Students in grade 3 must meet the MAP score (varies annually based on norms) deemed as proficient in order to advance to 4th grade reading the following academic year. Students have three opportunities to demonstrate proficiency during the school year. If a summer assessment is needed, that will be scheduled with administration in coordination with the 3rd grade teacher. Students not meeting proficiency prior to 4th grade will be required to participate in 3rd grade ELA instruction as a 4th grade student, assuming all other areas of academic growth have been met.

PROMOTION AND RETENTION

Promotion is based on the satisfactory completion of the respective grade level work. In individual cases, additional school work during the summer may be advised if the principal and teacher, after discussion with the parents, determine it to be in the best academic interest of the student.

Retention is considered in individual cases after thorough discussion by the teacher, parents and principal. Consistent with the Ohio Revised Code it is the principal, after consultation with teachers and parents, who makes the final decision as to the promotion of students. (Secretariat for Education Policy 5116) Parents will be notified in due time if a student is being considered for retention. If a parent does not agree with the school's decision for retention, placement in another school may need to be considered.

AUXILIARY SERVICES

Through funds provided by the State of Ohio and Federal Government for students attending nonpublic schools, the following services **may be** available:

- School Psychologist/Guidance Counselor: ASB has a school counselor 4 days a week Intervention Specialist: ASB has two full time IS for Preschool - Grade 8
- School Nurse and Health Aide: ASB has a health aide 5 days a week with a supervising RN
- Title I Teacher: ASB has a Title 1 teacher 4 days a week
- Speech Therapist: ASB has a Part Time SLP, 2 days a week
- Occupational Therapist: ASB has a Part Time OT, 1 day a week
- Gifted/Enrichment Teacher: Not currently a fulfilled position at ASB

HEALTH SERVICES

MEDICATION

This policy is effective for prescription and nonprescription medicines, including cough drops. If it is necessary for your child to take any medication during school hours for any length of time, please use the Request for Administration of Medication form which is available in the school office.

The medication must be in the original container and have an affixed label including the student's name, name of medication, dosage, and time of administration. The form must be signed by a licensed physician and be kept on file while the medication is being dispensed. *NO MEDICATION WILL BE ADMINISTERED BY CLINIC PERSONNEL WITHOUT THIS APPROPRIATE FORM AND INFORMATION FOR ITS ADMINISTRATION.*

IMMUNIZATION

Students' immunization records must be up-to-date. According to Section 3313.671, on the 15th day after school entrance, it will be necessary to exclude all pupils from school who do not comply with up-to-date immunizations. The school nurse will check the records to make sure all students are in compliance with the immunization requirements.

CHILD CHOKING

Signs with directions on administering first aid for choking in both adults and children are posted both in the cafeteria and all classrooms.

CONTAGIOUS DISEASES

If you suspect your child has strep throat, lice, or other communicable disease, please contact your physician and the school office. Students should not return to school until they have been on medication for **24 hours**.

Students must be Fever / Vomit / Diarrhea Free (without fever reducing medication) for 24 hours before returning to school. **This does not apply to a student who may throw up on the bus/in car due to motion sickness.*

When your child returns to school after an illness, please do not request permission for him/her to stay inside at recess due to the illness. If your child is too sick to go outside for this period, he/she is too sick to be in school. Please use caution and keep them home.

DISMISSALS DUE TO ILLNESS

During the school day, a child who is ill or injured and needs to go home, will wait in the school clinic until the parent/guardian arrives. Parents or the person listed as being responsible in a medical emergency will be called by the office and notified of the child's condition. The child will be picked up at the school clinic and signed out by the parent or other responsible party.

OTHER SITUATIONS

If your child has the unfortunate accident of a bone fracture or break which inhibits them from total mobility while in the school surroundings, a note from the physician treating your child is necessary. The note from the physician or emergency room doctor, if applicable, should clearly state the physical movements/actions your child should not partake in and for what time period. The physician's note and directions must accompany your child upon return to school, and the child must meet with the school nurse or health aide before returning to the classroom.

Parents will be notified by note from the clinic staff when their child was seen in the clinic for any complaint or injury. If your child has experienced any type of head injury, the clinic staff will call the parent or guardian at home to explain the degree of head injury. If the parent is unable to be reached at the home or at the first listed phone number on the emergency information card, a call will be placed at either parent's or guardian's place of employment.

If ever an emergency exists due to any serious injury or illness of a child, 911 will be called, and the child will be transported to the hospital closest to the school. The principal (or other adult designated by the principal) in the parent's absence will stay with the child until the parent or guardian appears.

Wellness Policy: In compliance with the law required by the State of Ohio, Senate Bill 210, the Academy of St. Bartholomew has set in place the following Wellness Policy. We recognize that good nutrition and regular physical activity affect the health and well-being of our students. We encourage parents and staff to support us by providing nutritious meals and snacks as well as increased physical activity both during school and at home.

Nutrition education shall be included in the Health curriculum as designated by grade through the Cleveland Diocese Graded Course of Study. Parents and staff are asked to assist in implementing healthy eating habits by providing healthy snacks for school.

Food Allergy Guidelines

If your child has an allergy to anything that may be consumed or brought to the cafeteria during lunchtime or snack time, please make the clinic aware by the first day of school. Below is a listing of the responsibilities set forth:

Parent Responsibilities

- A. Provide the school with up-to-date information regarding the child's allergy as soon as possible.
- B. Participate in developing an Allergy Action Plan with the child's doctor to be sent to the school nurse/health aide.
- C. Provide appropriate medical documentation and medication to the school nurse/health aide including the Allergy Action Plan and a current photo for proper identification.
- D. Communicate concerns to the school as those concerns arise.

Student Responsibilities

- A. Take as much responsibility as possible for avoiding allergens.
- B. Avoid trading or sharing foods.
- C. Wash hands before and after eating.
- D. Learn to recognize symptoms of an allergic reaction
- E. Promptly inform an adult as soon as an accidental exposure occurs or symptoms appear.
 - a. Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.

UNIFORM DRESS CODE

Dress uniforms for everyday wear are to be purchased from Schoolbelles; however, polo shirts and pants can be purchased at your local department or children's store if so desired. Refer to the styles shown in the Schoolbelles catalog. HomeTown Threads, located in North Olmsted, also carries the ASB school uniform sweatshirt, zip fleece and PE uniform. Both companies feature online or in-store purchasing options.

BOYS DRESS CODE

Pants: Grade K-8: Solid navy, black, or khaki colored dress twill pants.

Belts: Grade K-2: No belts required. If opting to wear a belt, it must follow the same criteria as Grades 3-8. Grades 3-8: Belts must be worn with pants and shorts (seasonal). Belts must be a solid pattern in brown, black, or navy.

Shirts: Grade K-8: Solid white, red, or navy polo shirt with short or long sleeves. Shirts need to be tucked in at all times. Solid white undershirts are permitted. No colored t-shirts may be worn under uniform polo.

Sweaters: Long-sleeved crew neck pullover or cardigan sweater or sleeveless v-neck pullover (vest) in a solid white, red or navy may be worn over the polo shirt.

Sweatshirts: The ASB logo crewneck sweatshirt or ASB logo zip up fleece may be worn in lieu of a sweater or vest, over the polo shirt. Hoodies are NOT permitted as part of the regular uniform.

Shoes: Flat leather, suede or canvas shoes in plain black, brown, gray or navy in the style of loafer, oxford, boat shoe with no more than a one and a half inch heel and half inch sole or platform sole. Shoelaces must be tied at all times and be the same color as the shoe. [Completely solid white or completely solid black athletic shoes may be worn with the school uniform.](#)

NOT ACCEPTABLE for school: sandals, moccasins, high tops, boots, boot style, jellies, clogs, Crocs, Uggs. No colored or patterned shoelaces are allowed. No shoe charms, cleats or wheels are permitted on any type of shoe.

Socks: Solid navy, black, white, gray or khaki colored, matching socks can be worn. An all-white sock with a brand symbol like Nike is permitted. No argyle, patterned dress socks are permitted.

Jewelry: One non-beeping wristwatch is acceptable. **No 'Apple' or the like style watches.** Necklaces and bracelets are limited to one **(1) plain or religious type** only (medal or cross), but are not to be worn on PE days. The teachers have the right to ask for the jewelry to be removed if it is a distraction-from student learning. No body tattoos, body jewelry or earrings of any kind are acceptable.

Hair: Hair is to be clean and neat and worn in a conventional, conservative style at all times. Length is to be above the shirt collar or pulled back out of face. No shaved hairstyles are allowed. No dyed, streaked, or highlighted hairstyles are permitted. If applicable, boys need to be clean shaven/no facial hair. Some-of, but not limited to, the *non-school appropriate* hair styles for boys are: buzz designs, lines, steps, or dyed/colored hair. No part of the head may be shaved, no symbols, signs, etc. may be cut into the hair. Students will have no more than 72 hours to correct any inappropriate hair style.

GIRLS DRESS CODE

Uniform: Regulation uniform jumper and skirt are to be purchased from Schoolbelles. There are two jumper and skirt styles to choose from. These are shown in the Schoolbelles catalog. **Jumpers and skirts are to be no shorter than 2 inches above the knee, measuring from the front and behind of the knee cap.**

- *If, after one reminder, a student does not comply with the required skirt-length policy, the student will be required to wear school-appropriate leggings or tights under the skirt for the remainder of the quarter.*
- *At the start of the next quarter, the student may return to wearing a skirt without leggings or tights if the skirt meets the required length standard. If the student chooses to continue wearing a skirt that does not meet the length requirement, leggings or tights must be worn with the skirt for the remainder of the school year.*

Grade K-4: Tartan red plaid jumper

Grade 4: Select between jumper and skirt based on student growth and transition between primary middle school.

Grade 5-8: Tartan red plaid skirt.

Shirts:

Grade K-4: Solid white, red, or navy polo shirt or turtleneck with short or long sleeves worn under jumper. Shirts must be tucked into jumpers at all times. Solid white undershirts are permitted. No colored t-shirts may be worn under polos.

*Any Grade 4 girl opting to wear a skirt instead of the jumper needs to wear a ribbed bottom/banded polo shirt as stated in the Grades 5-8 policy.

Grades 5-8: Solid white, red, or navy ribbed bottom/banded polo shirt with short or long sleeves. Solid white t-shirts are permitted under the polo. No colored or patterned t-shirts or undergarments may be worn if they are visible through or hang below the polo shirt.

Sweaters: Long-sleeved crew neck pullover or cardigan sweater or sleeveless v-neck pullover (vest) in a solid white, red or navy may be worn over the polo shirt. (No monograms required on sweaters.)

Sweatshirts: The ASB logo crewneck sweatshirt or ASB logo zip up fleece may be worn in lieu of a sweater or vest, over the polo shirt. Hoodies are not permitted.

Pants: Grades K-8: Twill dress slacks in the colors of navy, black, or khaki can be worn in lieu of the uniform jumper or skirt. A brown, black, or navy belt must be worn with pants for any Grades 3-8 girl if she is wearing a non-banded polo. If wearing a banded polo with pants, no belt is required. 'Skin tight' dress pants are not permitted. No boot cut styles or jean styles can be worn. Pants must be the style as shown in the Schoolbelles catalog.

Grades K-8: Navy or black **leggings** can be worn under the uniform jumper or skirt. Leggings are not permitted as an alternative to uniform pants, jumper or skirt.

Shoes: Flat leather, suede or canvas shoes in plain black, brown, gray or navy in the style of loafer, oxford, boat shoe, as well as black and white or navy and white saddle shoes with no more than a one and a half inch heel and half inch sole or platform sole. Shoelaces must be tied at all times and be the same color as the shoe. **Completely solid white or completely solid black athletic shoes** may be worn with the school uniform.

NOT ACCEPTABLE for school: sandals, moccasins, high tops, boots, boot style, jellies, clogs, Crocs, Uggs. No colored or patterned shoelaces are allowed. No shoe charms, cleats or wheels are permitted on any type of shoe.

Socks and Tights: Socks need to match and may be crew (having more than a 3 inch neck), bobby or knee socks in solid white, red, navy or gray. An all-white sock with a brand symbol like Nike is permitted. No argyle, patterned dress socks are permitted. Solid colored cable knit or opaque tights in white, red, navy or black can be worn under the jumper or skirt.

Jewelry: One non-beeping wristwatch is acceptable. **No 'Apple' or the like style watches.** Necklaces, bracelets and rings are limited to one (1) **plain** or **religious type** only (medal or cross). Stud earrings are permitted for girls. No more than 1-2 piercings per ear are permitted. Jewelry should not be worn on PE days. For safety reasons, no ankle bracelets, no dangling or hoop earrings, or more than one plain or religious type necklace, bracelet, or ring will be permitted. The teachers have the right to ask for the jewelry to be removed if it is a distraction from student learning. No body tattoos or body jewelry of any kind is appropriate.

Hair: Hair must be clean and neatly styled and not restrict vision (over eyes). Drastic haircuts/styles (such as extension or color/glitter stripe) or dyed/colored hair to any extent are not permitted. Only natural highlights are permitted. No part of the head may be shaved, no symbols, signs, etc. may be cut into the hair. No triangle scarves can be worn on the head. **Only plain colored (navy, brown, gray, red, black or white or Schoolbelles plaid) headbands, clips, bows, and beads are permitted.** Students will be asked to remove hair decorations including, but not limited to, hair tinsel, headbands with ears, and excessive hair beads. Hair glitter of any kind is never permitted. Students will have no more than 72 hours to correct any hair style or color infraction. School policy will be followed regarding the appropriate consequence.

Cosmetics: K-8 girls are permitted to wear **ONLY clear nail polish on the natural nail.** Cosmetics of any kind, which include tinted lip gloss, mascara, eye shadow, French manicures or gel/acrylic nails are not acceptable. Students will be sent to the restroom to remove all makeup and the clinic to remove colored fingernail polish. **Artificial nails are not permitted.** Please do not invest in this for students as they will be required to remove the nails before returning to school the next day.

K-8 Boys and Girls:

If ChapStick or lip ointment is brought to school, it must remain in the child's book bag and cannot be applied during class time. If needed for medical purposes, lip ointment should be brought to the school office or school nurse with a note from the parent indicating usage.

No aerosol spray cans or bottles of cologne/perfume may be brought to school.

K-8 BOYS and GIRLS:

SUMMER UNIFORM K-8 STUDENTS

Walking Shorts: navy or khaki dress walking shorts, as shown in Schoolbelles catalog, will be permitted during the warmer school days starting with the first day of school until September 30th and then from May 1st until the last day of school.

Walking shorts/summer uniform may be worn on Mass days. The shorts are to be worn at the natural waist and not below. No baggy shorts or underwear showing will be permitted.

PHYSICAL EDUCATION UNIFORM K-8 STUDENTS

The physical education uniform will be worn in Grades K-8 on their assigned gym day. They are to wear the PE uniform in lieu of their daily dress uniform. As needed, parents will be notified of those dates via the monthly school calendar or newsletter. Schoolbelles and HomeTown Threads are suppliers for all the Academy of Saint Bartholomew's student PE uniforms. The **ASB logo must appear on all PE shirts and shorts/sweatpants.**

T-shirts: Red logo T-shirt purchased from Schoolbelles or HomeTown Threads. No colored t-shirts may be worn under shirts, solid white undershirts are allowed.

Shorts: Black monogram shorts from Schoolbelles or HomeTown Threads.

Sweatpants: Black monogram sweatpants from Schoolbelles or HomeTown Threads worn over gym shorts or instead of gym shorts will be required for grades K-8 and worn in class from

October 1st to May 1st.

Gym shorts and sweatpants are to be worn at the natural waist, not below it; by both boys and girls. Shorts and sweatpants are not to be worn so that the crotch area of the pants droops down in an overly emphasized fashion. Sweatpants are not to be worn over the athletic shoe heels. Shorts are not to be extremely tight or very short and should be long enough to cover the entire thigh area. At no time should underwear be seen.

Socks: Solid white or black crew style socks. (Crew socks are defined as having more than a 3 inch neck.)

Shoes: Predominantly a solid, non-neon color athletic shoe with non-marring soles. Not limited to 'uniform color' tennis shoes. Laces should match the shoe color. No neon laces or LIGHT UP shoes are permitted. No high or medium top athletic shoes.

DRESS DOWN DAY GUIDELINES (Dress Down passes are only permitted on NON-Mass days)

Shirts: no inappropriate writing, no sleeveless, low cut, or crop tops. ASB Hoodies are permitted on DDD.

Girls: bermuda shorts, basketball shorts (long) or capris may be worn Aug. to Oct., and May to June. Leggings (solid black or navy) may be worn on dress down days with a **long shirt that reaches midthigh.**

Boys: cargo style or basketball shorts - First day of school to Sept. 30th and May 1st to last day of school. Boys and Girls: Jeans or PE sweats can be worn - no ripped, skinny or torn jeans are permitted. **NO PAJAMAS** on Dress Down Days.

PE acceptable tennis shoes are permitted on dress down days. Jewelry, hair and cosmetic guidelines still apply on dress down days.

On dress down or dress up days, the option to wear the school uniform is always available.

SCHOOL SPIRIT DAYS

At the end of each month (and sometimes during special occasion/themed weeks), ASB offers a school Spirit Day. This is an ASB or St. Bartholomew 'Pirate' gear day. Students may wear tennis shoes (PE guidelines) Pirate or ASB shirts, sweatshirts, hats, sweatpants... This is not a student choice Dress Down Day. It is meant to be a Red/Black, Pirate, ASB day! Families may order Spirit Wear through [Birch Tree Apparel](#).

CODE OF CONDUCT AND DISCIPLINE

Academy of Saint Bartholomew students are expected to conduct themselves in a Christ-like manner at all times. Enrollment as a student of the Academy of Saint Bartholomew implies the willingness of both parents and students to comply with the policies and regulations of the school. Children are expected, by their actions and their speech, to contribute to our goal of a safe learning environment by reinforcing the values of politeness, respect for themselves and others, courtesy, and self-discipline. Students must refrain from any action that may endanger their health or that of others, that may disrupt others from learning, that may show disrespect for other students or adults, or that may damage or destroy school or personal property.

Harassment, intimidation, or bullying behavior by any student/school personnel at the Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with HB 276 may mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, PDA's, or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' /personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

An act of misconduct by a student on school/parish premises or off school premises at any school sponsored activity, or when the school can be identified, shall constitute sufficient cause for disciplinary action.

- Disciplinary action includes, but is not limited to, written or verbal warning, conduct referral(s), detention(s), suspension(s) and/or expulsion.
- Discipline may be administered by any teacher, aide, or substitute, or in the case of suspension or expulsion, only by the principal.

Discipline for any act of misconduct, bullying, aggressive behavior, use of foul language, etc. taking place during a parish sponsored sporting event will be determined by the coach, the parish's athletic association director and board, applying the guidelines set by that association. The Academy's guidelines for responsible behavior as listed can be used as a guideline for Christian behavior.

ALL Students are responsible for:

- Accepting responsibility for his/her actions.
- Showing respect for the members of the faculty and staff, volunteers of the school and parish.
- Taking proper care of books, desks, and other school property.
- Developing a basic attitude of thoughtfulness, consideration, and courtesy towards all.
- Knowing what behavior is expected and following the rules and regulations of the classroom and the school.

- Actively and attentively participating in class, assemblies and school gatherings.
- Completing and turning in all subject assignments on time in a neat, age appropriate manner.
- Showing proper respect in church, which includes singing, responding and being reverent and quiet at the appropriate times.
- Adhering to the dress code as stated in the handbook and always displaying a neat appearance.
- Refraining from using language of a profane or vulgar nature.
- Attending school regularly and on time.
- Reading the student handbook and discussing it with their parents.
- Following the rules of the Transportation Department of the city transporting the student.
- Behaving in a Christ-like manner.
- Refraining from use of any type of illicit substance.

Corrective Measures for Infractions:

- Personal interview between teacher and student.
- Communication with parents by telephone or note from the teacher.
- Conduct Referral form sent home and to the school office.
- Loss of minor privileges.
- Issuance of a Detention (grade 3 starts in second semester: grades 4 - 8)
- Any consequence that is listed on the child's Classroom Policies in regard to conduct
- Sending the pupil to the principal which may result in a phone call home.
- Conference with parents, teacher, student, pastor and principal.
Behavior contract for the student.
- Suspension or expulsion from the school.
- A request for psychological counseling may be in order at any time.

CLASSROOM POLICIES

Each classroom teacher will have a set system of implementing the school discipline policy. Parents and students are made aware of the specifics at the beginning of each school year during the Parent-Teacher evening held during the opening of the school year. Each teacher, which includes the music, art, Spanish, and physical education teachers, will establish classroom rules that complement the school philosophy and Code of Conduct. Students who disrespect and/or do not honor classroom policy will receive consequences for their behavior choices. These consequences may be detention, suspension and or expulsion.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

At the start of the school year, staff will review the *ASB Student Promise* with each student. The Student Promise is based on the charisms of St. Bartholomew and meant to set expectations in a positive manner. Families will review the Student Promise with their student and each student will sign the form as an understanding of expectations.

Students are expected to adhere to the Code of Conduct and Dress Code policies as stated in the Family Handbook.

Grades 5- 8 will follow a specific, coded system that recognizes positive student choices as well as setting gradual consequences for negative choices. Behavioral infractions will be logged in FACTS by the homeroom teacher at the end of each school day. A letter containing the details of the junior high system will be shared with families at the start of each school year to be reviewed and signed.

DETENTIONS - GRADES 3-8

Detentions are given to students in Grades 3-8 (grade 3 detentions start in the 2nd quarter) for disregard in following school policy. If a child receives a 'discipline violation' notice in FACTS, the parent/guardian

should discuss the infraction with the child. There is no form sent home to be signed and returned, but parents may reach out to the teacher if questions arise. Detentions will be served in Grades 3-4 and 5-8 from 2:30pm-3:15pm on T-Th. Days will vary based on the assigned teacher's schedule.

Parents are to make arrangements for their child's transportation home. Detention-serving students will not have admission to the After Care Program. Detentions are given for more serious infractions. Prior to the issuance of any consequence, teachers and staff members investigate the situation; therefore, detentions and other consequences for misbehavior, policy infractions, etc. are not given unless warranted. If questions arise regarding the issuance of a detention, the parent/guardian needs to discuss the situation with the teacher or staff member who issued the detention.

Enrollment of a child into the Academy of Saint Bartholomew implies the willingness of both parents/guardians and students to comply with the policies and regulations of the school. Detentions are not to be taken lightly since they are the consequence for actions based on loss of self-control and disrespect for persons and/or property. Disrespectful behavior may be shown through gestures (non-verbal) or verbal comments. **Courtesy and good manners are required by all.**

Detentions and/or suspensions are given for more serious disruptive or disrespectful behaviors that occur any time throughout the required school day, *such as, but not limited to:* disrespectful behavior toward another student, teacher, staff member or lunch monitor, bullying or any form of harassment, swearing/cursing at the person, refusal to follow school policy when reminded, physical contact with another in *a violent manner*, failure to comply with Acceptable Use Policy, repeated violation of lunch/recess rules, damage to or destruction of school or personal (another student's or staff member's) property (parents will be financially responsible for replacing all damaged or destroyed property); chewing gum during school hours or while on the school/parish campus; disruptions in the classroom, lunchroom, or other areas of the school/parish campus in an angry or violent manner, verbally or nonverbally; excessive talking in class; loud talking, yelling in the cafeteria at lunch or in the classroom during inside recess; consistent failure to complete or hand in class work; a negative/poor attitude that disrupts others through students actions.

SUSPENSION AND/OR EXPULSION

The principal has the right to suspend or expel a student from school for repeated violation of school policies or for any single major infraction taking place during the school day, school co-curricular activity, or school sponsored event, *which* may include but is not limited to the following:

Vandalism; theft; leaving school without permission at any time; threat to another student, school employee or volunteer; peer harassment(bullying); intimidation of other students, teachers and staff members; sexual harassment or sexual violence; smoking, sale, attempted sale, use of, or carrying smoking materials; possession, use of, attempted use, sale of fireworks, knives, sharp (cutting) objects, firearms, beepers, stun gun, or other electronic devices; use of, possession of, attempted use or sale of, or transmission of drugs, tobacco, hallucinogenic, or alcohol related materials; use of, possession of, transmission of dangerous materials (or look-a-like materials) that are capable of inflicting harm (weapon), gun, objects designed to expel air, or gas; deliberate defiance or gross disrespect, physical acts of violence towards any student or adult to and from school; repeated acts of misconduct; any involvement to any degree in any gang, and any act that could seriously endanger the safety of others that the principal deems severe.

Disciplinary action will be determined by the pastor, principal and sponsoring organization chairperson when the child is an Academy student participating in a parish-sponsored activity commits a serious act of

misconduct that could jeopardize the reputation of the school and/or parish. The infraction may include the following: deliberate defiance, gross disrespect, physical act of violence towards any other student or adult or any act that could seriously endanger the safety of others.

If strong corrective measures are needed, the principal, with the approval of the pastor/ecclesiastical liaison may employ suspension. The parents will be immediately notified regarding the reason and duration of the suspension. The pupil will be removed from the classroom setting until a conference is held that day with parents/legal guardians. The pupil will be given the opportunity to present the facts related to the case as he/she sees them. A suspension is the exclusion of a student from his/her class for a specified time, and can be in-school or out of school. The child will be required to do regular school work during the suspension. The act of suspension or expulsion *may* exclude the student from any field trip occurring thirty days after the suspension takes place or any extracurricular activities that are connected to or sponsored by the Academy of Saint Bartholomew or parish organization during that thirty-day period following the suspension. Before the student returns to regular class, a conference with the parent(s)/guardian(s), student, principal, teacher, and school psychologist will be held to determine the conditions of the student's return. A Behavior Contract and/or counseling for the student may be necessary as a condition of return.

The expulsion of a student is a serious matter and will be used only when absolutely necessary. The expulsion of a child is a serious matter and is ordinarily preceded by suspension until all facts are reviewed. Contact will be made with the designated diocesan person (legal office) when contemplating expulsion. Notification of the event will be made to the parents and pastor by the principal. A conference shall be held with the parent(s)/guardian(s), teacher(s), principal and pastor before expulsion. After consultation, the principal and pastor will be the persons responsible for the decision to expel a student. This decision is the right and responsibility of the principal and/or pastor. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. All matters involved in any disciplinary action are confidential.

ELASTIC CLAUSE

Because it is impossible to foresee all problems which arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit, mission, and philosophy of the Academy of Saint Bartholomew even though not specified under conduct and discipline. The guiding principle is to ensure a safe, nurturing environment conducive to learning. The definition of what constitutes serious behavior is determined by the administration with assistance from Diocesan guidelines. The order in which steps are taken in following the school's disciplinary actions are determined by the administration and when necessary by a faculty member, as deemed necessary for the circumstance at hand.

ADDITIONAL POLICIES FOR THE SAFETY OF STUDENTS AND STAFF

POSSESSION OF FIREARMS/WEAPONS

Any student apprehended on school property in possession of a firearm will be reported to the Middleburg Heights Police Department. Parent(s)/legal guardian(s) will be notified immediately of this action. This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive or incendiary device or object capable of inflicting death or serious bodily harm, and designed or specifically adapted for use as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type, this prohibition also includes any pistol, rifle, or other device that uses air- or gas-propelled projectiles, or look-a-like to a firearm.

USE OR ABUSE OF DRUGS OR ALCOHOL

As educators in the church, we strive to provide a drug-free environment, and call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the majority as well as the individual welfare of our students and educators, and that a safe environment for learning must be provided. Alcohol and other drug-related activity endangers the ability to learn and teach, disrupts classrooms, threatens safety, contributes to a climate of fear and disregard for authority, and may put nonusers at risk of being involved (inadvertently) in illegal acts. Prevention programs have been and will continue to be implemented at all grade levels.

It is forbidden for any student to manufacture, distribute, dispense, possess, use, consume, attempt to use, or be under the influence of, any alcoholic substance, any intoxicating, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, inhalants, barbiturate, marijuana, vapes or any other controlled substance, in the school setting, as defined by federal or Ohio law or rule. School setting includes any school building or any school premises, any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the school's policies for performance and behavior, school authorities may hold penalties in abeyance if students and their parents/legal guardians demonstrate willingness to seek appropriate counseling/assistance. Where violations of the law are involved, the local Middleburg Heights Police Department will be notified.

No alcoholic beverage or illegal drug-type substance will be used by any adult in the presence of our students or at any school or school organization sponsored event when students are present. The Academy of Saint Bartholomew will promote, enhance, and maintain a drug-free environment through prevention programs and enforcement of the drug and alcohol policy.

THREATS TO ANY ONE PERSON OR GROUP

A threat to do serious *harm or injury* to any individual will be taken seriously. The person hearing the threat should report it immediately to the principal or teacher. The matter will be thoroughly investigated. Legal Counsel will be sought from the Diocesan attorney and all directives will be followed. All matters and information gained during the investigation will be kept and remain confidential.

The student accused of making the threat will be kept under the supervision of a staff member or be kept in the principal's office. The parent of the child making the threat will be telephoned and asked to immediately come to the school. In the event that the directive warrants a call to the police, the parents of the student making the threat will be informed of that action. The student making the threat will be suspended and not be considered for readmission until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). The evaluation shall comply with the provision of ORC 2305.51.

In the event that a child is identified as a possible victim either through verbal or written communication from the child making the threat directly to another child or staff member, the police will be called and the parents of the child receiving the threat will be notified. Counseling shall be made available to any child who is the recipient of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

Readmission of the suspended student would be determined by the pastor and principal after the results of the mental health evaluation/risk assessments have been thoroughly reviewed

All investigations of harassment, sexual violence, threats, violence, drugs, tobacco, weapons or other Code of Conduct violation are confidential to the extent possible, and those individuals, including parents and students, who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

HARASSMENT /BULLYING:

The Academy of Saint Bartholomew is firmly committed to the sanctity of human life and the inherent dignity of the human person. All members of the school community have an obligation to promote mutual respect, tolerance, and acceptance. For this reason, and in keeping with the goals and objectives of Catholic education, the Academy of Saint Bartholomew expressly prohibits bullying in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive attitudes and respect for others.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Academy of Saint Bartholomew is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bully," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate.

Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating or hostile conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group, cyberbullying on school computers.

Allegations of harassment (as defined above) are to be reported to the teacher and the principal. An investigation of the report will take place. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary action will be taken. This will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

The Academy of Saint Bartholomew will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as

the following:

- a. Posting slurs on websites where students congregate or on Web logs (personal online journals or diaries);
 - b. Sending abusive or threatening instant messages;
 - c. Using camera phones to take embarrassing photographs of students and posting them online; and
 - d. Using websites to circulate gossip and rumors to other students;
 - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.
6. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
7. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand and parent notification, entered into the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop, or the alleged victim does not feel comfortable confronting the harasser, the individual should:
 - a. Tell a teacher, counselor or principal; and
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - i. What, when and where it happened;
 - ii. Who was involved;
 - iii. Exactly what was said or what the harasser did;
 - iv. Witnesses to the harassment;
 - v. What the alleged victim did.

Complaint Procedure: The Academy of Saint Bartholomew expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. '4 school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.' (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11)

The principal, upon receiving a complaint, must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident subject to the provision of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form.

Information received during the investigation is kept confidential to the extent possible.

The Academy of Saint Bartholomew prohibits retaliatory behavior against any complaint, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure: It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint.

The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The principal will also receive a copy of the findings from the investigator.

Resolution of the Complaint: Following receipt of the investigators report, the principal may investigate further, if deemed necessary, and make a determination or any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.
- If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY:

The Academy of Saint Bartholomew is firmly committed to providing a safe, positive learning and working environment for everyone in the school. In keeping with the goals and objectives of Catholic education, the Academy of Saint Bartholomew expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment defined: For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Sexual Violence: Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will also be contacted immediately in these situations. Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law. In these cases, the Department of Human Services and the police will be contacted immediately.

SEARCH AND SEIZURE: The principal and pastor have the right to search and seize any item, personal or otherwise, that is on school property if there are "reasonable grounds" that the search will turn up evidence that the student broke a school rule. All property of the school, including students' desks, lockers and their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property. Search must be reasonable and justified. Police and parents may be notified if a situation warrants.

ADDITIONAL DIRECTIVES

The Academy of Saint Bartholomew may issue additional directives regarding safety and security plans periodically throughout the year. **Parents are asked to keep all information current.**

If a situation arises during the school year, which is not covered in the ASB Family Handbook, the Principal and Pastor have the right to modify or revise all school policy as deemed necessary.