

St. Josephine Bakhita

PARISH & SCHOOL

1566 Ferris Rd.

Columbus, OH 43224

School Phone: (614) 268-3030

School Fax: (614) 268-4681

Family Handbook

School Doors Open: 7:00 AM

Breakfast: 7:10 AM – 7:25 AM

Tardy Bell: 7:40 AM

Dismissal: 2:10 PM

Revised July 2024

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RIGHT TO AMEND

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

NON-DISCRIMINATION STATEMENT

St. Josephine Bakhita School recruits and admits students of any race, color, gender, or ethnicity 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.

St. Josephine Bakhita School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

OUR MISSION

Our mission is to instill life-long Catholic values while providing students with a foundation to be knowledgeable and competent learners.

OUR BELIEFS

- ❖ St. Josephine Bakhita School collaborates with parents and guardians in their primary responsibility of forming their children in the Catholic faith. Students grow in their faith by learning and experiencing Catholic teachings and traditions.
- ❖ St. Josephine Bakhita School's academic program meets or surpasses state standards and supports students in reaching their personal, academic, and creative potential.
- ❖ St. Josephine Bakhita School students are guided by a dedicated staff that demonstrate educational excellence and serve as positive role models in the Catholic faith.
- ❖ St. Josephine Bakhita School is characterized as a place of belonging and refuge, actively working for the inclusion and empowerment of all in our diverse school community.

PRIVILEGE OF A CATHOLIC EDUCATION

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual

growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extracurricular activities.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school.

If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor at the elementary level to leave the school.

St. Josephine Bakhita will work with students and parents for necessary accommodations to help the child succeed when possible.

REGISTRATION

Students will be accepted to St. Josephine Bakhita School according to the following priority:

1. Children from participating families registered at St. Josephine Bakhita Parish:
 - a. children with siblings already in, or previously enrolled in school,
 - b. children now reaching school age,
 - c. children from families newly moved into the parish whose children have been in Catholic schools where such were available.
2. Children from non-participating families of St. Josephine Bakhita Parish with children now ready for school or with siblings currently/previouslly enrolled in school.
3. Children transferring from other Catholic schools:
 - a. From parish schools that are closing,
 - b. From parishes not offering a full K-8 program,
 - c. From a school with a waiting list

4. Non-Catholics with siblings already in school
5. Children from families that do not meet any of the above criteria.

To be enrolled in Kindergarten, a child shall have reached the age of five years on or before the 30th day of September in the school year during which the child enters Kindergarten. All Kindergarten candidates must participate in a readiness screening.

To be enrolled in first grade, a child shall have reached the age of six years on or before the 30th day of September in which the child will enter first grade.

All incoming students will be enrolled on a conditional basis, i.e., the student's successful adaptation to the St. Josephine Bakhita learning environment. If this is not accomplished within the first nine weeks, the family will be requested to make other accommodations for the child.

Currently enrolled students will have the opportunity to re-enroll beginning in January for the following year.

Parents/Guardians are responsible for notifying the office of changes in address, phone number, or custodial status. The custodial parent is required to provide to the principal a certified copy of any court order or decree pertaining to their child(ren), as well as notify the principal by email.

THE PRIMARY ROLE OF THE PARENT/GUARDIAN

To help young people develop the self-control necessary to succeed, parents are obligated to teach and model good habits of behavior as well as proper attitudes toward school. To do that, parents/guardians should:

- ❖ Show commitment to their religion by weekend Mass or services with their children regularly.
- ❖ Recognize that the teacher takes the place of the parents while the student is at school. There should be a collaborative effort between the teacher and parent to ensure success for their child(ren).
- ❖ Expect children to respect authority, the rights of others and public and private property.
- ❖ Share an interest in student progress.
- ❖ Praise improvement demonstrated by the child.
- ❖ Insist on prompt and regular school attendance.

- ❖ Arrange for a consistent time and place for students to complete homework.
- ❖ Regularly check email for communication from school staff, including weekly parent letters, report cards and interim reports.
- ❖ Understand and comply with the rules of the school concerning student conduct and cooperate with the school in carrying out disciplinary actions.
- ❖ Periodically review the bus behavior expected of bus students.
- ❖ Be financially responsible for student fees and parish support, according to St. Josephine Bakhita guidelines.

CHILD CUSTODY

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to a pupil.

SCHOOL ATTENDANCE AREA

The location of the residence of the student's legal guardian is used to determine the assigned high school (as defined by specific street address). St. Josephine Bakhita students are assigned to St. Francis deSales High School. All students have the option to attend Cristo Rey Columbus High School. Boys may also attend St. Charles High School.

TUITION INFORMATION

Tuition and instructional fees are determined annually by the Principal, in consultation with the School Advisory Board and the Finance Committee, and approved by the Pastor of the parish in early spring. Specific amounts will be published by the end of the current school year on FACTS SIS.

Tuition and Fees are paid through the FACTS tuition payment plan beginning in July.

Tuition for the 2024-2025 school year will be \$6,566 per student for all students.

FACTS TUITION MANAGEMENT AND FACTS GRANT & FINANCIAL AID

All families are required to sign up for FACTS Tuition Management, and submit all required information, including either bank account information or credit card information for incidental and tuition payments. The FACTS SIS and Tuition Management will also be used for Aftercare and Cafeteria payments, as well as tuition payments.

The Diocese of Columbus Grant & Aid applications are available to apply for

assistance for the following school year. The aid is determined by the Diocese of Columbus. If you wish to be considered for aid from St. Josephine Bakhita School, you must first apply for the FACTS Grant & Aid. FACTS Applications must be submitted by March 15th for the next school year.

Families should not expect parish or diocesan tuition assistance if they have not first applied for the EdChoice Scholarship.

OUTSTANDING TUITION POLICY

According to Diocesan Policy 3240.1: A Catholic school will not accept a student whose financial obligations to another Catholic school have not been met and paid in full. Records will not be transmitted to another school until all financial obligations have been met.

Unpaid balances not paid in full by May 15 will warrant a child's removal from the school enrollment roster. A student on the St. Josephine Bakhita waiting list will then be given that vacancy. Please contact the principal or pastor of St. Josephine Bakhita School if payments cannot be made due to unemployment, illness, or other difficult family situations. The school is willing to make alternate financial arrangements.

TUITION REFUND POLICY

Enrollment for any part of a trimester is considered as enrollment for the entire trimester. Tuition paid beyond said trimester will be refunded upon request.

SUPPLIES

A list of required school student supplies which parents are expected to provide is posted on FACTS SIS and on the school's website by grade level. *Supplies may need to be replaced or replenished throughout the school year.

PRINCIPAL'S OPEN-DOOR POLICY

The principal has an open-door policy. Students are permitted to come to the office to discuss concerns as well as ask questions. The student must get permission from the teacher to leave class. The policy is extended to parents as well. However, it is recommended that parents having urgent business make an appointment to ensure adequate time for discussion.

COMMUNICATIONS

FACTS SIS is the platform that all Diocesan elementary schools use to communicate with parents, to send out important announcements and weekly parent letters,

access to student report cards, and other important information. Parents will need an email to log in to FACTS SIS. Once you log in, you will receive notifications throughout the school year from the school and your child's teacher. For more information on how to login to FACTS SIS, please contact the school office. All students must have at least one parent email attached to their account so that report cards and other important information can be transmitted to families. If your email changes at any time during the school year, please contact the school office immediately so that your email can be updated on FACTS SIS.

Individual classroom teachers communicate with parents through FACTS SIS and other ways which will be explained at the Parent Back to School Night. Families and school staff are encouraged to communicate on a regular basis. The recommended ways to do this are through e-mails or written communications, scheduled meetings, or by telephone conversations.

VISITORS

For the safety of students, faculty, and staff, all exterior doors to St. Josephine Bakhita School are locked. There is a call button located by the main entrance door to gain entry. All visitors must report to the school office manager immediately after entering the building using the main entrance doors, sign in, and wear a visitor's badge while in the building. Parents may not go to classrooms to drop off students, to pick up students, or to deliver messages, lunches, backpacks, etc. All those requesting entrance into the school must sign in and provide a form of government-issued identification (Driver's license or State ID) in order to enter the building. Per Diocesan policy 5220, persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal. Please refer to Diocesan policy 5220 for more information on visiting the school to visit a student.

RELIGION PROGRAMS/ SACRAMENTS

An important part of education at St. Josephine Bakhita School is our religion program. With the assistance of the faculty, staff, and pastor, children prepare the Liturgy in which they will take an active part. Students will attend Mass on Fridays and on Holy Days of Obligation. There are other times during the year when the children and teachers celebrate the Sacraments and other aspects of the Church as a community. It is the parents'/ guardians' responsibility to make sure a child receives the Sacraments frequently and attends Sunday Mass on a regular basis.

The school assists the parents by providing instruction for the reception of the following Sacraments:

- Holy Eucharist - Grade 2
- First Reconciliation - Grade 2
- Confirmation - Grade 8

Special meetings are held throughout the year for parents to better inform them about the particular sacrament and to help them with final preparation.

ACADEMICS

Students will be given the STAR Reading and Math assessment at least 3 times a year, results of this test will be shared with parents when it is taken. Along with the STAR assessments students will also take any state standardized testing that is required for their grade.

The Diocese of Columbus mandates Standards Based Grading for all Elementary Schools in the Diocese in grades K-8. The primary purpose of report cards is to communicate to the student and parent what a student knows and is able to do based on the Diocesan Course of Study. The primary purpose of assessment and evaluation is to improve student learning. Grading must include enough information so teachers and parents can provide the appropriate amount of support for the student.

HOMEWORK AND SUGGESTED STUDY TIME

Grades	Minutes per day
K, 1, 2, and 3	Not more than 20-30
4 and 5	45
6, 7, and 8	90

This is a suggested guideline. Should your study time go beyond this, it is recommended that you discuss the situation with the teacher, since this could mean that the classroom work has not been completed.

At the discretion of the teacher, parents or guardians will be contacted if assignments are missed through FACTS SIS. Students with missing assignments may be required to make up work during recess time, after school, or at the discretion of the teacher.

GRADING SYSTEM

E Exceeds the Essential Standard - The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level. The student independently synthesizes information and makes connections between concepts to apply the knowledge in new and unique ways or to apply the concepts to solve real world problems.

An "E" can be earned at any time throughout the school year. Teachers must give opportunities to all students to demonstrate this level of performance. Students should be strongly encouraged to try to complete "exceeds" questions.

In addition, some foundational skills may not have an "Exceeds." For example, once a student knows all the letters of the alphabet, there are no ways to demonstrate "exceeding" this standard. Another example would be when it comes to riding a bike, if the standard is to ride a bike and a student is able to get right on the bike and ride off the first time, never riding a bike before, that would be "exceeding" the standards.

M Met the Essential Standard- The student has consistently mastered the essential standard taught and assessed. A student earning an "M" demonstrates a consistent understanding of grade level expectations and concepts when assessed. A student earning an "M" demonstrates content knowledge and skills by consistently demonstrating achievement of all the indicators that are linked to the essential standard.

An "M" can be earned at any time throughout the school year and indicates strong, excellent work at the grade level. *The "M" is the goal for the grade level and should be celebrated.*

Bike example - A person competently rides the bike without support.

W Working Toward Meeting the Essential Standard - The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed. A student earning a "W" has not yet met the essential standard but is progressing toward achieving the grade-level concepts and/or skills OR has been inconsistent in his/her demonstration of achievement of the indicator standards. The "W" is an indication of a student learning grade-level concepts and skills.

Bike example - A person frequently falls and needs adult support. The person continues to extend the time he/she is independently riding.

N Not Meeting the Essential Standard- Student has not demonstrated mastery of the essential standard. This is usually given to students who are at the beginning stages in learning a new concept or are working below grade-level.

A student earning an "N" demonstrates a very limited amount of knowledge or skill as it relates to the essential standard. In most cases, the student is still learning previous grade-level concepts and skills. The difference between a "W" and an "N" is in the grade level of the concept or skill that the student is working on. If a student is working on the grade-level essential standard but hasn't met it yet, he/she would receive a "W". However, if the student is working on previous grade-level standards, he/she would receive an "N".

Bike example – A person is riding a bike with training wheels or has just sat on the bike.

INS Insufficient Evidence- There was insufficient evidence provided for demonstration of mastery when assessed, usually because of lack of attendance or effort. There should be corresponding documentation on other parts of the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.

GRADING POLICY

Every assessment that a student takes will be indicative of the student's degree of mastery of one or more of the Diocesan standards. Teachers can and will be able to grade assignments with averages (numbers) so that students and parents can clearly see what is mastered and unmastered, correct and incorrect.

Communicating progress on daily work and marking practices should be reflective of student learning and should communicate clearly what knowledge, skills and understandings a student has achieved, as well as where that student needs further support. Marks are the symbols given on individual assessments that are returned to students. Grades are the symbols that are used on the report card. Assignments designed to give information about student learning (information that teachers can use to design instruction and students can use to improve performance) should be marked to give a clear indication of what a student knows and can do and should include feedback to the student for improvement.

STUDENT OPPORTUNITIES TO PARTICIPATE IN ADVANCED STUDY PROGRAMS

Students in the Eighth grade may elect to participate in French I and Honors Algebra I through St. Francis DeSales High School.

Students chosen to participate in Honors Algebra I must meet the criteria outlined in Diocesan Policy 6214:

OPTION 1 – 8th GRADE ALGEBRA

Eligibility will be determined by looking at all of the following factors holistically so that a child is not penalized for a single test score. These criteria are set and reviewed by the Office of Catholic Schools.

1. Academic performance in previous grade levels. Consistent academic performance is a critical indicator of success so math academic performance in previous grade levels will be a consideration as well as the student's ability to work independently and collaboratively and complete work in a timely manner.
2. STAR math scores and the STAR Math Algebra readiness indicator.
3. Results of a nationally normed, standardized assessment that has been proven reliable and valid in predicting success in Algebra. The test that has been chosen is the Iowa Algebra Aptitude Test (IAAT). This will be administered every May.

Principals will be notified whether each student was accepted, conditionally accepted, or not accepted. Once a student has qualified, parental permission must be given for the student to fully enroll in the Algebra I class.

OPTION 2 – 8th GRADE FRENCH I

Students chosen to participate in French I are selected based on teacher recommendation, STAR Reading scores, and English Language Arts grades in the 7th grade.

Credit for both classes is awarded by St. Francis DeSales High School at the completion of the school year, provided the student meets all the requirements to pass the course.

SCHOOL NURSE

The school nurse is at St. Josephine Bakhita 3 days a week. The school nurse's duties include updating school health records, eye screening, auditory testing, weight and height records and a scoliosis check. Screening is done on a yearly basis. Parents should submit to the school nurse updated immunizations.

DISPENSING MEDICATION

If a student needs to use prescribed medication during school hours, the following guidelines must be followed:

1. The school office must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement indicating the frequency and dosage of the prescribed medication.
2. The medication should be delivered directly to the school by the parent. No medication should be sent to the school with the child. At the end of the school year, the parent must pick up all medications. If any medication is leftover and is not picked up by the parent, the medication will be disposed of.
3. All medication must be in the original prescription bottle with the label indicating the drug, the directions, and the physician's name. Do not send in medication without a label... it will not be administered.
4. Parent and physician forms must be submitted each year, and whenever there is a change in the medication order. We will not accept a verbal notice of the change of dosage from the parent or the student.
5. Medication may not be kept in the classroom. All medication will be kept in the school office. The only exception to this policy will be allowances for students to self-medicate with an inhaler for asthma.
6. When it is decided to administer medicine, the student is responsible for coming to the office at the prescribed time.

The possession or use of non-prescription, over-the-counter medication during school hours by the student is prohibited.

Employees of St. Josephine Bakhita School, and public-school employees (e.g., school nurse) working in schools are permitted, but not required, to administer prescribed medication to a student. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

If your child is in need of an inhaler during the school day:

1. Inhaler must be kept in the school office. School personnel will supervise administration of medication.
2. Written permission must be on file from the parent or guardian and the

student's physician. Forms are available in the school office.

3. Over the counter medications that will be dispensed by the nurse or trained adult, must be given to the office along with a form signed by the parent or guardian.

Effective 11/4/1999, House Bill 121 permits a student to carry and use an asthma inhaler with the written approval of the parent or guardian and the student's physician. If you feel your child can handle this responsibility, the appropriate form must be on file in the office before he/she can carry an inhaler.

PHONE CALLS/CELL PHONES

Children may not use the school phone without permission of a teacher, staff member, or principal. Cell phones, Smart watches and any type of electronic devices are never permitted at school and on school grounds, on the bus, or in After Care during the school year. If any of these items are confiscated, they will be held in the Principal's office until the end of the school year and a parent must come in to get the cell phone or device.

SCHOOL HOURS

The doors to the school will open at 7:00 AM. All students are expected to be at school by 7:30 AM. Students are to report directly to the gym. A staff member will provide supervision at 7:10 AM. Students will be considered late if they arrive after the 7:40 AM bell. Late students must report to the office to receive a tardy slip.

Drop-off Procedures:

All forms of transportation should enter through the west entrance on Ferris Rd. (closest to Karl Rd.), and exit through the east exit to Ferris Rd. All students must enter through the main Ferris Rd. entrance. No other entrances will be open for students in the morning. Drop-off is in two lines under the carport on the Ferris Rd. side of the building. Please do not park in the parking lot to drop your child off. The parking lot area is for buses only. Please follow the directions of all staff on duty. Parents may not enter the building in the morning without previous permission of the principal or a previously scheduled appointment with a staff member.

Dismissal Procedures:

Students will be dismissed on the following schedule:

- 2:08 Walkers will be dismissed. All bus riders and van riders will be called to the church to be dismissed as their bus/van arrives.
- 2:10 Aftercare
- 2:15 car riders

Students who ride the bus will be escorted to the buses who are parked outside of the building on the Ferris Rd. side of the building. Parents should not pick up students in the parking lot in front of the main entrance during the dismissal procedure. Students who are being picked up by a childcare van or who are walking home will be dismissed out the main entrance door. Aftercare students are to report to the aftercare room. Students who are being picked up in a car may only be picked up in the Karl Rd. parking lot. Parents should enter this lot via the Karl Rd. entrance, and will follow the flow of traffic out to the east exit to Ferris Rd. Please do not try to exit via Karl Rd. or move your car out of turn. Please follow the directions of all staff on duty. Parents may not enter the building in the afternoon without previous permission of the principal or a previously scheduled appointment with a staff member. No student is to walk across St. Francis DeSales property unless permission is given by the principal (this is limited to students who are taking Algebra I, Marching Band, and French I, and students whose parents/guardians are employees of St. Francis deSales High School). Additionally, no students will be dismissed to cars parked on St. Francis DeSales property, or on any other off-campus property.

Students who are not picked up by 2:30 will be sent to Aftercare at cost to the parent. The earliest Aftercare pickup time will be 2:45 p.m. Students sent to Aftercare at 2:10 p.m. will not be released until car riders are dismissed and the line is clear.

ABSENCES AND ILLNESS

Daily attendance at school is a basic requirement for academic success. The school recognizes, however, that there are legitimate reasons for absences such as personal illness, illness in the family, death of a relative, etc. According to Ohio law, primary responsibility for seeing that students attend school the full time that school is in session rests with the parents/guardians. When a student is going to be absent, the parent or guardian is required to notify the school via phone and follow the prompts for reporting your child absent before 8:00 AM and give a reason for the absence. Parents may also email the school office manager before 8:00 AM. The school will contact the parent of any child who has not arrived at school to confirm their absence. If an absence is extended, the parent/guardian must phone each day or inform the principal in advance that their child will be out for an extended period of time.

Upon returning to school after an absence, a student must present a note stating the reason for absence, the date(s) of absence, and the signature of parent or guardian. If a student is absent due to illness for more than 3 consecutive days, a medical

excuse is required upon returning to school.

A student will be considered excessively absent by the school and state of Ohio if they miss 38 or more hours of school in a month or 65 or more hours of school in a year. In Ohio, excessive absence is a combination of excused and unexcused absences. It does not include time missed for medically excused absences. Excessive absences can also put students at risk of losing Ohio EdChoice Scholarships.

All absences and tardies, both excused and unexcused, will be recorded on the student's attendance record and on the student's grade card.

St. Josephine Bakhita School takes unexcused absences seriously. Once a student qualifies as excessively absent, a meeting between the parent, school counselor, intervention support, and principal is required, and a remediation plan for the student's attendance will be put in place. A decision can be made to contact local authorities regarding the inability to reach parents or in the case of chronic or excessive absences.

A school is justified in refusing credit to any student who misses 28 days or more in a school year. An exception to this would be the case of a student who is hospitalized due to extended illness or injury, and would be able to make up the work through tutoring or some other type of instruction approved by the principal.

TRUANCY

Students are illegally absent from school when they are not in assigned classes, leave school without permission, or falsify the reason for the absence. Truancy is considered an unexcused absence when a doctor's note is not turned in upon return to school. Truancy is a serious violation of the school discipline policy which can result in possible disciplinary measures by the principal.

EARLY DISMISSAL

If a student must leave before the end of the school day, a written request or email must be sent in on or before the date the student is being dismissed, must clearly state the reason and the time for early dismissal and who will pick the child up from school. The adult picking the student up must already be on the student's emergency contact/pickup list. The student and the parent or authorized adult will meet at the receptionist's desk where the child will check out. The adult is required to sign the student out, and will be required to show proof of identification if the adult is not known to school staff.

Please keep in mind the Mass and lunch schedule. We will not be able to release a student during Mass or any prayer service or liturgy. If the student needs to leave during their lunch time, please make arrangements to pick them up prior to their lunch time, or after they have returned to class.

The school day ends at 2:10 PM. Students who are routinely picked up before 2:00 PM will not be tolerated, and a student's time away from learning will be considered hours of absence (e.g., other than medical appointments).

MAKE-UP WORK/VACATIONS

Students who are absent from school are expected to make up work missed during the absence period. If a student is absent one day, one day is given for the make-up work to be completed. If absent three days, three days are permitted for the work to be completed. This does not apply to students who are absent the day before a long-term assignment is due because ample time is given to complete the assignment.

If you need your child's homework when they are ill, please call the school office and leave a message or email the school office manager before 9:00 AM. Assignments will be ready at 2:15 PM for pick up, or they may be sent home with a sibling or other student/friend.

Student/family vacations scheduled while school is in session are strongly discouraged. *Teachers are not to provide homework in advance for vacationing students.* If your child is absent due to a family vacation, the child is responsible for all work taught during the absence period, including classroom assignments. All work and assignments must be completed within three days after returning from vacation. *Per Ohio law, all vacations are unexcused absences, and extended vacations may cause your student to lose their EdChoice Scholarship.*

TARDINESS

A student who arrives after the 7:40 AM bell is considered tardy. The child must report to the office for an admission slip to class. A student is considered habitually tardy when they have 30 consecutive unexcused hours or 42 unexcused hours in a month *or* 72 unexcused hours in a year. Once a student qualifies as habitually tardy, a meeting between the parent, school counselor, intervention support, and principal is required and a remediation plan for the student's attendance will be put in place. A record of tardiness will be kept on the student's attendance record and on the

student's grade card.

PROMOTIONS/RETENTIONS

Promotions will be based on consideration of the welfare of the student. Students will be placed where they can work to the best of their ability. Retention is recommended only when a student has shown that he or she is not emotionally and/or academically prepared for the next grade. Retention is considered only if it will benefit the student. If a student in grade 6, 7 or 8 fails two or more subjects, it is advised that the student enroll in another school.

Parents are required to attend a parent/teacher conference during the first trimester. Spring conferences are at the parent and or teacher's request. Teachers and parents are encouraged to schedule conferences on a needed basis.

SPECIAL SCHOOL EVENTS

Occasionally activities such as the Christmas program, and band and choir concerts, are presented by the students under the direction of teachers, staff, or volunteers. All students must participate in required programs, and students' participation and quality of performance will be reflected in their grade.

FIELD TRIPS

During the course of the school year, teachers may plan an educational field trip. Permission forms for trips must be signed by the parent/guardian and returned to the school by the designated date. Permission over the phone will not be accepted and the student will spend the day at school where suitable class work will be provided if the permission form has not been signed.

VOLUNTEERS

Diocesan Policy 4120

All school staff and volunteers must have on file a current Bureau of Criminal Investigation criminal background check and attend - Protecting God's Children sexual abuse awareness and prevention workshop before they can accompany the school children on any activity.

CRISIS PLAN

In the event of a special emergency, evacuation and/or lockdown procedures are available in the principal's office. In the event of an evacuation information for meeting students will be communicated to parents via email and text from the FACTS communication system. St. Josephine Bakhita School is in compliance with the State of Ohio and Emergency Operations Plan and Floor Plan are submitted and

approved.

SAFETY DRILLS

Fire, Tornado, Lock Down, Evacuation and Emergency Drills are conducted on a regular basis. Students are instructed by their teachers on appropriate behavior and correct procedures to follow. They are expected to respond to directions quickly, quietly, and safely.

ASBESTOS PLAN TO INFORM

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or "AHERA" (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to: "Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and surveillance activities that are planned or are in progress." "Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM." Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months: Each of the school buildings has been re-inspected and an Asbestos Management Plan is currently available for review at the school offices. This notice is provided as the annual notification required by AHERA.

BEHAVIOR AND DISCIPLINE/CODE OF CONDUCT

One of the great things about being a Catholic school is the chance to work with our students to grow in their love of God and for each other. Each day, our students learn that they are made in God's image and likeness, and of the dignity they have because of that gift. The purpose of disciplinary action is to assist the student in developing an understanding of his/her responsibility, to develop his/her academic potential, and to assist the student in learning to live in peace and harmony in a Christian environment. All disciplinary actions are left to the discretion of school administration. The school community will encourage and support the positive choices made by its students. Unacceptable behaviors and choices will be met with disciplinary action. The basis of all discipline is respect. Students who infringe upon

the rights of others, neglect their responsibilities, or violate rules will be held accountable. Discipline is the responsibility of each staff member. If appropriate methods of correction by the classroom teacher are not successful, the student will be referred to administration. The Principal and Dean of Students are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

Within the overall scope of the school Code of Conduct, individual grade bands and classrooms create systems to help students understand their behavior. (i.e. behavior card , etc.) These systems support the overall school Code of Conduct.

School policies and procedures are put in place following a careful needs-analysis. Some seemingly minor infractions have more significant consequences as a deterrent to an ongoing issue of concern at our school. Parent/guardian support is an important component of any educational setting. Parents/Guardians of St. Josephine Bakhita School students are expected to support the efforts of the faculty and administration in enforcing the policies of the school and diocese. Parents/Guardians should address the teacher with any questions regarding behavioral issues. If there are unresolved questions or issues regarding behavior, the parents/guardians may contact a school administrator.

Regular communication between home and school is an essential component of a successful educational partnership. St. Josephine Bakhita School will employ the use of a behavior report through the FACTS Behavior Module to communicate behavior infractions, demerits, and merits to parents/guardians.

Unacceptable Behavior: may include but is not limited to the following:

- Cell phone use during school hours
- Cheating
- Misbehavior in school, on school grounds, on school buses or at bus stops, and at school functions (this includes the property of St. Francis deSales High School)
- Chewing gum/eating when not permitted
- Arguing/put downs/disrespectful tone of voice
- Lying
- Disruption of the learning process (Inattentiveness)
- Inappropriate language or behavior
- Insubordination
- Improper use of technology

The goal of St. Josephine Bakhita's disciplinary policy is conflict resolution. Therefore, all efforts should be directed towards immediate intervention with the hope that the use of formal interventions will be minimal. We believe that discipline is an opportunity for personal growth, and growth in the student/teacher relationship. Parent, teacher, and student communication will be considered a key component in fostering the growth of self-discipline in our students. With that in mind, the following procedure has been established to monitor student behavior progress:

1. Students should be redirected by the teacher.
2. If redirection by the classroom teacher or staff member doesn't resolve the issue, and the infraction continues to occur, students should be referred to the Dean of Students. The classroom teacher will be responsible for communicating with the parent. If further action is needed, the Dean of Students will communicate with the teacher and parents through FACTS or by phone.
3. If a student receives 5 conduct reports, the parent and student will meet with the Dean of Students, and the student will be issued a before school detention (7:00 AM – 7:30 AM).
4. If a student receives 10 conduct reports, the parent and student will meet with the Dean of Students, and the student will be suspended for 3 school days.
5. If a student receives 15 conduct reports, the parent and student will meet with the Dean of Students, Principal and/or pastor, and the student will be suspended for up to 5 school days, and the family will be notified that they will face expulsion from St. Josephine Bakhita School.
6. If a student receives 20 conduct reports in a year, the student will be immediately expelled from St. Josephine Bakhita School.

All students are subject to suspensions, which will be determined by the administrator's consideration of the severity and/or repetition of the offense. Unresolved behavior problems will result in expulsion of the student.

Policy on Serious Misconduct: The following are considered acts of serious misconduct and will not be tolerated at St. Josephine Bakhita Catholic School:

- Fighting (defined as starting and/or encouraging another student a physical confrontation with another student or adult or retaliating as a reaction to a physical confrontation that the student could have walked away from).
- Assault (defined as a student using any part of his or her body in anger against another student or adult without retaliation from the victim).

- Use or creation of inappropriate language, gestures, or depictions
- Blatant disrespect of adults or fellow students
- Bullying (see the Diocesan definition in handbook)
- Conduct on social media that is in opposition to the Mission of St. Josephine Bakhita Catholic School and Parish or could be considered bullying.
- Sexual Harassment (see Diocesan policy in handbook)
- Stealing
- Cheating
- Destruction or defacement of school property or property of another person
- Use or distribution of tobacco, electronic methods of nicotine delivery, alcohol or illegal, prescribed, or non-prescribed medication
- Violation of the weapons policy (see Diocesan policy in handbook)
- Chronic disregard for the general code of conduct
- Other offenses deemed serious by the principal and pastor
 - o False Alarms
 - o Threats

Students who commit any of the above infractions or any infraction that, in the opinion of the Principal and/or Dean of Students, necessitates that removal of the student from the classroom and/or school will be suspended immediately (see Diocesan suspension policy).

The Principal, Dean of Students, and Pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

This system is designed to make students accountable for their behavior. Conduct reports will be sent through FACTS SIS at the time of the incident and must be acknowledged by a parent/guardian.

DETENTION POLICY

Detentions will be served with the Principal or staff member after school from 7:00–7:30 OR 2:15–2:45 unless another time is designated. When a detention is issued, it must be signed by the parent/guardian and returned to school the following morning. Detentions will be placed in a student’s file.

Recognizing that students have a right to learn and teachers a right to teach, the St. Josephine Bakhita School Code of Conduct is put in place to address behavior

concerns in a manner appropriate to the maturity of the student and the seriousness of the offense. All students have the right to feel safe at St. Josephine Bakhita School – including but not limited to classrooms, hallways, gymnasium, cafeteria, playground, restroetc. As with all aspects of our educational program, the St. Josephine Bakhita School Code of Conduct is designed to be collaborative in nature. Warnings will be issued for minor offenses through classroom communication such as behavior charts, as well as the school behavior report, and/or FACTS SIS Behavior Module. Detentions are issued for serious offenses or the accumulation of several minor offenses. Detention will be communicated to the parent/guardian via FACTS. Detentions will be served with the Dean of Students or staff member after school from 7:00–7:30 AM or 2:15–2:45 PM unless another time is designated.

BEHAVIOR OFF CAMPUS

(Diocesan Policy 5404)

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including the use of social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

CARE OF SCHOOL PROPERTY

Students are responsible for the care of all books, supplies, and furniture provided by St. Josephine Bakhita School. All students should respect staff members' and other students' personal belongings and will be held accountable for any damage to these items. Students who damage or deface school property or equipment or break or steal other's belongings will be required to pay for the repair or replacement of the item/items.

CHEATING

If a student is found guilty of cheating, the teacher will collect the student's paper and notify the parent/ guardian and the principal, for immediate action to be taken. Whether a student gives or receives information during a test or assignment, or plagiarizes an assignment using Artificial Intelligence, the offense is the same.

SUSPENSION (IN-SCHOOL AND OUT-OF-SCHOOL)
(Diocesan Policy 5406)

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct after having been placed on probation. Written record of the suspension will be kept on file for the duration of the student's enrollment in St. Josephine Bakhita School.

For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. Only an administrator has the authority to suspend a student. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified. Expulsion shall not take place except as a result of the suspension procedure described below:

Suspension Procedures:

1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the Dean of Students/Principal to review the matter.
2. Students will be given work or assignments to be completed at home during the suspension period. Parents will be notified when the work is ready to be picked up, and all work will be due when the student returns to school after serving his/her suspension period.
3. If the decision is made to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

An administrator's decision to suspend a student is a final decision.

DUE PROCESS

To be fair, when an incident occurs between students, a member of the administration will provide an opportunity for the students to discuss the incident as

soon as possible. After each student presents his/her side of the story, the staff member will determine how to handle the situation.

EXPULSION FROM SCHOOL

Expulsion may take place for conduct "...which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the Diocese or St. Josephine Bakhita School" (Diocesan Policy 5407). The Principal has the right to make exceptions to disciplinary actions because of mitigating circumstances. The principal and pastor have the final say in all disciplinary situations.

THREATS TO WELFARE AND SAFETY

No student will use, possess, handle, transmit or conceal any object that is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school related functions (Diocesan Policy 5410). In the event that there is a credible suspicion of a threat to the health, safety, or welfare of the students, the pastor or a school or diocesan administrator may conduct a search of the school plant and every aperture thereof, including all school property such as lockers, desks, computers, tablets, etc.

If a student is found to be in violation of Policy 5410, any or all of the disciplinary actions listed below may be imposed by the administration:

- detention
- approved school/community service
- in-school suspension
- referral to Juvenile Court or law enforcement agency
- suspension from school
- expulsion from school following suspension

BUS CONDUCT

The following rules and regulations apply to ALL students riding school buses.

1. The bus driver represents an extension of the authority of the school and is in complete charge of the bus. The bus driver may assign seats to students as the driver deems necessary. Students are required to comply with the seat assignment.
2. Consumption of food, gum, candy beverage, etc. is strictly forbidden at all times

on school bus.

3. Orderly conduct must be maintained at all times.
4. Students must remain seated at all times.
5. A student's bus riding privileges may be suspended for a period of up to five (5) days, if issued a Columbus City Schools school bus safety report.

ATHLETICS

Athletics are offered by the parish in Grades 4 - 8. Athletics should be an educational experience, aimed at providing a healthful, enjoyable atmosphere conducive to the growth and development of every participant. St. Josephine Bakhita Parish through St. Josephine Bakhita Athletic Club and the Athletic Director and Commissioners sponsor the sports program. If there are any questions or concerns about athletics please contact the coach, followed by the athletic director and pastor. Students who are not meeting the academic or behavior standards may become ineligible to participate in athletics. Refer to the Ineligibility Policy.

FALL: Soccer, Football, Volleyball

WINTER: Basketball

SPRING: Softball, Baseball, Track

USE OF SCHOOL NAME POLICY

Any use of the name Saint Josephine Bakhita School must be submitted to the principal and pastor for approval.

LUNCH

The option of a school lunch is available to students every day, unless otherwise informed of changes in the schedule through FACTS SIS. A monthly/daily menu is published on FACTS SIS. Two percent or chocolate milk is included in the cost of the hot lunch or can be purchased. Prepayment for lunches or milk is handled through FACTS SIS. Parents who may qualify for Federal Free or Reduced Lunches should contact the school office for an application each year.

If a parent/guardian wishes to bring their child's lunch to school, it is to be brought to the school office. Fast food is not permitted or carbonated beverages. No food is to be taken out of the lunchroom to eat on the playground or in the classroom. Students are responsible for cleaning up after themselves at their table and for following all the appropriate codes of conduct set by St. Josephine Bakhita School.

WELLNESS POLICY

St. Josephine Bakhita School recognizes that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. St. Josephine Bakhita School aids the emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others. Wellness education must be multi-dimensional and encompass all areas in order to promote ultimate health. The Wellness policies are found in Diocesan Policy series 7000.

SUBSTANCE ABUSE POLICY (Diocesan policy 5414)

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. Vaping and e-cigarettes are included in this prohibition.

The schools of the Diocese of Columbus recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For the purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011); all chemicals which release toxic vapors;
2. all alcoholic beverages;
3. any prescription or patent drug, except those for which permission to use in school has been granted;
4. anabolic steroids; and
5. any substance that is a "look-alike" to any of the above (ORC §2925.01-0).

Diocesan schools prohibit the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school sponsored event. The term "drug paraphernalia" shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.)

St. Josephine Bakhita School strives to prevent drug abuse and help drug abusers through education. The drug prevention program in our school shall:

1. Emphasize the prevention of drug use;
2. Provide for a comprehensive, age appropriate, developmentally based alcohol

- and other drug education and prevention program;
3. Address legal, social, psychological, and health consequences of drug and alcohol use;
 4. Provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol.

St. Josephine Bakhita policies regarding consequences of the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia include:

1. A student violating this policy for the first time is required to meet with his/her parent(s)/guardian(s) and school officials;
2. Disciplinary sanctions, up to and including expulsion, will be imposed on students who violate the school standards of conduct and a description of those standards;
3. Information about alcohol and other drug counseling and rehabilitation programs available to students and their parent(s)/guardian(s) upon request.
4. As mandatory reporters, St. Josephine Bakhita staff have an obligation to report distribution/sale of drugs to the police.

Anyone who commits any act prohibited by this policy shall be brought to the attention of the building principal or the principal's designated representative. The principal or representative shall place student safety as a priority in each situation. The principal or representative shall notify the student's parent(s)/guardian(s) within 24 hours of the incident.

ABUSE AND NEGLECT

All teachers and staff members are considered "mandated reporters". By law, it is the responsibility of each professional staff member to report immediately to the appropriate community agency any suspected case of child abuse and/or neglect.

FOOD POLICY

Students are not permitted to bring or consume gum, or any type of carbonated beverage on school grounds.

Students are only permitted to consume food in the St. Julie Room (cafeteria space), except on special occasions with teacher or principal approval.

BIRTHDAYS, GIFTS, AND INVITATIONS

Birthdays are an opportunity for a student to celebrate their special day.

Students are not permitted to exchange gifts for Christmas, birthdays, or any other type of holidays during school hours. With advance principal approval, students are permitted to bring party invitations to school to pass out, but only if they include the entire class or everyone in the class of the same gender. If only a few children are invited to the party then they should be mailed out individually. The school office is not permitted to release class lists of addresses and phone numbers for party invitations.

- Students will be recognized during morning announcements and will receive a birthday pencil from the office.
- Students are invited to bring a simple treat that is individually wrapped (one item per student... no goodie bags) to share with the entire class for their birthday. Treats will be passed out at the end of the school day. Cakes and cupcakes are not permitted.

PLAYGROUND

Following lunch, a period for playtime is provided for the children. To ensure the safety and well-being of the children during recess, the following regulations will be enforced:

- Students are to play in the designated class areas on the playground.
- Games are to be played by established rules.
- Snowballs, water balloons, tackle games, and games that endanger the health and well-being of students are forbidden.
- Students may not play off the blacktop area without permission.
- All injuries and problems must be reported to the adult on playground duty.
- Children are expected to obey adults who are on duty.
- Children are expected to go outside for recess and to dress appropriately for weather conditions.
- Use of inappropriate or abusive language is forbidden.
- When the bell rings signaling the end of recess, children are to return playground equipment and pick up their personal belongings and line up in their designated area where they will be met by the teachers.
- No food, beverage, candy or chewing gum is permitted on the playground.
- Only one child is permitted on a swing, ladder, slide, or chin-up bars at a time. No one is permitted to climb the poles.
- No students are permitted to jump off the swings or stand at the top of the

slide.

- On bad weather days, when children do not go to the playground, they are to report to their classroom or the gym. Children are to abide by their classroom indoor recess rules. They are not permitted to visit other classrooms, run, skip, or jump. Children must ask permission to use the restroom and are permitted to do so, one at a time.

DRESS CODE

Dress code will be recorded daily by the homeroom teacher. The following action will be taken for dress code violations:

1. Verbal warning
2. Written warning
3. Phone call
4. Student is sent home.

Students are required to wear school uniforms. A clean and neat appearance and adherence to the dress code is expected. Logos, other than the designated school logos, are not permitted on any uniform clothing.

SWEATERS – Red or black sweaters of cardigan style which have no hood, trim, appliqué, or logo are permitted.

SWEATSHIRTS – School spirit wear sweatshirts may be worn on designated spirit wear days, as well as on days from October 1 – April 1 that students are in gym uniform.

FLEECES – Only the uniform school fleeces which are solid black with the school approved St. Josephine Bakhita or St. Josephine Bakhita logo. They can be purchased at locations designated by the school.

BLOUSES AND SHIRTS – Blouses and shirts must be solid-colored, red or white, oxford or polo style, cotton, or cotton blends, and must have a collar. All blouses and shirts must have sleeves (long or short) and must be tucked in at all times. Only red or white, plain tee shirts are permitted under the uniform shirt or blouse.

TURTLENECKS – Turtlenecks must be solid-colored, red, or white, and must be tucked in at all times. Turtlenecks of the same color as the top shirt may be worn under a long sleeve blouse, shirt, sweater, sweatshirt, fleece, or jumper. In keeping with modesty, only boys may wear a turtleneck alone.

PANTS – Pants must be solid-color black and a school uniform style only. Denim,

patches, rivets, or colored stitching is not permitted. In keeping with modesty, girls are permitted to wear shorts under jumpers if they do not extend below the hemline of the jumper.

SHORTS - School shorts may be worn in August, September, May, and June or when given permission by the principal. These must be plain, solid-color black walking shorts above the knee at mid-thigh or longer. All exclusions listed under pants apply to shorts also.

BELTS - Belts must be solid-colored dark brown or black. Belt buckles must be nondescript. Belts are optional for kindergarten and first grade students. For all other students, belts must be worn if pants or shorts have belt loops.

GIRLS - For girls in grades K-5, jumpers are of the plaid style from the uniform company. They must be no shorter than 2" above the knee. For girls in grades 6-8, solid red jumpers with the St. Josephine Bakhita or St. Matthias logo must be worn and can be purchased from the uniform company.

SOCKS - Socks/tights must be worn at all times. Socks must be solid-colored, black, red, or white of a crew or ankle style - 2 inches above the ankle or knee length (no pattern). Solid, no patterned red, white or black knit tights are permitted. Hose and leggings are not permitted. If socks are worn with tights, they must be the same color. This also applies to Physical Education Classes.

DRESS SHOES - Dress shoes must be cut below the ankle and be closed toe and back. Heels and soles may be no higher than ½." Dress shoes must be solid-colored brown or black. Shoes must be laced to the top and tied.

TENNIS SHOES - Tennis shoes may be worn as an alternative to dress shoes. They must be all white and/or black, cut below the ankle and have closed toes and backs. No decorations, logos, lights, or contrasting colors are allowed. Laces must be the same color as the shoes and laced to the top and tied.

BOOTS - Snow, hiking, athletic, or any other type of boots may not be worn the entire school day because of health factors, but they may be worn to and from school during bad weather.

PHYSICAL EDUCATION UNIFORM - The gym uniform may be purchased in the school office. Plain colored red, black, gray, or white sweatshirts and sweatpants without any

type of logo may be worn over the gym uniform. Sweatpants must have an elastic waist and elastic at the ankles. Sweatpants/sweatshirts are not required as part of the gym uniform. Gym uniforms will be worn on all days that the student has gym class. St. Matthias gym uniforms may still be worn.

ACCESSORIES - Girls may wear one pair of studded post earrings on the earlobe only - no dangling earrings or hoops. Boys are not permitted to wear earrings. One necklace with a religious symbol is acceptable. Bracelets/wristbands or any items that are worn on the wrist may not be worn. No rings. Girls in the seventh and eighth grades are permitted to wear natural looking makeup at the discretion of the school staff. Nail polish must be clear or natural looking. Students are not permitted to have tattoos. Students are not permitted to draw/write or make any type of marking on any part of their body at any time.

HAIR Hair must be kept neat at all times. Facial hair is not permitted except neatly trimmed sideburns, which may not extend below the earlobe.

- Hats and bandanas are not permitted
- Headbands should be red, white, or black

SPECIAL OCCASIONS - The principal may give permission for modest casual clothes to be worn on special occasions with St. Josephine Bakhita-sold spirit wear. Please refer to the guidelines for out of uniform days on FACTS SIS. Organizational uniforms (scouts, teams, etc.) may be worn with permission of the principal. Students may receive out-of-uniform passes as a special privilege. These passes must be given to the homeroom teacher when attendance is taken. It is suggested that parents put their child's names in all clothing. The principal determines if a student is in proper uniform.

ACCESS TO STUDENT RECORDS

No data shall be released about student records without the written consent of the parent(s)/guardian(s). Parent(s)/guardian(s) of a minor child may request a copy of any item in a student file. Those permitted to view a student's records are: school personnel, parent(s)/guardian(s), non-custodial parent unless denied by a court order, or school officials to which a student transfers.

HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or

physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, or disability.

2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member, or volunteer should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to, the following:

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or objects;
- Any offensive or abusive physical or verbal conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti of a sexual nature;
- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or

refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a minor after an accomplishment, a teacher consoling a minor with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the principal, assistant principal, or pastor at the elementary level; and the principal, assistant principal, or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

6. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff, or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the

individuals and circumstances.

7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.
8. Any knowingly false charge of harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

BULLYING

(Diocesan Policy 5411)

St. Josephine Bakhita School Faculty and Staff shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written, or electronically transmitted.

Bullying is defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power, intent to harm, and threat of further aggression. Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. If a staff member believes that their intervention has not resolved the matter, or if the bullying persists, they shall report it to the school principal for further investigation.

The school expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school for further investigation. The principal will contact the parents of the aggressor and the victim. This investigation may include interviews with students, parent(s), guardian(s), teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

Teasing behavior alone does not necessarily constitute bullying. Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. Teasing behaviors in and of themselves – while needing to be addressed by school officials – does not constitute bullying or harassment and the interventions and consequences are of another level.

SEARCHES OF STUDENTS AND SCHOOLS (Diocesan policy 5500)

A student assigned school property, such as a locker, desk, computer, tablet, etc. has use of, but not proprietary rights to, that item. The pastor or a school or diocesan administrator may conduct a search of the school plant and every aperture thereof, including all school property such as lockers, desks, tablets, etc. School searches must be reasonable and related to the school official's responsibilities.

PUBLISHING STUDENT INFORMATION/DIRECTORY INFORMATION

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions:

If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. (See Policy 5212)

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable and includes

pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), educational records. (See Regulation 5212).

Directory information regarding students will be released in various formats, including websites, unless a parent/guardian notifies the school that such information is not to be released regarding-his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

We will share email addresses with other parents and with the Diocesan high schools unless expressly notified by parents not to do so.

STUDENT PHOTO POLICY

Pictures of students (without any identifying information including names) will be used in the newsletter, the website or social media and in submission to The Catholic Times unless expressly notified by parents not to do so.

TECHNOLOGY ACCEPTABLE USE POLICY (Diocesan Policy 2600)

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students or school employees encounter such material by accident, they should report it to their teacher or administrator immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to: IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download or play music files or check, send, or receive email unless prior permission is granted by a teacher.
- Do not give out any personal information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.

- Do not download or install any commercial software, shareware, or freeware onto network drives. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.
- Do not use AI to complete school work.

Consequences for Inappropriate use of Internet, Network or Technology Equipment

Since internet access is a privilege and not a right, users have the responsibility to use the internet in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines
- Loss of access to Diocese technology resources for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment while at school.

Acceptable Use of Networks and Technology Equipment

Students and school employees are responsible for appropriate behavior when using diocesan or school technology resources. Students and school employees are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students and school employees should take special care with the physical facilities, hardware, software, and furnishings.
- Students and school employees do not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students and school employees should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.

- Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Technology Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocesan technology equipment or software in any way.

ACKNOWLEDGEMENT OF RISKS

We, the parent(s) and student who are signing this student handbook for St. Josephine Bakhita School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises, having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable disease (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.