



THE  
NOTRE DAME  
SCHOOLS

NOTRE DAME ELEMENTARY  
2021-2022 HANDBOOK

RESPECTFUL  
RESPONSIBLE  
READY

## **Notre Dame Elementary Mission Statement**

Notre Dame Elementary is a Catholic School dedicated  
To building the Kingdom of God through:

**Worship**  
**Respect**  
**Responsibility**  
**Readiness**

## **Notre Dame Elementary Belief Statement**

- We believe that **worshipping** one God in a Catholic environment strengthens our faith formation.
- We believe that by **respecting** each individual student's unique physical, social, emotional and spiritual needs, we will put our faith into action.
- We believe as members of the Kingdom of God that we are **responsible** to serve others as Jesus did.
- We believe through our God given gifts, we will learn and we will be **ready** to excel as lifelong learners, in an inspirational and enriching community.

Faculty and Staff  
2021-2022

Pastor	Fr. Beal
Principal	Michelle Ashley
Treasurer/Business Manager	Karen Lasswell
Administrative Assistant	Noelle Metzler
Preschool Director	Kendra Rutman
Preschool Teachers	Tracy Glockner
	Elizabeth Cassidy (aide)
	Michelle Oudeh
	Gabby Webb (aide)
Pre-K	Amanda Hall
	Marie Collins (aide)
Kindergarten	MaryAnne Hughes
	Sheena Preston
Grade 1	Holly Eichenlaub
Grade 1	Allison Dunn
Grade 2	Jacob Blau
Grade 2	Audriana Lindamood
Grade 3	Tashana Brown
Grade 4	Kelsey Diller
Grade 4	Tara Journey
Grade 5	Annie Barbarits
Grade 6	Sherry Blackburn
	Andrea Willis
Religion	Anne Emmett
Art	Shelby Bricker
Intervention Specialist	Julie Blevins
Intervention Specialist/Library	Leanne Burke
Instructional Coach	Jill Kelly
Student Support Team	Michelle Ashley, JoEllen Mays, MaryAnne Hughes
	Sherry Blackburn, Annie Barbarits, Holly Eichenlaub
Technology	Adam Dailey
Music	John and Regina Craig
Teacher Tutor	Pat Farrell-Cardosi
Title I Tutor	Mary Lubego
Jon Peterson Educational Aides	Isabel Hipolito
	Keely McGraw
	Tammy Hensley
	Kristi Ramsey
Speech Language Pathologist	JoEllen Schaefer-Mays
Building/Maintenance Supervisor	Chris Ponzio
Maintenance/Custodial	Savanah Whitt
	Steven Smith
Cafeteria	Anita Selfridge
	Tara Scalf
Nurse	Mary Sturgeon
	Chrissy Romanello

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This handbook is to be used as a guide for the expectations of the students and families choosing to attend Notre Dame Elementary. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification. Discuss with your children the information included within the handbook. We expect full cooperation of all that is listed. The principal reserves the right to make changes to this handbook during the school year.

We invite you to become actively involved with the Notre Dame Elementary community because it will enhance our school community and hopefully your family as well. Revised 7/19

## **Parent/Guardian Pledge**

The Catholic Church believes that parents/guardians are the first educators of the children. Because of this, we ask that you as parent/guardian uphold to the following promises:

- We as Parents and guardians will support the school faculty and personnel and work together with them helping to develop the social, spiritual, and academic aspects of my child.
- Parents/Guardians are responsible for supporting the rules and regulations of the school. We will expect our child/children to respect authority of the teachers and staff as well as the rights of the other learners and building.
- We as Parents and guardians will do our best to make education important in the home by having a consistent area for my child to work, read, and do homework. I, as parent and guardian, will also do my best to check over work and communicate questions to the teacher.
- We will respect the school schedule and make every attempt to have the children at school on time- Daily Attendance is important.
- We will make every effort to participate in conferences, programs, and other events of the school.
- We will make every effort to have and maintain open communication with classroom teachers and administrator.
- We as Parents and Guardians will be financially responsible for fees, tuition, and service hour requirements.
- I, as parent/guardian, will bring any issues to the teacher and administration and not approach children or other parents when there is a problem.
- If at any time the partnership between parent/guardian and school is irretrievably broken, the administration reserves the right to require the parent to withdrawal his/her child.

## **NON-DISCRIMINATION POLICY**

Notre Dame Elementary admits students of any race, color, or ethnic origin 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 in the administration of its educational programs and extra- curricular activities.

## **PARENT AND STUDENT AGREEMENT TO COMPLY WITH SCHOOL POLICIES**

Each student and parent/guardian is required to know all of the information, policies, and regulations. Ignorance can never be accepted as an excuse for their violation. This Handbook is posted online at all times. Acceptance of admission/enrollment to Notre Dame Elementary means an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the Administration. A statement indicating agreement by students and family to be governed by this Handbook is to be returned to Notre Dame Elementary at the beginning of each school year. **Parental/Guardian Consent Form**

*Diocesan Policy 4110.0*

## **BACKGROUND CHECK**

All paid school staff must have on file both BCI and FBI background checks and must attend “Protecting God’s Children.”

All volunteers must have on file a BCI background check and must attend “Protecting God’s Children” no matter how much or how little contact they have with children or youth, no matter if volunteering for the school or parish, and no matter what time of the day or night they volunteer.

Office of Catholic Schools Adopted 9/02 Catholic Diocese of Columbus Reviewed 8/05 5/15 Revised 12/03, 8/10

*Diocesan Policy 4110.1*

## **DIRECTIVES REGARDING CIVILIAN CRIMINAL BACKGROUND CHECKS AND CHILD PROTECTION TRAINING FOR EMPLOYEES AND VOLUNTEERS IN THE DIOCESE OF COLUMBUS**

### **Clergy, Employees, and Applicants to Clerical Formation**

All clergy serving in the Diocese of Columbus; all parish, school, and diocesan employees; and all applicants to formation for the priesthood or permanent diaconate, regardless of their level of contact with children and youth, are required to complete a civilian criminal background check and participate in a *Protecting God’s Children* training session. This policy is applicable to lay employees, professed religious, clergy, and clergy candidates.

### **Catholic School Volunteers and Volunteers in Parish Programs/Ministries for Children and Youth**

Every volunteer in a program or ministry for children and youth, regardless of their level of contact with children and youth, is required to complete a civilian criminal background check and participate in a *Protecting God’s Children* training session. Duration of service does not mitigate compliance with this policy.

*Examples: Catholic School volunteers, Parish School of Religion (PSR) volunteers, youth ministry volunteers, field-trip chaperones and drivers, Scout leaders, coaches and other recreation volunteers, Vacation Bible School volunteers, Children’s Liturgy of the Word volunteers, pre-school volunteers, nursery volunteers*

### **Volunteers Working with Children and Youth in Other Parish Programs/Ministries**

Volunteers for other parish programs or ministries who have been delegated care, custody, or control of children and youth are required to complete a criminal background check and participate in a *Protecting God’s Children* training session. Duration of service does not mitigate compliance with this policy.

*Examples: Parish festival volunteers staffing activities for children/youth, volunteer choir director (if choir includes children and/or youth), service coordinators (if service programs include children or youth)*

### **Other Parish Volunteers and Adults**

Although they are not required to do so by diocesan policy, the Diocese of Columbus strongly encourages all other parish volunteers to complete civilian criminal background checks and attend *Protecting God’s Children* training sessions. All parents and other interested adults are encouraged to attend a *Protecting God’s Children* training session which must be attended in-person. Alternative training for victims and survivors of sexual abuse is available through the Safe Environment Program. The safety of children and young people is best assured when all adults have been trained and understand how to build a safe environment for children.

Examples: *Lectors, ushers, festival workers, choir members, and so forth.*

### **Civilian Criminal Background Checks for New Clergy, Employees, Volunteers, and Applicants to Clerical Formation**

Civilian criminal background checks are completed through the Ohio Bureau of Criminal Identification and Investigation (BCII) and must be completed by the first day of one's incardination (for a priest or deacon arriving to serve in this diocese from another diocese), employment, or service to the parish or school. Anyone formally applying to be a candidate for the priesthood or permanent diaconate must have a completed criminal background check through the Ohio Bureau of Criminal Identification and Investigation (BCII) prior to acceptance into formal formation. Anyone who has not been a legal resident of Ohio for the past consecutive 5-years is required to complete a Federal Bureau of Investigation (FBI) civilian criminal background check. An FBI civilian criminal background check must at least be in process by the first day of one's employment or service to the parish or school.

Copies or transfers of completed civilian criminal background checks are only accepted from one parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus. Copies of completed civilian background checks from individuals or other institutions are not acceptable.

A new background check must be conducted if a cleric, employee, volunteer, or clerical candidate has a significant (more than 1 year) gap in their employment, service, or formation in the diocese.

Parishes and schools should exercise prudence when reviewing any offenses that are identified by a civilian criminal background check. Offenses that would prevent someone from serving in programs and ministries with children or youth include, but are not limited to:

- |   |  |
|---|--|
| -Abduction  | -Illegal administration or distribution of anabolic steroids                 |
| -Aggravated Assault                                       | -Illegal manufacture of drugs or cultivation of marijuana                    |
| -Aggravated burglary                                      | -Illegal use of a minor in nudity or nudity-oriented material or performance |
| -Aggravated menacing                                      | -Impositioning (now importuning)   |
| -Aggravated murder; specific intent to cause death        | -Improperly discharging a weapon at or near school or dwelling               |
| -Aggravated robbery                                       | -Interference with custody   |
| -Assault  | -Involuntary manslaughter Voluntary manslaughter                             |
| -Burglary   | -Kidnapping  |
| -Carrying concealed weapons                               | -Murder  |
| -Child enticement   | -Pandering Obscenity   |
| -Child Stealing   | -Pandering Obscenity involving a minor                                       |
| -Compelling Prostitution                                  | -Pandering sexually oriented matter involving a minor                        |
| -Contributing to the unruliness or delinquency of a child | -Patient abuse, neglect  |
| -Corrupting another with drugs                            | -Placing harmful objects in food or confection                               |
| -Disseminating matter harmful to juveniles                | -Possession of drugs (that is not a minor drug possession offense)           |
| -Domestic Violence  | -Procuring   |
| -Endangering children                                     | -Promoting prostitution (children)   |
| -Failing to provide for functionally impaired person      | -Prostitution: after HIV test  |
| -Felonious assault  | -Public indecency  |
| -Felonious sexual penetration                             | -Rape  |
| -Funding of drug or marijuana trafficking                 | -Robbery   |
| -Gross sexual imposition                                  | -Sexual battery Sexual imposition  |
| -Having a weapon while under disability                   | -Trafficking in drugs  |
|   | -Unlawful abortion   |
|   | -Voyeurism   |

### **Child Protection Training for Clergy, Employees, Volunteers, and Clergy Applicants**

Although it is preferable for new clergy, employees, volunteers, and clergy applicants to have attended a *Protecting God's Children* training session prior to working with children and youth, they have a grace period of up to

six-weeks from their start date to attend a *Protecting God's Children* training session. If this grace period is needed, supervisors are to verify that the new employee or volunteer is pre-registered for a scheduled *Protecting God's Children* session by the first day of their work with children or youth. Special care must be taken to ensure that short-term volunteers receive this training in a timely manner that will properly prepare them for their service.

The *Protecting God's Children* program includes not only information on the scope of child sexual abuse, but also contains a plan for its prevention at parishes and schools. Individuals that have attended child sexual abuse awareness programs from other institutions are still required to attend a *Protecting God's Children* training session unless he or she can provide documentation that the previously attended program covered the same subject material and the Chancery Office grants approval.

Persons that have participated in a *Protecting God's Children* program in another diocese can request that their former diocese transfer their training record to the Diocese of Columbus.

If an employee or volunteer moves from a parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus, the new parish or school should notify the diocese to request that the training record of the employee or volunteer be transferred.

Due to the sensitive nature of the *Protecting God's Children* program, some victims of child sexual abuse may not feel comfortable attending a *Protecting God's Children* training session. Anyone in this particular situation may request to receive the materials needed for child protection training in an alternate way. These requests are made through the Office of Safe Environment. All requests for alternate child protection training for victims of child sexual abuse are kept confidential.

### **Child Protection Continuing Education for Clergy and Other Personnel**

Mandatory completion of monthly online VIRTUS Protecting God's Children TM training bulletins will apply only to priests, deacons, seminarians, deacon candidates, catechetical leaders, youth ministers, school principals and assistant principals in the Diocese of Columbus for the first year following ordination, entrance into the seminary or deacon formation program, or commencing employment in the Diocese as a school principal or assistant principal, a director/coordinator of religious education, or director/coordinator of youth ministry. If a person has already completed a year of mandatory online continued training and is subsequently ordained or changes employment within the diocese, he or she will not be required to complete another year of mandatory online continued training.

The Office of Safe Environment will continue to track the compliance only of those for whom mandatory completion applies. At the conclusion of the first year of mandatory completion, a report describing each person's compliance with this policy will be generated and sent to the Chancery.

All who were previously required to complete the training bulletins will continue to receive the bulletin notices and are encouraged to review them.

### **Authority to Interpret This Policy**

Interpreting of this policy in unique circumstances or its application in unclear situations shall be made by or at least receive the prior approval of the Vicar General or his delegate.

Office of Catholic Schools Adopted 8/06 Catholic Diocese of Columbus Reviewed 5/15 Revised 8/10



**Registration & Application  
For  
Notre Dame Elementary**

The Diocese of Columbus has developed a statement concerning enrollment to which Notre Dame Schools adheres:

- *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 extra-curricular activities.*
- *Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.*
- *Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law.*
- *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 and the principal and/or superintendent at the high school level to leave the school.*

Placement at Notre Dame Elementary is based on meeting admission qualifications, recommendations from the student's previous teachers and any other recommendations and concerns that may be appropriate. Special learning needs and emotional needs are considerations at the time of placement. If parents have concerns about placement that needs to be made known to the school, they **MUST** put their concerns and rationale for placement in writing and submit to the school administration the year prior to a student's placement at the next grade level. The deadline for such written concerns is **May 15th**.

All required application materials must be completed before your child will be considered for admission and a personal interview by the principal and/or members of the NDE Student Support Team (SST) may be required as part of the admission process. NDE administration and staff will work with you to determine if NDE is the best fit for your child's learning and developmental needs. NDE does, however, reserve the right to deny admission to any student for whom adequate educational services are not available.

**2021-2022 NEW Family Checklist**

**Student's Name:** \_\_\_\_\_

- \_\_\_\_\_ Administrative Fee (**\$75 Per Child** & Non-Refundable)
- \_\_\_\_\_ School/Diocesan Registration Form (Form B. Please complete 1 per family)
- \_\_\_\_\_ Student Information Sheet (Form C. Please complete 1 per child)
- \_\_\_\_\_ Record Release for Child from student's prior school (Form D)
  - \_\_\_\_\_ Copy of Last Report Card
  - \_\_\_\_\_ Conduct Record/Disciplinary Record
  - \_\_\_\_\_ IEP/504 Plan
- \_\_\_\_\_ Probation Agreement Form (Form E)
- \_\_\_\_\_ Tuition & Registration Information Form (Form F)
- \_\_\_\_\_ Tuition Agreement Form (Form G)
- \_\_\_\_\_ Parental/Guardian Consent Form (Form H)
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ Immunization Record
- \_\_\_\_\_ Baptismal Certificate (ONLY for Catholic applicants)
- \_\_\_\_\_ Court Documents Regarding Custody (if applicable)

**NEXT SECTION APPLIES ONLY TO ED CHOICE SCHOLARSHIP APPLICANTS:**

- \_\_\_\_\_ Income Verification Form & Supporting Documentation (*You MUST mail your application directly to the Ohio Dept of Education Ed Choice Scholarship Office. This is YOUR responsibility.*)
- \_\_\_\_\_ Proof of Address (*current utility bill, land line phone bill/cable bill or lease agreement- These are the ONLY items Ed Choice will accept*)
- \_\_\_\_\_ Ed Choice Request form (*this is required before you can be accepted as an Ed Choice Scholarship recipient*).

**Please Note:** All Ed Choice applicants will be responsible for all tuition until the Ed Choice Scholarship is awarded.



**Educational History:**

Has your child ever been retained? \_\_\_ Yes \_\_\_ No If yes, what grade? \_\_\_\_\_

Has your child ever been suspended or expelled? \_\_\_ Yes \_\_\_ No If yes, at what school & for what?  
\_\_\_\_\_

Does your child speak English as a 2<sup>nd</sup> Language? \_\_\_\_\_

What language does your child speak when they are at home?  
\_\_\_\_\_

**Past or Present School and/or Health Services Received (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Previous Psychological Evaluation | Daily Medication(s) for: (check all that apply) |
| <input type="checkbox"/> Previous Educational Evaluation   | <input type="checkbox"/> ADD/ADHD               |
| <input type="checkbox"/> 504 Plan/IEP                      | <input type="checkbox"/> Diabetes               |
| <input type="checkbox"/> Speech Therapy                    | <input type="checkbox"/> Asthma                 |
| <input type="checkbox"/> Occupational Therapy              | <input type="checkbox"/> Allergies              |
| <input type="checkbox"/> Physical Therapy                  | <input type="checkbox"/> Other _____            |
| <input type="checkbox"/> Behavior Therapy                  |   |
| <input type="checkbox"/> Counseling                        |   |

**Tutoring:**

- Math
- Reading
- Other

**General Information:**

How would you describe your child’s academic performance?

How would you describe your child’s general motivation for learning?

Generally, how does your child get along with:

Peers:

Adults:

What do you see as your child’s strengths and weaknesses?

What consequences are the most effective when disciplining your child?

In what academic and/or developmental areas will your child need additional support?

Is there anything else we need to know to make this a successful transition for your child?

**Tuition Agreement Form**

All families (with the exception of ED Choice & Jon Peterson Scholarship applicants) are required to enroll and pay for tuition through FACTS and must complete their enrollment online immediately. A hold on records or upcoming registration may be placed for any outstanding balances such as tuition, latchkey, cafeteria, library or check fees.

**ED CHOICE, JON PETERSON & AUTISM SCHOLARSHIP FAMILIES**

The following guidelines are expected to be followed by anyone who receives one of the above scholarships. Any part not fulfilled will result in loss of the scholarship, and the full tuition will be applied to your family account.

- You must turn in ALL paperwork ON TIME
- You must complete and mail in your income request form directly to ED Choice as this is the only method used to verify income status.
- Since we are a tuition-based school, any tuition not covered by the Scholarship will be the responsibility of the family to pay. No records shall be released until accounts are paid.
- YOU MUST PHYSICALLY SIGN YOUR SCHOLARSHIP CHECK which arrives three times during the school year. We will notify you when your check is ready to be signed. If your check is not signed in a timely manner, YOU WILL BE RESPONSIBLE TO PAY THIS AMOUNT.

**ED CHOICE FAMILIES ONLY:**

In signing this form, it states that you understand that you are required to pay the portion of tuition that is not covered by the Ed Choice Scholarship. You are also acknowledging that you are responsible for all tuition until the Ed Choice Scholarship is awarded. You also understand that any balance due as the result of inaccurate or false information provided on your Ed Choice Scholarship application will be YOUR responsibility to pay. The Notre Dame Schools has the right to dismiss any student for non-payment of their tuition.

## **STANDARDS BASED GRADING**

Schools within the Diocese of Columbus believe that grades should communicate exactly what a student knows, understands, and is. The emphasis is on both the academic content and the process a student takes to mastery level. The intent is to present information regarding a student's progress so that intervention or enrichment strategies can be applied to help each child learn and to honor the dignity of each student as a child of God.

## **NDE PROGRESS CODE DESCRIPTION**

**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.

**M (Met the Essential Standard):** The student has consistently mastered the essential standard taught and assessed.

**W (Working toward Meeting the Essential Standard):** The student is working toward mastery of the essential standard or is consistent in his/her demonstration of mastery when assessed.

**N (Not Meeting the Essential Standard):** The student has not demonstrate mastery of the essential standard. This is usually given to students who are at the beginning stages in learning a new concept or students who are working below the grade level.

**INS (Insufficient Evidence):** There was insufficient evidence provided for demonstration of mastery. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.

**\* (Modification):** Only for those students whose curriculum content area and standards have been modified based on Service Plan/IEP Goals. This does not apply to students who only have accommodations.

## **STANDARDIZED TESTING**

Notre Dame Elementary will follow the basic program of standardized testing determined by the Diocesan Department of Education.

Diocesan Policy 5142.0

## **NOTRE DAME ELEMENTARY HOMEWORK GUIDELINES**

We expect students to do assigned homework and return it accordingly. The amount of time dedicated to homework depends on the student's grade level, the teacher and the subject. The following is a general guideline:

Kindergarten: 20 minutes

First Grade: 20-30 minutes

Second Grade: 30-40 minutes

Third Grade: 45 minutes

Fourth Grade: 45-60 minutes

Fifth Grade: 60 minutes

Sixth Grade: 60-90 minutes

Parent/guardian/family involvement in the student's education during the elementary school years is critical and will help him/her be successful now and in the future. It is imperative that families encourage learning at home.

Homework serves many purposes:

1. Improves the child's learning and memory.
2. Helps the child develop positive study skills and habits that will serve him/her well throughout life.
3. Teaches a child to work independently.
4. Allows the child to review and practice skills covered and learned in the classroom.
5. Helps parents/guardians learn more about what the child is learning in school.

6. Encourages parents/guardians to spark the child's enthusiasm related school.

When homework is assigned, and a student does complete and turn the homework assignment in, he/she is following NDE's universal strategies "Be Respectful. Be Responsible. Be Ready." If a student fails to complete and turn in homework, a Level 1/Minor Disruptive Behavior violation (see Code of Conduct) will be documented.

Revised 8/20

## **TEXTBOOKS AND SCHOOL PROPERTY**

Any student who marks on books or desks or damages an electronic device will be fined. If the damage is serious, he/she may be required to pay replacement amount. If an electronic device, textbook, library book or workbook is lost, the student is required to provide a replacement.

*Diocesan Policy 5124.1*

### **REPORTING PUPIL PROGRESS**

Each elementary school shall use the diocesan system for reporting pupil progress. This should include: progress reports, interim reports, Life Skills Reports or an equivalent means of student formation feedback (such as the virtue based, Disciple of Christ Reports).

1. Reports of pupil progress should be based on evidence from multiple assessments which demonstrate a student's understanding of the different academic content standards, teacher observations, and Life Skills Reports, or similar feedback, when appropriate.
2. An evaluation must be provided for each of the following curricular areas:
  1. religion
  2. language arts
  3. mathematics
  4. social studies
  5. science
  6. health
  7. art
  8. music
  9. physical education
3. Provisions must be made for the doctrinal, liturgical, spiritual, and moral education of the child. However, the subject of religion must be evaluated and interpreted as indicating mastery of vocabulary and concepts.
4. The standards of each curricular area are listed on the progress report.
5. Because of the differences among primary, intermediate, and middle school levels, there are some variations in the wording of the standards for the various curricular areas.
6. Progress reports will reflect student attendance.
7. Progress reports must be furnished to the parent(s)/guardian(s) four times a year.
8. Interim reports are sent to parent(s)/guardian(s) between report periods when a child's work does not meet academic standards; to indicate improvement in a standard or standards; or to recognize outstanding academic contributions.
9. Life Skills Reports, which indicate negative behaviors or deficient study skills, may be sent as needed to alert parent(s)/guardian(s) to problems that are developing. Alternate reports or means of providing feedback on student formation is also permitted, such as the virtue-based Disciple of Christ – Education in Virtue model. This parent/guardian communication should initiate early intervention to resolve a problem before the academic subjects are impacted in a negative way.

Office of Catholic Schools Adopted 8/01, Catholic Diocese of Columbus Reviewed 8/06, 8/11, 7/16 Reviewed 9/02

*Diocesan Policy 5123.0*

### **RETENTION OF ELEMENTARY STUDENTS**

It shall be mandatory to consider various factors when making a retention determination. Of primary consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, Knowledge of the English language, possible learning disabilities, and social and emotional maturity. When reviewing academic progress, multiple indicators should be used including daily work, assessments, progress reports, standardized testing, Academic Support Plans, Services Plans/IEPs, and Written Plans.

A student who has not met a significant number of benchmarks in language arts and/or mathematics (primary grades) OR language arts, mathematics, religion, social studies, and science (Grades 4-8) should be considered as a possible candidate for retention.

NOTE: For Third Grade Reading Guarantee retention, see regulation 5522.05

#### **All Grade Levels**

Certain issues concerning retention apply to all grade levels. Although the elementary school principal makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student:

1. The student's lack of progress must be clearly documented and communicated to the parent(s)/guardian(s) by the teacher.
2. Lack of student progress toward meeting a significant number of the benchmarks must lead to an intervention process, based on the flow chart in the Diocesan binder "Procedures for Identifying Special Needs Students".
3. A meeting with the parent(s)/guardian(s), teachers, and school administration at the beginning of the third quarter should address student progress in meeting the benchmarks. The intervention plan should be reviewed at this time to determine if the plan has been followed and if retention should be considered as an intervention.
4. A meeting with the parent(s)/guardian(s), teachers, and school administration is required by the interim of fourth quarter to determine if retention is the appropriate intervention at this time. School requirements for summer intervention should also be made at this meeting.

Reporting to parent(s)/guardian(s) about academic progress is outlined in Policy 5124.1.

Catholic Diocese of Columbus Reviewed 8/96, 8/01, 8/06, 8/11, 7/16 Revised 6/79, 1/81, 2/90, 2/02, 8/10, 7/16

#### *Diocesan Policy 5122.0*

### **STUDENTS ON OHIO ED CHOICE or JON PETERSON SCHOLARSHIPS**

Any student who is a recipient of an Ohio EdChoice or Jon Peterson Scholarship is required to take Ohio's 3-8 Achievement Tests. These include:

- o Grade 3 Reading and Mathematics
- o Grade 4 Reading, Mathematics, and Writing
- o Grade 5 Reading, Mathematics, Science, and Social Studies
- o Grade 6 Reading and Mathematics
- o Grade 7 Reading, Mathematics, and Writing
- o Grade 8 Reading, Mathematics, Science, and Social Studies
- Requirements for accommodations on Ohio's Statewide Achievement Test in Elementary School - see Regulation #5122.1
- Requirements for an Alternate Assessment of Ohio's Statewide Achievement Test in Elementary School – see Regulation#5122.15
- Requirements for ELL/LEP accommodations on Ohio's Statewide Achievement Test in Elementary School see Regulation#5122.2

Office of Catholic Schools Adopted 8/06 Catholic Diocese of Columbus Reviewed 8/11, 7/16, Revised 10/12, 7/16



**REQUIREMENTS FOR THE THIRD GRADE READING GUARANTEE-EdChoice and EdChoice Expansion**

- 1) Starting in 2015-2016 school year, all schools must give any EdChoice or EdChoice Expansion Scholarship recipient in grades, K-3, an annual diagnostic assessment of their reading skills and follow the retention provisions of the Third Grade Reading Guarantee. The Columbus Diocese has chosen Star Early Literacy and STAR Reading from the approved vendor assessment list as the annual reading diagnostic assessment.
  - a) Diagnostic assessments in reading, as approved by the Ohio Department of Education (ODE), shall be given by September 30<sup>th</sup> of each year for 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Grade and November 1 for Kindergarten, with the exception of students with significant cognitive disabilities or other disabilities as authorized by the ODE on a case-by-case basis.
  - b) Diagnostic assessment results shall be translated to ODE’s definition of “on track” and “not on track”. The School shall make the final determination regarding whether a student is “on track” or “not on track”.
  - c) The School shall administer each applicable diagnostic assessment to any EdChoice or EdChoice Expansion student who transfers into a new school who did not take a diagnostic assessment at the previous school during the current school year, unless the student is excused from taking the assessment as provided for in the preceding paragraph. The diagnostic assessment(s) shall be administered within thirty (30) days of transfer.
- 2) For students identified as off track, the school must:
  - a) Notify the parents, in writing, that the student has been identified as having a deficiency in reading;
  - b) Notify the parents, in writing, that if the student does not attain the promotion reading subscore designated under division (A)(3) of O.R.C. 3301.0710 on Ohio’s Third Grade English Language Arts (ELA) Test, the student shall be retained unless the student is exempt;
  - c) Provide intensive reading instruction services, as determined appropriate by the school, to each student identified as reading below grade level.
- 3) Per O.R.C. §3301.0711(k)(1)(a) each school for which at least 65% of its total enrollment is made up of students who are participating in state scholarship programs (EdChoice, Jon Peterson) shall administer the state tests to ALL its students.
- 4) Each school subject to O.R.C. §3301.163 annually shall report to the ODE, through the Scholarship Applications System, the number of students identified as on track in reading and the number of students identified as reading off-track.

Definitions:

“On track” means any student who is reading at grade level based on previous end of year standards expectations by September 30<sup>th</sup>.

“Not on track” means any student who is not reading at grade level based on previous end of year standards expectations by September 30<sup>th</sup>.

**MID-YEAR PROMOTION**

Retained third grade students can be promoted mid-year to grade 4 if they demonstrate that they are reading at or above grade level by attaining the promotion score of the Grade 3 English Language Arts State Test. The Mid-year Promotion form must be completed and approved by the principal of the school. Retained students are third-graders in all subjects until they are promoted through this policy to fourth grade. Students who are not promoted mid-year to fourth grade will take Ohio’s third grade state tests in all subject areas. The retention provision, including exemptions to retention, continue to apply to these students. Students promoted mid-year to fourth grade will take Ohio’s fourth grade state tests in all subject areas. The Reading Improvement and Monitoring Plan for any retained third grade student who has been promoted mid-year to fourth grade must continue to be implemented for the entire academic year and if necessary, for additional school years.

Current Enrollment Status (2016-2017)	Receives Advanced Instruction in Other Subject Areas	Meets District’s Criteria for Mid-Year Promotion	2016-2017 State Test Participation
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Retained Third Grade Student	No	No	Grade 3 ELA Grade 3 Mathematics
Retained Third Grade Student	No	Yes	Grade 4 ELA Grade 4 Mathematics Grade 4 Social Studies
Retained Third Grade Student	Yes	No	Grade 3 ELA Grade 3 Mathematics
Retained Third Grade Student	Yes	Yes	Grade 4 ELA Grade 4 Mathematics Grade 4 Social Studies

**TESTING REQUIREMENTS FOR JON PETERSON SCHOLARSHIP**

1. John Peterson students are not held to the provisions of the Third Grade Reading Guarantee. Third grade students participating in the Jon Peterson Scholarship would need to take either the fall or spring grade 3 English language arts test AND the mathematics test.
2. Students participating in the John Peterson Scholarship Program are required to take the state tests required for their grade level. Students that fail to complete the required state test will be unable to renew their scholarship.

The primary scholarship provider is required to order and administer the required state tests to student receiving the scholarship. The public school district is not responsible for the ordering or administration of tests to scholarship students

**EXEMPTIONS FROM THE THIRD GRADE READING GUARANTEE**

- 1) All students scoring below the promotion score on the third grade ELA must be retained, except specific groups of students including ELLs and students with significant cognitive disabilities:
  - a) ELLs who have been enrolled in US schools for less than three full school years and have less than three years of instruction in English as a Second Language (ESL) program are exempt from the retention requirement state in the Third Grade Reading Guarantee. O.R.C. §3313.608(A)(2).
- 2) Students with significant cognitive disabilities, completing a substantially modified curriculum, are exempt from:
  - a) The reading requirements outlined in the Third Grade Guarantee;
  - b) The retention requirement.

NOTE: Students with significant cognitive disabilities are still required to be administered the grade 3 ELA in whichever format (general education grade 3 ELA or the Alternate Assessment) is appropriate for the student. Office of Catholic Schools Adopted 7/16

*Diocesan Policy 5122.15*

**OHIO’S 3-8 STATEWIDE ACHIEVEMENT TESTS REQUIREMENTS FOR THE ALTERNATE ASSESSMENT**

A student must have a Services Plan/IEP that specifies that he/she will fulfill the state’s requirement for the mandated statewide testing through Ohio’s Alternate Assessment. In order to have this included as part of their Services Plan/IEP, a student must demonstrate **all** of the following conditions:

1. have been identified as having a disability based on a multi-factored evaluation conducted in accordance with section 3323.03 of the ORC;
2. have a disability that presents “unique and significant” challenges to participation in district and state assessments regardless of the accommodations allowed;
3. have severe motor, sensory, cognitive or emotional disabilities;
4. require substantial modifications to the Diocesan curriculum in form and substance;
5. require instruction focused on the application of state standards through essential life skills;

6. require instruction multiple levels below age/grade level; and
7. be unlikely to provide valid and reliable measures of proficiency in content area via a standardized assessment even with accommodations.

Since Ohio's Alternate Assessment is designed for students with the most significant cognitive disabilities, the elementary school must have documentation to validate the conditions listed above. Additionally, the school must provide the type of education required by this student on a day-to-day basis. The determination that the student qualifies for an Alternate Assessment must be made on a yearly basis.

*Diocesan Policy 5121.1*

**SECURITY OF STATEWIDE TESTING MATERIALS**

The Diocesan Director of School Assessment shall oversee the diocesan testing security. However, each high school principal or principal's designee shall be responsible for ensuring that the Ohio statewide testing procedures are followed and that the tests are not made available to unauthorized parties. Ohio State Tests Ruler Book provides a reference for school officials responsible for statewide testing in a school. It provides a general overview of Ohio's statewide testing program and state specific information pertaining to testing at each grade level. The protocol in the Ruler Book must be followed. The Ruler Book can be accessed at [education.ohio.gov](http://education.ohio.gov). The following procedures are to be followed in each building:

- 1) All materials and communications concerning testing that are received from the state are to be opened by the principal or principal's designee. The person serving as the principal's designee must be a certificated/licensed employee.
- 2) Except for practice test materials, all testing materials are secured and should be kept in a locked cabinet or room.
- 3) Only the principal or principal's designee may have access to the cabinet or room where statewide test materials are stored.
- 4) The principal or principal's designee shall maintain a list of those certificated/licensed staff members who will be administering the statewide tests and the number of copies of each test that each person will need. Only certificated/licensed staff members are permitted to handle and administer tests. Only those individuals identified by each diocesan school should have access to the tests before, during, and after administration. Those individuals may include test coordinators, test administrators, and proctors.
- 5) Each certificated/ licensed staff member responsible for administering the statewide tests shall ensure that:
  - a) state designed testing procedures will be followed;
  - b) that tests and/or procedures will not be reproduced; and
  - c) that tests and/or procedures will not be distributed to any person other than the students who will be taking the tests. It is illegal to reveal test questions to students who will be taking the test. It is unethical and illegal to alter any student responses or to assist a student to cheat in any way. No secure material from an operational test may be released to students, media, or general public.
- 6) If there are more than 30 students testing, a proctor must be present in addition to the professional staff member. A proctor does not have to be a certificated/licensed school employee.
- 7) When the testing has been completed, each professional staff member shall return all copies of the procedures to the principal or the principal's designee. The principal or principal's designee must verify that the number of secure test booklets is the same number that was issued. Each statewide test remains secure until the July 1 release of the previous year's test as public records requests.
- 8) The principal or principal's designee shall follow the procedure outlined by the test publisher for pick-up of the completed answer documents, test booklets, and blank answer documents.

The Diocesan Director of School Assessment shall educate the schools of the Diocese about compliance with all guidelines issued by the State for the proper processing and handling of the state tests and associated materials. In the event there is an alleged violation of test security provisions, an investigation will immediately be conducted by the Superintendent or the Director of School Assessment. The Superintendent or the Director of School Assessment shall notify the State Board within ten days of the findings. The consequences of test violations include:

1. one or more students' answer documents may not be scored;
2. student scores may be invalidated;
3. the Diocesan Superintendent may suspend or dismiss an employee found guilty of cheating or helping a student to cheat.

4. The State Board of Education, following appropriate procedures, may suspend a certificate/license; and
5. a law enforcement agency, following an appropriate investigation, may prosecute under the state criminal code.

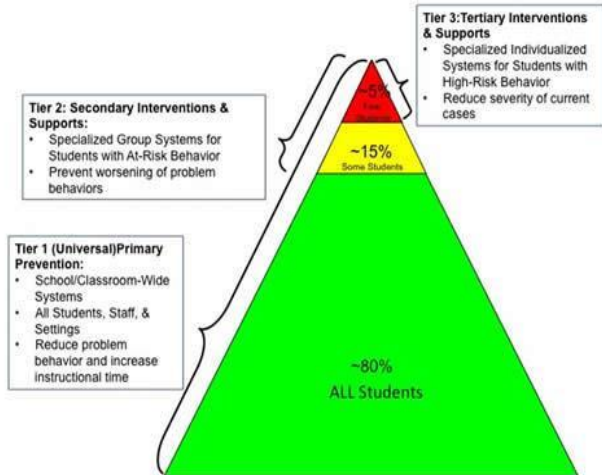
Office of Catholic Schools Adopted 8/94 Catholic Diocese of Columbus Reviewed 8/06, 8/11, 7/16 Revised 7/16

## NOTRE DAME SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT AND INTERVENTIONS (SWPBIS)

Notre Dame Elementary implements a school-wide positive behavior support and intervention program. SWPBIS is a multi-tiered system of tools and strategies for defining, teaching, and acknowledging appropriate behavior, and correcting inappropriate behavior. SWPBIS is for the whole school, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions. SWPBIS will be headed up by the PBIS Core Leadership Team.

### Multi-tier Support

School-wide means that all staff support appropriate behavior in classroom and non-classroom (bathrooms, assemblies, hallways) areas. This support happens along a continuum from Tier 1 for all students, Tier 2 for a small group of students to Tier 3 for individual students. The goal is to create an environment that sets ALL students up for success. Tier 2 and Tier 3 interventions will be conducted under the guidance of the Student Support Team.



An important aspect of SW-PBIS is the understanding that appropriate behavior and social competence is a skill that requires direct teaching to students just like math and reading. There is no assumption, in SWPBIS, that students will learn social behavior automatically or pick it up as they go through life. This critical feature in SWPBIS leads to its effectiveness.

Notre Dame Elementary has adopted three universal strategies that guide student and staff behavior. The strategies include “**Be Respectful. Be Responsible. Be Ready**”. The universal strategies dictate how students and staff are expected to behave throughout the school and are incorporated in the following matrix.

## Notre Dame Elementary School-wide Behavioral Matrix

	Hallway	Playground	Cafeteria	Bathroom	Church	Field Trip	Classroom
<b>Be Respectful</b>	-stay in your personal space -walk -use a level 0-1 voice -greet others with a smile -enter and leave/ classrooms quietly	use kind language -be a good sport -follow game rules -voice level 3-4 -treat others as you want to be treated -treat equipment with care -follow rules	-use a voice level 1-2 -listen to adults -use good manners -be kind	-respect privacy of others -keep the bathroom clean -wait your turn	-sit quietly -listen	-use manners -voice level 1	- listen and follow directions -raise hand to participate -use volume 1 -keep hands, feet, objects to yourself -keep desk are clean and organized -be kind to others and respect their opinions
<b>Be Responsible</b>	-walk -stay to the right on the stairs -go straight to destination -leave outside doors closed	-tell an adult if you see something that is unsafe -follow directions -line up -return items to their place	-clean your area -stay at designated table -be helpful -raise hand to be dismissed -walk	-wash your hands -flush toilet -dispose of paper products appropriately	-participate -follow church rules	-stay with the group -follow safety rules	-be ready to learn -try your best -complete and return homework
<b>Be Ready</b>	-carry materials appropriately -face forward	-listen for whistles -line up promptly and quietly	-get tray and utensils and sit down promptly -use time wisely	-use the bathroom, wash hands and return to class promptly	-have music sheets -shirt tucked -be ready to participate in Church communion procedures	-be on time -permission slips returned -dress appropriately	-come to school -be on time to school -have materials

When students do not respond to the universal Tier 1 strategies, he/she may be referred for Tier 2 interventions/assistance. At the Tier 2/Secondary Prevention level, students may be placed in small groups for more specialized and individualized interventions. Likewise, when a student does not respond to Tier 2 assistance, he/she may be a candidate for Tier 3 intensive interventions. At the Tier 3 Level, the student will most likely undergo a functional behavior analysis and an individual behavior plan will be created to help the student succeed academically and thrive behaviorally and socially.

Notre Dame Elementary Incentive Program  
Attendance and Titan Tickets

**ATTENDANCE**

Daily

- Teachers will greet students as they arrive to school. Each student will get 1 Attendance Ticket every day for attendance and on-time arrival.

Weekly:

- Teachers will reward students with the best combined attendance and on-time arrival using their individualized classroom acknowledgement system.

Monthly

- The classroom with the best attendance and on-time arrival will earn the Titan Trophy and will celebrate with a “themed party”

Quarterly

- Each student with perfect attendance (in attendance every day, no late arrivals or early departures) will receive “Perfect Attendance” recognition.

**BEHAVIOR/TITAN TICKETS** (rewards for following the NDE universal strategies “Respectful. Responsible. Ready”.

Daily

- Teachers will recognize those students who exhibit exemplary behavior throughout the school by awarding students “Titan Tickets”.

Weekly

- Each Friday, one student from the upstairs (4<sup>th</sup>-6<sup>th</sup> grades) and one student from the lower floor (K-3<sup>rd</sup> grade) will be chosen randomly from the Titan Ticket container. That student will be given a tangible reward. Keep in mind... the better behaved your child is, the more tickets he/she gets during the week, and, therefore, the greater likelihood that his/her name will get drawn on Friday!

Monthly

- Each month, one student from 4<sup>th</sup> – 6<sup>th</sup> grade and one student from K-3<sup>rd</sup> grade will be selected for a more valuable prize.

Quarterly

- 1<sup>st</sup> Quarter-4<sup>th</sup> Quarter: Every student who gets a “to be determined” number of Titan Tickets will receive leveled rewards.

Annually:

- Award assembly recognizing students:
  - For perfect attendance/zero tardies, zero early dismissals, and zero Office Discipline Referrals
  - For academic achievement
- Titan ticket drawing: all Titan Tickets earned t/o year will be compiled w/ “grand prize” winners selected

*Diocesan Policy 5144.0*

## **BEHAVIOR**

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or to misbehave, the student takes upon himself/herself the consequences of that chosen behavior.

Teachers shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding the school's rules.

Teachers shall also be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior.

The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior.

However, a person employed or engaged as a teacher, principal, or administrator in a school in the Diocese of Columbus may use a physical response to "obtain possession of weapons or dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property." (Ohio Revised Code 3319.41)

Office of Catholic Schools, Catholic Diocese of Columbus. Adopted 8/1, Revised 2/90, 8/96, 8/01, 8/06, 8/11, 7/16  
*Diocesan Policy 5144.1*

## **CODE OF CONDUCT**

Each school shall develop, publish, and update a code of conduct for students on a regular basis. This code shall specify expectations for student attendance (Policy 5113.0 and 5113.1) and behavior (Policy 5144.0). It shall indicate procedures, corrective measures, and penalties that the school may use for violations of its rules.

In establishing the code of conduct, the school shall:

1. safeguard the students' rights to due process;
2. ensure that the rules and consequences are understandable by the students;
3. ensure that the consequences are constructive and relative to the misbehavior or that academic credit is not denied except in cases of academic violations, e.g., cheating, plagiarism;
4. ensure that work of an academic nature is not used as a consequence; and
5. encourage reconciliation with the offended party(ies), if applicable.

The school's code of conduct shall be distributed annually to students, parents(s)/guardian(s) and the school staff in written form (or on the school website, if appropriate). The signatures of students, parents(s)/guardian(s), and teachers indicating acceptance of the code are required annually and shall be maintained in the school office.

Office of Catholic Schools, Catholic Diocese of Columbus Reviewed: 2/90, 8/96, 8/01, 8/06, 8/11, 7/16

*Diocesan Policy 5140.02*

## **BULLYING**

The Diocese of Columbus catechetical programs and their catechetical leaders or catechists will not tolerate any bullying on parish grounds or at any program activity on or off site.

Bullying is a pattern of abuse over time and involves a minor being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

The diocese expects catechetical leaders and catechists who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a catechetical leader or catechist believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the pastor for further investigation.

The diocese expects minors and their parents/guardians who become aware of an act of bullying on parish grounds or at any program activity on or off site to report it to the catechetical leader for further investigation. The catechetical leader will contact parents/guardians of the aggressor and the victim. This investigation may include interviews with youth, parents, team members, parish staff, and reviewing records.

Consequences for a minor who bullies others should include, but are not limited to, counseling, parent/guardian conference, and/or suspension from activities depending on the results of the investigation.

No retaliation shall be taken against a person who reports bullying.

Office of Catholic Schools Adopted 9/02 Catholic Diocese of Columbus Reviewed 7/16

## **NOTRE DAME ELEMENTARY CODE OF CONDUCT**

### **Level 1: MINOR DISRUPTIVE BEHAVIOR**

The following are considered MINOR DISRUPTIVE BEHAVIORS:

- A. Uniform/dress code violation (K-6) after 2 verbal warnings
- B. Not completing and/or turning homework after 2 verbal warnings
- C. Noncompliance
- D. Non-vulgar inappropriate language
- E. Horseplay (touching, rough-housing, clowning around, etc.)
- F. Other minor disruptive behavior as determined by the teacher

### **Consequences for Minor Disruptive Behavior**

Depending on the infraction, and based on the discretion of the teacher, the following consequences will be followed. The teacher should document the incident(s).

1<sup>st</sup> Offense: Teacher will give the student a verbal warning

2<sup>nd</sup> Offense: Partial loss of recess not to exceed 50%

3<sup>rd</sup> Offense: Conference will be arranged by the teacher and will include SST member, the student, and the principal

4<sup>th</sup> Offense: Conference will be arranged by the teacher and will include SST member, the student, parent/caregiver, and principal

5<sup>th</sup> Offense: At the discretion of the teacher and the SST, the behavior is now considered a “Major Disruptive Behavior”

### **Level 2: MAJOR DISRUPTIVE BEHAVIOR/SERIOUS BEHAVIORS**

The following are considered MAJOR DISRUPTIVE BEHAVIORS:

- A. Increased occurrence and intensity of Level 1 behaviors
- B. Frequent classroom disruption
- C. Profane language or materials
- D. Cheating
- E. Lying
- F. Leaving the classroom without permission



- G. Other major disruptive behaviors as determined by the principal

### **Consequences for Major Disruptive Behavior**

1<sup>st</sup> Offense: Conference will be arranged by the teacher and SST member, student, parent/caregiver and administration

2<sup>nd</sup> Offense: Lunch Detention

3<sup>rd</sup> Offense: Lunch Detention

4<sup>th</sup> Offense: After-school Detention

5<sup>th</sup> Offense: Consequences to be determined on a case-by-case basis with principal/pastor, and member (s) of SST and could include probation and/or expulsion, or other actions.

### **Level 3: URGENT BEHAVIOR/EXTREME BEHAVIOR**

For urgent or extreme disruptive behavior, the principal may immediately suspend a student from school for up to 10 days. This crisis management procedure/response is not intervention, as there is no expectation that use of such a procedure will have an impact on the future occurrence of the problem behavior. It does not teach a new skill. Rather, it is intended only to stop the behavior or to protect the individual, other students or adults. Following the suspension, school officials will meet with the family to inform them of the school's intent to readmit the student or to expel the student.

- A. Physical Aggression: any behavior that endangers the student him/herself, other students or teachers including but not limited to: throwing, hitting, kicking, biting, pushing, tackling, spitting.
- B. Threats of physical made to another student
- C. Damage to school property
- D. Stealing
- E. Inappropriate physical contact
- F. Sexual comments, sharing of sex-related content or anything related to nudity

### **Consequences for Urgent/Extreme Behavior**

1<sup>st</sup> Offense: After-school detention and conference with student, parent, teacher and principal and referral to the SST.

2<sup>nd</sup> Offense: Consequences to be determined on a case-by-case basis with principal/pastor, and member (s) of SST and could include probation and/or expulsion, or other actions.

Revised 8/21

### *Diocesan Policy 5114.0*

### **SUSPENSION AND EXPULSION**

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that 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 school.

For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. 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 principal to review the matter.

2. Within three school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed 10 school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

## **EXPULSION PROCEDURES**

If the student is expelled, the principal or administrator in charge shall notify the parent(s)/guardian(s) and the Superintendent of Schools, in a written format clearly stating the reasons for the expulsion. Parent(s)/guardian(s) and students (18 years old or older) have three possible choices:

1. appeal to the local school advisory board (SAB) if the SAB has an appeals procedure;
2. appeal to the Diocesan Grievance Committee (the Diocesan Grievance Committee is comprised of an independent group of parents appointed by the superintendent or the superintendent's designee), or
3. Waive the right to appeal.

### **School Advisory Board Committee Procedures**

1. If the parent(s)/guardian(s) request a hearing before the local school advisory board and the SAB has an appeals procedure, this hearing shall take place within five school days of the request. Statements supporting the charges against the student shall be submitted as well as statements by the student and others on the student's behalf.  
The parent(s)/guardian(s) shall be given an opportunity to express their views. The SAB or its designees may, by a majority vote of its membership, affirm, reverse, or modify the decision to expel.
2. By the school day following the hearing, the SAB or its designee shall notify the parent(s)/guardian(s) and the superintendent of its decision, in a written format stating the reasons for the decision reached. If the decision is to uphold the expulsion, this notification shall also inform the parent(s)/guardian(s) and student of the right to appeal the expulsion to the Diocesan Grievance Committee.

### *Diocesan Policy 5114.5*

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. For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. 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 principal to review the matter.
2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is 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.

#### **Expulsion Procedures**

If the student is expelled, the principal or administrator in charge shall notify the parent(s)/guardian(s) and the Superintendent in a written format clearly stating the reasons for the expulsion. Parent(s)/guardian(s) and students {18 years old or older} have two possible options:

1. Elementary Schools: Appeal to the local school advisory board {SAB}.
2. High Schools: Appeal to the Office of Catholic Schools {OCS}.
3. Waive the right to appeal.

## **Diocesan Grievance Committee Procedures**

1. Review of an expulsion shall be made only when requested by the student's parent(s)/guardian(s) or when requested by either the pastor or superintendent acting at the student's request. This request must be within five school days of the expulsion date.
2. If a hearing is requested, it shall take place within five school days of the request. The student, the principal, and the parent(s)/guardian(s) shall have an opportunity to express their views. If a hearing was held at the local level, only documented information presented at the local level may be presented at the Diocesan level. By the school day following the hearing, the Grievance Committee or its designee shall notify the parent(s)/guardian(s) and student of its decision, in a written format. The decision of the Grievance Committee shall be final and binding.

## **Procedures Following Expulsion**

1. When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records.
2. Readmission to a school within the diocese (i.e. the same school or another school), shall be at the discretion of the receiving pastor/principal (elementary) or principal (secondary).

Office of Catholic Schools Adopted 4/81 Catholic Diocese of Columbus Reviewed 8/06, 7/16, Revised 1/89, 2/90, 8/96, 8/01, 8/11, 8/13

*Diocesan Policy 5144.3*

## **BEHAVIOR OFF CAMPUS**

The following is to be included in all school handbooks:

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm 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 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.

Office of Catholic Schools Adopted 8/06 Catholic Diocese of Columbus Reviewed 8/11, 7/16

*Diocesan Policy 5113.0*

## **ATTENDANCE, ABSENCES AND EXCUSES**

1. A record of attendance and tardiness shall be maintained for every student. The law requires that this be retained as part of the permanent record of the school.

2. A student who is absent must, upon his/her return to school, present a note bearing the reason for absence, the date(s) of absence, and the signature of a parent or legal guardian.
3. When it is unknown if a student is legitimately absent, and when all efforts to contact the home have failed, the absence may be reported to the central office of the local public school district. The local public school district will follow its policies and procedures regarding the information.
4. Only the principal can give permission for absence or early dismissal.
5. In case of emergency, the principal may send a student home only after the parent or guardian has been notified.
6. Any pupil showing symptoms of a communicable disease shall be dismissed from school by the principal after notification of the parent(s)/guardian(s).

Catholic Diocese of Columbus Reviewed 8/71, 8/96, 8/06, 8/11, 7/16 Revised 2/90, 8/01, 7/16

*Diocesan Policy 5113.1*

**CONSEQUENCES OF EXCESSIVE ABSENCES**

1. A school is justified in refusing credit to any student who misses 28 or more days in a school year. At the discretion of the principal, the number of absences and possible consequences will be discussed with the student's parent(s)/guardian(s).
2. An exception to the above would be the case of a student who is hospitalized or has an extended illness or injury and can make up the work through tutoring or some other type of instruction approved by the principal.

Office of Catholic Schools Adopted 5/74 Catholic Diocese of Columbus Reviewed 4/81, 8/96, 8/01, 8/06, 8/11, 7/16 Revised 1/89, 2/90, 7/16

*Diocesan Policy 5142.0*

**ACCOUNTING FOR THE ATTENDANCE OF STUDENTS**

According to the law of Ohio, primary responsibility for seeing that students attend school for the full time that school is in session rests with the parent(s)/guardian(s). When a student is absent from school, the parent/guardian is to contact the school, within the time frame designated by the school, to report the absence. A representative from the school will attempt to notify the student's parent(s)/guardian(s) if the absence has not been reported.

When a student enrolls in a Catholic school, the parent(s)/guardian(s) shall present the school with a copy of the student's birth certificate and the name and address of the school which the student most recently has attended. Within 24 hours, the enrolling school shall initiate contact with the sending school in order to obtain the student's records. If records are not received within 14 calendar days of the student's admission, the enrolling school shall notify the law enforcement agency having jurisdiction for the area of the pupil's residence. The following applies to elementary schools: Any school may initiate a program for fingerprinting students. If initiated, such a program shall be developed with the assistance of the law enforcement agency in the area. Participation of individuals is voluntary.

This policy implements the "Missing Child Act" enacted by the Ohio Legislature in April 1985, as this law applies to non-public schools.

Catholic Diocese of Columbus Adopted 5/85 Reviewed 8/96, 8/01, 8/06, 8/11, 7/16 Revised 2/90

**NOTRE DAME ELEMENTARY POLICY ON TARDINESS**

Tardiness creates a disruption to the classroom or to mass that is already ongoing. Being late for school is unfair to the teacher, and to the students who were on time and prepared for class. Being tardy is unfair to the student as he/she misses very important instruction. Being on time builds character and responsibility and teaches respect of other's time. Being on time teaches the student to be "Ready. Responsible. Respectful."

**Students in grades K–6 are expected to be in their seats in their classroom at or before 7:55 a.m.** Students who arrive after 7:55a.m. must be accompanied to the front door by a parent/guardian to speak via intercom with the secretary who will then direct the child to the office to get a tardy slip. Students who arrive between 7:56a.m. and 9:30 a.m. to school are considered tardy. Any student who arrives on time, but leaves after 11:00a.m. and does not

return to school, he/she will be given a ½ day afternoon absence. For any absence a note from the parent or a doctor must be provided. If students arrive late or leave early for a doctor's appointment, a slip from the doctor is required. Students who leave early are required to have a parent/guardian come to the office to sign them out (during COVID pandemic, parent will be met at the door by staff member to be signed out as this will limit the number of visitors).

When a student has accrued (4) incidents of tardiness, a phone call will be made to the family/guardian by a staff member. A referral to the SST to review and address the issue of late arrival to school with Tier 2 PBIS Intervention initiated. When the student has accrued (6) incidents of tardiness, the student will be given a one (1) hour after-school detention for that tardy. For every (3) additional late arrivals to school, the student will be given an additional one (1) hour after-school detention. The detention will be given to the student by his/her homeroom teacher and the family will be notified via Digital Academy.

### **NOTRE DAME ELEMENTARY POLICY ON EXCESSIVE ABSENCES**

A student can be excused for the following reasons:

1. Personal illness: absences will be excused when the student is ill if the parent or guardian contacts the school on the day(s) of the absence(s). If the principal decides that the student is absent for an excessive number of days, a doctor's excuse will be required for all subsequent absences due to illness.
2. Medical or Dental Appointment: A written statement from the office of the dentist or physician may be required.
3. Death in the Family
4. Family Emergency: Absences can be excused if there is a family emergency or set of circumstances which per the judgement of the principal.

Absences for any reason other than those listed above shall be considered unexcused. **Unexcused absences** include, but are not limited to the following: vacation, shopping, hunting, missing the bus, attending a concert or sporting event. An unexcused absence is defined as truancy. When your child is not going to be at school, please submit a note the day before, email the school or call the school the day before or the day of by 8:15. If none of the above occurs, a phone call will be made to the family/guardian.

When a student misses two (2) unexcused days, the family/guardian will receive a phone call from staff. When the student misses four (4) days of school, a mandatory meeting between the principal, the teacher, a member of the SST, the parent/guardian and the student will be conducted. The SST will work with the family, providing Tier 2 PBIS Intervention, to address and attempt to remedy the issue of excessive absences. When a student receives eight (8) unexcused absences, an additional meeting will be held with staff, principal, and pastor with consequences discussed including possible detention, probation, or other actions.

Pursuant to state law and Diocesan policies, a student who misses twenty-eight (28) or more days in the same school year is ineligible to receive credit for that school year. Consideration of a student's eligibility for credit may be given in the event the excessive absence from school is due to an extended hospital stay, or a serious extended illness, and proper documentation from the student's physician is provided.

### **NOTRE DAME ELEMENTARY POLICY: Make-up of Homework and Re-taking of tests after Absence(s) and Out-of-school suspensions.**

The following provisions apply to any absence. The spirit of these provisions is to offer each student a definite opportunity, as well as to remind the student of his/her responsibility, for making up any class or homework missed due to absence.

1. The student must contact each of his/her teachers on the first day upon returning to school. The student must find out what long- or short-term assignments were made/missed during his/her absence.
2. The length of time to make up work cannot be extended without permission from the teacher.
3. Students who are absent the day of a test, but are present the previous day, are responsible for making up the missed test the day they return to school, unless other arrangements are made with the teacher. If a student is absent the day before the test, but present the day of the test, the student may be given one day grace time for make-up. Revised 7/19

*Diocesan Policy 5140.1*

### **STUDENTS' HEALTH AND SAFETY PROCEDURES**

Each school shall have organized procedures pertaining to the health services designed to identify problems and coordinate health resources of the school and local community.

#### **Health Plan Procedures shall minimally include:**

1. compliance with the requirements for immunization as stated in the most recent revision of the Ohio Revised Code;

2. screening procedures for purposes of identifying students who have problems with vision, hearing, and scoliosis, and making related referrals;
3. first aid facilities and materials;
4. procedures for dealing with immediate treatment of students in cases of emergency;
5. a written form authorizing emergency medical treatment signed by a parent/guardian;
6. a file of written incident reports;
7. incidents that have possible liability shall be forwarded to the superintendent.
8. Written form authorization of the administration of a regularly needed medication

**Emergency Procedures shall include:**

1. regularly scheduled fire drills, rapid dismissals, tornado drills, school evacuation and lock down;
2. records of monthly fire drills and seasonal tornado drills;
3. records of rapid dismissal and lock down drills;
4. emergency procedures posted in classrooms and available to parents, students, and school personnel;
5. emergency telephone numbers posted by office telephones; and
6. supervision of school grounds, play areas, and other facilities when scheduled for use by students;
7. crisis management plan.

Office of Catholic Schools Adopted 5/85 Catholic Diocese of Columbus Reviewed 8/96, 8/01, 8/06, 8/11, 7/16 Revised 2/90

*Diocesan Policy 5145.0*

**WELLNESS**

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to positively impact eating behaviors.

**Nutrition Education:**

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study (2010).
2. Nutrition guidelines, My Plate, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

**Physical Education:**

1. Physical fitness is supported through the Diocesan Physical Education Course of Study (2010).
2. All elementary students and the designated grade levels in high school shall participate in Physical Education.
3. All appropriate grade levels will have scheduled recess times.
4. Discipline should not include loss of recess time exceeding 50%.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

The school has activities in which both nutrition and physical education are inherent parts of the activities. Therefore, the school must be mindful of these connections when planning activities.

**School-Based Activities**

1. The Religion Course of Study (2006) supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
2. The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.
3. Schools are encouraged to consider healthy food or non-food fundraisers.
4. Parent(s)/guardian(s), students, and the school community should be updated annually regarding the content and implementation of the policy.
5. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

All schools with a lunch program must follow nutritional guidelines.

**Nutrition Guidelines**

1. School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services, and Federal School Lunch Guidelines.
2. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
3. Schools should evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available.
4. Drinking fountains are available in all buildings.

All schools are required to periodically measure and evaluate the implementation of their wellness policy.

**Measurement and Evaluation:**

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

**NOTRE DAME ELEMENTARY CAFETERIA**

Hot lunches are available to students. A monthly calendar of meals is available on the Notre Dame Elementary website. Federal regulations require five basic menu items, however, NDE practices “offer versus serve” option. This option permits a student to decline any two items which he/she may not want to eat. Students may substitute a peanut butter or meat sandwich for the main entrée. Students are encouraged to eat at least half of the food that is placed on their tray or half of the food that he/she brought in a packed lunch.

The price of lunch for all grades is \$3.00 per lunch. Milk for students who pack is thirty cents.

Revised 7/19

**NOTRE DAME ELEMENTARY PARKING LOT PICK UP/DROP OFF**

Pick Up/Drop Off A: Parents/guardians are to pull in the alleyway next to the fence following the “A” arrow for picking up and dropping students off.

Pick Up/Drop B: When there is inclement weather, parents/guardians are to follow the “B” arrow to the front of the building, stopping at the front or side door to pick students up.

## **NOTRE DAME ELEMENTARY POLICY OF HEALTH AND WELLNESS :**

When a child becomes ill, families will be notified immediately. Arrangements will need to be arranged for the student to be taken home.

All health records must be current. Please notify the school with changes to your child's health status and/or care, including prescribed medications, counseling, or treatment of any sort. The State of Ohio requires that all elementary children be immunized against poliomyelitis, diphtheria, pertussis, tetanus, measles, mumps, rubella, hepatitis B and varicella. Failure to comply with this regulation may result in an expulsion of the student from school until the child receives the necessary immunization.

Children bring many things home from school: books, games, papers, colds, sore throats, and occasionally .... lice. As children work and play together in close proximity, and share materials, lice (and other infectious diseases) can be spread. No family is immune. No school is immune.

The most common type of louse found is head louse which lives on the scalp and hair. The head louse is a parasite... it needs a host (person) for nourishment. It is grayish-tan in color and a wingless insect. The most visible sign of lice infestation is the presence of nits (eggs). Nits are tiny oval-shaped and silvery-gray in color, and about the size of an eye of a needle. Nits are commonly found on hairs at the nape of the neck and behind the ears, but, may be anywhere on the scalp. Live, adult lice are difficult to identify as they move quickly and hide well. Nits may be mistaken for dandruff. Dandruff is easily removed, but nits are glued/stuck to the hair shaft. Lice can live at least forty-eight (48) hours away from the body. The nits can live up to ten (10) days in clothing, rugs, furniture and bedding; however, the newly hatched louse must feed within twenty-four (24) hours or die. The only food supply for head lice is blood which they obtain from the scalp of the victim. They cannot survive on family pets.

If lice is found on a student, he/she will need to be sent home to reduce the likelihood of spread. If you think your child has lice, it is imperative that you contact the school and your child's doctor. If your suspicions are correct, EVERY member of the family MUST be examined. Treatment consists of a special medicated shampoo which is applied to the dry hair. Remove all nits using a special "nit" removal comb. To avoid reinfestation, it is critical the home be cleaned and treated, as well. Wash exposed clothing, bedding and towels in hot water and dry using high heat cycle. Vacuum mattresses, furniture, carpets, and car seats. All other "non-washable" items (stuffed animals, football helmets, headphones, etc.) should be sealed in plastic bags for two (2) weeks in order to kill lice and nits. Soak all combs and brushes in hot water for ten (10) minutes.

The student will NOT be readmitted until he/she is checked by the school nurse/personnel.

Revised 8/18

*Diocese Policy 5141.0*

## **ADMINISTERING MEDICATIONS TO STUDENTS**

Employees of the schools of the diocese, and public school employees (e.g., school nurses) working in schools are permitted to administer prescribed medication to a student when conditions exist, which in the judgment of the employee merit giving assistance to the student (e.g., immaturity of the student, nature of the medication). Employees of the schools of the diocese and public school employees working in schools of the diocese are **NOT required** to administer medication to students.



A student using prescribed medication during school hours must have on file a signed medical authorization form from the parent(s)/guardian(s), and a properly completed physician's statement. The authorization must include the following:

1. written permission from the parent(s)/guardian(s);
2. physician's verification of:
  1. the necessity for the medication;
  2. name of medication;
  3. dosage;
  4. times or intervals at which it is to be taken;
  5. duration; and
  6. possible side effects;
3. a statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

Medication must be in original containers and have affixed label including student's name. Accurate records of the medication given must be kept in the student file.

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

Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Daryl) should be determined on the local school level, if the school judges that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it. Please see attached documents.

Office of Religious Education Adopted 5/85 Diocese of Columbus Reviewed 2/90, 8/96, 8/01, 8/06, 8/11, 7/16 Revised 5/87

## **NOTRE DAME ELEMENTARY ADMINISTRATION OF MEDICATION**

Notre Dame Elementary authorizes the school nurse, school secretary or others designated by the principal to administer medication prescribed by a physician to a student.

No prescribed medication will be administered unless:

1. The designated person receives a written request by the parent/guardian
2. The signed statement (see attached) is presented to Notre Dame Elementary and contains the following information:
  - a. Name and address of the student
  - b. Name of the medication and dosage to be administered
  - c. The time(s) the medication is to be administered
  - d. The date administration begins and/or ceases.
  - e. Any adverse reactions the student has experienced with the medication
  - f. Prescribing doctors name, address and office phone number

Notre Dame Elementary is able to administer non-prescription (Tylenol, Daril, Ibuprofin, allergy, etc.) can be administered to the student as long as parental permission is on file. Please see attached documents.

## **COVID-19 Acknowledgement of Risks**

We, the parent(s) and student, acknowledge and agree that, as a student at Notre Dame Elementary School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Notre Dame staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at Notre Dame, there is an elevated risk of the student contracting the disease simply by being in the building, on the premises, or at any school function. The same is true for the parent(s) of a student at Notre Dame.

By signing the Handbook Agreement, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person Notre Dame Elementary School functions is the choice of each family, including ours. If student or parent(s) who visit Notre Dame have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Notre Dame, attend any Notre Dame function, or visit Notre Dame. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by a student or parent(s) while at Notre Dame or any Notre Dame function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to Notre Dame Elementary School or any Notre Dame Elementary School function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

## **FOOD ALLERGIES**

The Diocese of Columbus schools strive to provide a safe environment for students with life-threatening food allergies. Parent(s)/guardian(s) should notify the school nurse and homeroom teacher of any life-threatening food allergy on or before the first of each school year or as soon as a food allergy is diagnosed.

Each school year, parent(s)/guardian(s) and physicians will be required to complete, sign and return a “Food Allergy Action Plan” specific to the student with life-threatening food allergies. The school nurse will review all allergy information provided by the student’s parent(s)/guardian(s) and physician and share this information with the appropriate teachers and staff.

Parent(s)/guardian(s) will provide the school with the medications prescribed in the “Food Allergy Action Plan”. Medications will be kept in the Clinic or with the student as specific needs dictate. Medications will also be available as part of the emergency preparedness kit in case of a lockdown/evacuation.

The parent(s)/guardian(s) of a student with a life-threatening food allergy will provide a supply of “safe” snacks for use by their child. Parent(s)/guardian(s) of children with life-threatening food allergies are responsible for notifying bus transportation providers with information regarding their child’s allergy.

Office of Catholic Schools Adopted 9/09 Catholic Diocese of Columbus Reviewed 8/11, 7/16 Revised 7/16

*Diocesan Policy 5141.35*

### **FOOD ALLERGY ACTION PLAN (see attached)**

*Diocesan Policy 5140.05*

## MINORS HARASSMENT POLICY

1. The Catholic schools of the Diocese of Columbus shall 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 (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.
2. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish 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 or other protected characteristics.
3. It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment in all programs and activities, free of all forms of harassment and intimidation. No participant, volunteer adult leader, or parish staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
4. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
  - o Offensive sexual flirtations, advances, propositions;
  - o Continued or repeated verbal abuse of a sexual or gender-based nature;
  - o Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
  - o The display or circulation of sexually explicit or suggestive writing, pictures or objects;
  - o Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
  - o Graffiti of a sexual nature;
  - o Fondling oneself sexually or talking about one's sexual activity in front of others;
  - o 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 behaviors which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other 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, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement.

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

4. A sexually hostile environment can be created by a parish employee, volunteer, minor participant, or visitor to the parish activity.
5. Any person who believes that he/she is subject to unlawful harassment or intimidation must contact the (a) program administrator, (b) pastor, or (c) diocesan director of religious education. In the event that an individual alleges harassment by a program administrator or a pastor, the individual may file the complaint with the diocesan director of religious education. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of services.
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.

*Diocesan Policy 5140.06*

## **FILING OF HARRASSMENT INFORMATION**

1. The investigator (principal, assistant principal, pastor, or superintendent) must keep extensive notes of all aspects of the investigation.
2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion.
3. These notes must include verbal statements made by persons questioned and any written statements.
4. All of the above details must be summarized to include:
  1. how the investigation was conducted;
  2. what conclusion was reached and why;
  3. what action was taken;
  4. how, when, and to whom the conclusion was communicated; and
  5. notification of warning against retaliation.
5. All of the above is kept only in the investigator's file.
6. If no action is taken, nothing is placed in the personnel file or student file.
7. If an action is taken against the accused (i.e. warning, restrictions, leave, or release from contract in the case of personnel, or warning restrictions, suspension or expulsion in the case of students), the action taken is:
  1. formalized by putting in writing,
  2. a copy is given to the person or student against whom the action is taken, and
  3. a copy is placed in the personnel or student file.
8. The Harassment Complaint Form and Administrative Summary Form can also be found on the Office of Catholic Schools website.

## **HARRASSMENT COMPLAINT FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_  
School \_\_\_\_\_

Who was responsible for the harassment?  
\_\_\_\_\_

Describe the harassment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date, time and place the harassment occurred.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there other employees or students involved with the harassment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If so, who was responsible? In what way or how was he or she involved?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses to the harassment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was your reaction to the harassment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any subsequent incidents.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**DIOCESE OF COLUMBUS ADMINISTRATIVE SUMMARY FORM**

Name of Complainant \_\_\_\_\_

Name of Accused \_\_\_\_\_

Dates of Investigation \_\_\_\_\_

How the Investigation was conducted?

\_\_\_\_\_

\_\_\_\_\_

What action was taken?

\_\_\_\_\_

\_\_\_\_\_

Were all parties warned against retaliation? \_\_\_\_\_

Dates of follow-up conferences, how and to whom conclusion was communicated

\_\_\_\_\_

\_\_\_\_\_

Signature of Administrator \_\_\_\_\_

Office of Catholic Schools Adopted 12/98 Catholic Diocese of Columbus Reviewed 8/01, 8/06, 8/11, 7/16

## **HARASSMENT - SCHOOL RESPONSIBILITIES**

1. Annually, at the start of each school year, the school shall publish the Diocesan Harassment Policy for Students (5140.05) in the parent/student handbook.
2. Each school shall follow diocesan procedures for timely investigation and response to complaints. (Refer to policy 5140.05)
3. Each school shall periodically train administrators, teachers, staff, and volunteers and use age- appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.

Office of Catholic Schools Adopted 12/98 Catholic Diocese of Columbus Reviewed 8/01, 8/06, 8/11, 7/16

*Diocesan Policy 5131.1*

## **DRUG PREVENTION**

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 purpose 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-O).

(See policy 5141.0 regarding prescribed medications)

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.)

The schools should strive to prevent drug abuse and help drug abusers through education. School policy shall address prevention, intervention, treatment and disciplinary measures. The drug prevention program in schools 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.

Schools shall develop local policies regarding consequences of the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia. These policies shall include:

1. consequences for first time and repeat offenders. The first time offender is required to meet with his/her parent(s)/guardian(s) and school officials;
2. a clear statement that 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).
4. the 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.



*Diocesan Policy 5140.0*

**ABUSE AND NEGLECT**

In compliance with state law (ORC 2151.421, any paid catechetical leader, catechist or parish staff, having reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county Child Protection Services or law enforcement and inform the agency contacted of the facts and circumstances which led to the filing of a report. The employee will immediately report the case to the school administrator. The school administrator will immediately report the case to the diocesan superintendent. If the suspected child abuse involves a school employee, the school administrator shall also immediately notify the Office of Educator Conduct within the Ohio Department of Education.

Office of Catholic Schools Adopted 1/02 Catholic Diocese of Columbus Reviewed 6/06, 8/11, 7/16

*Diocesan Policy 5140.11*

**THREATS TO WELFARE AND SAFETY**

No student shall use, possess, handle, transmit or conceal any object which is, or can be considered, a 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. See regulation 5140.12 for disciplinary actions regarding this policy.

Office of Catholic Schools Adopted 9/92 Catholic Diocese of Columbus Reviewed 8/01, 8/06, 8/11, 7/16 Revised 8/96

*Diocesan Policy 5140.12*

**CONSEQUENCES OF THREATS TO WELFARE AND SAFETY**

If a student is found to be in violation of Policy 5140.11, any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include:

1. detention;
2. counseling/family counseling;
3. approved school/community service;
4. in-school suspension;
5. referral to Juvenile Court and/or other appropriate law enforcement agency;
6. suspension from school;
7. expulsion from school following suspension; and
8. diversion programs

Office of Catholic Schools Adopted 9/92 Catholic Diocese of Columbus Reviewed 8/01, 8/06, 8/11, 7/16 Revised 8/96

## **NOTRE DAME ELEMENTARY POLICY OF COMMUNICATION AND DISSEMINATION OF PERTINENT INFORMATION**

Rapid-Dismissal Drills: Students and staff will follow the same procedure as for the fire drill. These drills are posted in each classroom by the door. The Rapid-Dismissal drill will be signaled by the fire alarm. Students are to evacuate and continue to gather at Holy Redeemer Church. If it is necessary to be further away from the school, they will proceed to Portsmouth City School or the Portsmouth City Fire Station. Parents are advised to listen to WNXT, WIOI, WPAY radio/tv stations for information.

Interior Crisis: If there is an emergency which warrants an interior lock-down (intruder in the building), the announcement that “We are in Lock-Down” will be made over the intercom. At this signal, any students out of the classroom should go to the nearest classroom. Teachers are to lock their doors and put the “barracuda locking devise” in place at the signal and advise the students to get to a designated safe spot in the classroom (i.e. coat room). When the situation is safe, the announcement will be made over the intercom. In the case of a real lock-down the classroom doors are to be opened by the secretary, principal, law enforcement only.

Exterior Crisis: Teachers/Volunteers on outside duty will carry whistles. An external crisis will be signified by two blasts of the whistle, repeated by three times. An external crisis involving disruptive or dangerous people or situation (NOT DURING RECESS BUT WHEN CHILDREN ARE OUTSIDE) will prompt a “shelter in place” alert. During a “shelter in place” situation, no one is to enter or exit the building.

ND Schools “One-call” system: ND Schools uses a one-call system for announcements or if an emergency should arise whereby students need contacted during or after school hours. It is imperative that we have your current cell number on file. If there is a change in phone number, please contact NDE to update the student’s file.

School Closings due to weather: Please tune in to WNXT, WIOI, WPAY to see if Notre Dame Schools are closed or on a delay. A “one-call” will also be made to disseminate school closing information. When Portsmouth City Schools are closed or on a delay due to inclement weather, we will be closed or delayed, as well. Occasionally, ND will be closed or on a delay even when Portsmouth City is open or does not have a delay. When we are on a delay, school will start one (or two) hours later (9:00 or 10:00 as opposed to 8:00). Afternoon dismissal for all grades will be on a regular schedule.

Digital Academy: Digital Academy is an online communication system used by Notre Dame Elementary. This system allows teachers to make announcements, allows families to communicate with the student’s teacher, and it contains a school calendar, and pertinent school updates/announcements, as well.

NDE Newsnotes: Every Friday, a summary of the weeks school events, upcoming events, meetings, etc. will be composed and sent home with each student or the oldest student when more than one child from a family attends NDE.

Facebook: ND often posts announcements on its Facebook page. Please friend us on Facebook.

ND Schools App: Notre Dame Schools have an application called “Notre Dame Schools” which can be downloaded from the Apple App Store. This app will direct you to the NDHS and/or NDE websites. The app will allow you to customize alerts/notifications related to emergency notifications, schedule changes, activities and athletics; you can choose to receive notifications regarding any or all of the aforementioned categories.

NDE and NDHS websites: NDE and NDHS have separate websites. The NDE website contains information such as the current school calendar, athletic schedules, upcoming events, teacher/student highlights, etc.

Revised 8/18

*Diocesan Policy 5126.0*

## **PUBLISHING STUDENT INFORMATION**

A school, school employees, school organization, or the diocese may publish student information in various formats, including websites. There are two types of information concerning a student that can be published. One is directory information, which includes the student's name, grade level, honor roll, activities, sports, awards, and date of graduation. The second type of information is personally identifiable information, which is information that makes the identity of a student more traceable. (See Regulation 5126.2) Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

Directory information may be published if prior notice is given to the parent(s)/guardian(s) of a student and the parent(s)/guardian(s) does not object.

Since directory information is frequently published by school and local communications, the following notice shall be printed annually in the parent/student handbook:

“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.”

Personally identifiable information may be published if the parent(s)/guardian(s) signs and dates a consent form prior to the release date. (See Regulation 5126.2)

The same conditions for both types of published information must be met if the student is 18 years of age or older.

Office of Catholic Schools Adopted 1/02 Catholic Diocese of Columbus Reviewed 8/11, 7/16 Revised 8/06, 7/16

### **PERSONALLY IDENTIFIABLE INFORMATION RELEASE FORM**

The following release form must be signed and dated by the parent/guardian of a student prior to releasing personally identifiable information as defined in Policy 5126.0. The release is to be printed on school letterhead.

#### **PARENT(S)/Guardian(s) CONSENT FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION**

The undersigned parent(s)/guardian(s) of \_\_\_\_\_, a student at

Notre Dame Elementary, hereby consent to the release of the following personally identifiable information.

Specific information to be released:

\_\_\_\_\_  
\_\_\_\_\_

Reason for release:

\_\_\_\_\_  
\_\_\_\_\_

Information to be released via:

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The undersigned consent to the transfer of the above information to a third or subsequent party.

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(Parent/Guardian Name) \_\_\_\_\_ Date: \_\_\_\_\_

(Authorized Signature) \_\_\_\_\_ Date: \_\_\_\_\_

A copy of the release is requested. (Check One)

Yes \_\_\_\_\_

No \_\_\_\_\_

Office of Catholic Schools Adopted 1/02 Catholic Diocese of Columbus Reviewed 8/06, 8/11, 7/16

*Diocesan Policy 5125.1*

**STUDENT RECORDS**

A permanent record is to be kept on each student. The original of this record must be kept on file in the office of the local school for all students who have attended or are currently attending the school. The permanent record shall include directory information, attendance record, academic records, standardized test scores, health records, and continuums.

1. Access to the information contained in a student's permanent record is restricted to certain persons. (Refer to policy 5125.0).
2. When a pupil transfers from one school to another, a duplicate of the permanent record of items above shall be sent to the school to which the pupil is transferring. An exception to this is the health record. The original health record shall be sent to the receiving school.
3. If a student is transferring from one school to another within the Diocese, it is the responsibility of the receiving school to contact the sending school prior to registering or accepting the student.
4. An adequate number of fireproof files shall be provided in each school building for the proper care of records.

Office of Catholic Schools Adopted 10/71 Catholic Diocese of Columbus Reviewed 10/76, 1/81, 8/01, Revised 2/90, 6/93

*Diocesan Policy 5125.0*

**RELEASE OF STUDENT RECORDS**

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Schools shall establish procedures to verify the accuracy of data and to remove information no longer needed.

Those who are permitted to view an individual student's records are

1. school personnel (includes central office staff);
2. parent(s)/guardian(s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers.

Parents(s)/guardians(s) of an individual minor student, or a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Office of Catholic Schools Adopted 10/71 Catholic Diocese of Columbus Reviewed 10/76, 1/81, 8/01, Revised 2/90, 6/93

### *Diocesan Policy 6121.0*

## **FIELD TRIPS**

A field trip is defined as a parish sponsored activity supervised by parish personnel and/or adult volunteers which occurs off site.

No child or adolescent may participate unless a signed parental permission form for the specific event is received by the school prior to the field trip. Form 6153.2 *Diocese of Columbus Registration/Permission/Release and Indemnification Agreement* must be completed for each student and returned to the appropriate adult leader.

Whenever possible, bus transportation should be provided. If a private passenger vehicle is used, the following information as a minimum must be provided in writing, signed by the driver, and reviewed by the catechetical leader and/or pastor prior to the field trip:

1. Valid driver's license.
2. Valid registration for the vehicle.
3. The vehicle must be insured for minimum bodily injury liability coverage limits of \$100,000 per person/\$300,000 per occurrence.
4. Security background check.
5. Participation in the "Protecting God's Children" workshop.

No one under the age of 25 is permitted to operate a motor vehicle on behalf of the Diocese of Columbus or any diocesan organization or parish. If a rental vehicle is used, policy #3610.01 must be followed.

Any minor being transported on a field trip in a private vehicle must use a seat belt. Each driver and/or chaperone should be given directions to and from the event and preferred route (s) to be traveled, if any. The emergency medical form corresponding to each minor must be in the vehicle.

Catholic Diocese of Columbus Reviewed Revised 8/04, 8/10, 7/17, 9/14, 7/17

### *Diocesan Policy 6001.1*

## **ADULT CHAPERONES FOR ACTIVITIES WITH MINORS**

Parishes must follow a strategy of "two-deep" ministry with minors, where at least two adults are present at all religious education activities and situations, wherever possible.

Where a one-to-one activity is required (e.g. counseling), such activities should take place in an open environment. Special attention should be given to provide a safe and confidential forum while following standards of prudence.

Adult chaperones for activities with minors must be at least 21 years of age.

For activities away from parish property, a ratio of one adult per ten minors must be followed. For overnight activities, a ratio of one adult per six minors must be followed. The ratio of male- to-female chaperones should closely parallel the ratio of male-to-female minors at an activity. This is particularly important for overnight activities.

For overnight activities where private rooms are used, an adult chaperone must never share a room with a minor except where a parent is serving as a chaperone and there are no other persons sharing the room.

No adult chaperone should ever enter the room of a minor unless it is absolutely necessary. If circumstances require it, the chaperone must be accompanied by another adult and the door must remain open the entire time the adults are present. Both adult chaperones should be of the same sex as the minor in the room. If this is not possible, one male and one female chaperone may be used.

A minor must never be invited or instructed to enter the room of an adult chaperone.

### **Office of Religious Education and Catechesis Catholic Diocese of Columbus**

Adopted Reviewed Revised 8/10, 7/17 7/17

**NOTRE DAME ELEMENTARY DRESS CODE** The following is the dress code. Students are expected to comply with the dress code and violations are considered a Level 1/ Minor Disruptive Behavior infraction (please refer to the Code of Conduct). In addition, parents/guardians are expected to bring in change of clothing should a student be in violation.

#### **Shirts and Sweatshirts:**

- Official NDE uniform polo shirt must be worn by all students Pre-K through 6.
- A small trademark logo on the opposite side as the ND logo is permitted. The size cannot exceed the ND logo size.
- Shirt is to be white or navy only and tucked in at all times.
- A plain, white undershirt/camisole is permitted under the uniform polo shirt.
- Official ND sweatshirt is permitted if worn over the NDE uniform polo shirt or jumper.
- Sweatshirts can be crewneck or “hoodie” style.
- NO other sweatshirts are permitted (not even University of Notre Dame clothing).

**Belt:** A brown, black, navy or tan belt must be worn by grades 4, 5, 6

#### **Jumpers:**

- Girls in grades Pre-K through 6 have the option of wearing the official uniform plaid jumper, skort, or skirt
- Girls must wear shorts, tights or leggings under a skirt or jumper
- **THE PLAID JUMPERS CAN ONLY BE PURCHASED FROM THE UNIFORM COMPANY**
- Jumper length must not be shorter than just above the knee
- Skort length must not be shorter than three (3) inches above the knee
- Tights or leggings worn under shorts/skort must be solid white, navy blue, grey or black in color

#### **Pants and Shorts:**

- Shorts must be worn before October 15<sup>th</sup> and after April 15<sup>th</sup>
- Shorts must be navy blue or tan in color
- Shorts can NOT be denim, athletic/sweatpants, leggings, jeggings, or elastic at the waist
- Shorts cannot have holes, rips or be “distressed” in any manner
- Navy blue or tan pants must be worn between October 16, 2020 and April 14, 2021

#### **Shirts and Pants:**

- Any combination of approved shirt or bottom can be worn

#### **Socks/tights:**

- Some type of sock MUST be worn at all times
- Socks must be solid white, navy blue, grey or black in color
- Socks are not required with summer sandals during shorts season

Hair:

- Hair must be combed, clean and well-groomed
- Boys' hair must not go below the top of the shirt collar
- Boys' must be clean shaven at all times; no facial hair
- NO eccentric hair styles and colors
- NO designs/drawings in the hair are permitted
- No "buns" are to be worn by male students
- Hair bands are acceptable unless it becomes a distraction

Jewelry: Girls may have no more than two earrings per ear, and boys are NOT allowed to wear earrings to school or school functions.

Dress-down: Jeans and shorts of appropriate length are permitted, and material printed on shirts must be in "good-taste". (Revised 8/20)

## Notre Dame Elementary Adult Volunteer Form

Parent/guardian and family volunteers can assist NDE in a variety of ways. Many of you already offer your help by facilitating enrichment and extra-curricular projects, attending field trips, planning and participating in classroom holiday-themed projects, for example. We welcome and encourage volunteers in the cafeteria and on the playground too. NDE believes in a vigilant approach to ensure a safe and supportive environment for our students.

The following steps must be taken before you can become a volunteer at NDE:

1. Volunteer Application: please complete the volunteer application form and submit it.
2. Volunteer applicants must review the handbook policy and diocesan policy (see attached) including NDE rules/Code of Conduct.
3. Volunteers must complete "Protecting God's Children (PGC)" (Diocesan Policy 4110.1)  
-Please contact NDHS Secretary (Kandi Craig 740-353-2354) for upcoming PGC sessions.
4. Volunteers must have a current background check on file (Diocesan Policy 4110.0)  
-Background checks can be completed at the South Central Ohio Educational Service Center (522 Glenwood Ave., New Boston).
5. Turn the application in and designate whether you wish to volunteer on the playground, cafeteria or both and on which days and at what times you are available.

### Playground Duty Expectations and Responsibilities

1. Limit phone use to emergency use only.
2. Engage students.
3. Walk around and monitor the students.
4. Provide verbal warnings for students who are not following the playground rules.
5. For serious behavior infractions, students should be sent to the office.
6. Please document any serious infraction including incident description and give it to that student's teacher.

### Playground Matrix

Be Respectful and Responsible	-follow directions -go down the slide only -swinging only on the swing (no twisting or jumping off) -keep hands to yourself
Be Ready	-stop playing when you hear the whistle -put playground materials where they belong -line up when you hear the second whistle -use volume level 0 while in line

### Cafeteria Duty Expectations and Responsibilities

1. Limit phone use to emergency use only.
2. Engage students.
3. Encourage students to eat at least half of their hot lunch or packed lunch and dismiss grades K-5.
4. Encourage students to clean their area and pick up dropped items.
5. Wipe/wash tables as students finish and leave for recess.

Cafeteria Matrix

Be Respectful	-clean your area -stay at a designated table -be helpful -raise hand to be dismissed -walk
Be Responsible	-use voice level 1-2 -listen to adults -use good manners -be kind
Be Ready	-get tray and utensils and sit down promptly -use time wisely

I have completed all of the necessary documentation and agree to the expectations and responsibilities to be a volunteer at Notre Dame Elementary.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Diocesan Policy 4110.1

**DIRECTIVES REGARDING CIVILIAN CRIMINAL BACKGROUND CHECKS AND CHILD PROTECTION TRAINING FOR EMPLOYEES AND VOLUNTEERS IN THE DIOCESE OF COLUMBUS Clergy, Employees, and Applicants to Clerical Formation**

All clergy serving in the Diocese of Columbus; all parish, school, and diocesan employees; and all applicants to formation for the priesthood or permanent diaconate, regardless of their level of contact with children and youth, are required to complete a civilian criminal background check and participate in a *Protecting God’s Children* training session. This policy is applicable to lay employees, professed religious, clergy, and clergy candidates.

**Catholic School Volunteers and Volunteers in Parish Programs/Ministries for Children and Youth**

Every volunteer in a program or ministry for children and youth, regardless of their level of contact with children and youth, is required to complete a civilian criminal background check and participate in a *Protecting God’s Children* training session. Duration of service does not mitigate compliance with this policy.

*Examples: Catholic School volunteers, Parish School of Religion (PSR) volunteers, youth ministry volunteers, field-trip chaperones and drivers, Scout leaders, coaches and other recreation volunteers, Vacation Bible School volunteers, Children’s Liturgy of the Word volunteers, pre-school volunteers, nursery volunteers*

**Volunteers Working with Children and Youth in Other Parish Programs/Ministries**

Volunteers for other parish programs or ministries who have been delegated care, custody, or control of children and youth are required to complete a criminal background check and participate in a *Protecting God’s Children* training session. Duration of service does not mitigate compliance with this policy.

*Examples: Parish festival volunteers staffing activities for children/youth, volunteer choir director (if choir includes children and/or youth), service coordinators (if service programs include children or youth)*

**Other Parish Volunteers and Adults**

Although they are not required to do so by diocesan policy, the Diocese of Columbus strongly encourages all other parish volunteers to complete civilian criminal background checks and attend *Protecting God’s Children* training sessions. All parents and other interested adults are encouraged to attend a *Protecting God’s Children* training session which must be attended in-person. Alternative training for victims and survivors of sexual abuse is available through the Safe Environment Program. The safety of children and young people is best assured when all adults have been trained and understand how to build a safe environment for children.

*Examples: Lectors, ushers, festival workers, choir members, and so forth.*

**Civilian Criminal Background Checks for New Clergy, Employees, Volunteers, and Applicants to Clerical Formation**

Civilian criminal background checks are completed through the Ohio Bureau of Criminal Identification and Investigation (BCII) and must be completed by the first day of one’s incardination (for a priest or deacon arriving to serve in this diocese from another diocese), employment, or service to the parish or school. Anyone formally applying to be a candidate for the priesthood or permanent diaconate must have a completed criminal background check through the Ohio Bureau of Criminal Identification and Investigation (BCII) prior to acceptance into formal formation. Anyone who has not been a legal resident of Ohio for the past consecutive 5-years is required to complete a Federal Bureau of Investigation (FBI) civilian criminal background check. An FBI civilian criminal background check must at least be in process by the first day of one’s employment or service to the parish or school. Copies or transfers of completed civilian criminal background checks are only accepted from one parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus. Copies of completed civilian background checks from individuals or other institutions are not acceptable.



A new background check must be conducted if a cleric, employee, volunteer, or clerical candidate has a significant (more than 1 year) gap in their employment, service, or formation in the diocese.

**Child Protection Training for Clergy, Employees, Volunteers, and Clergy Applicants**

Although it is preferable for new clergy, employees, volunteers, and clergy applicants to have attended a *Protecting God's Children* training session prior to working with children and youth, they have a grace period of up to six-weeks from their start date to attend a *Protecting God's Children* training session. If this grace period is needed, supervisors are to verify that the new employee or volunteer is pre-registered for a scheduled *Protecting God's Children* session by the first day of their work with children or youth. Special care must be taken to ensure that short-term volunteers receive this training in a timely manner that will properly prepare them for their service. The *Protecting God's Children* program includes not only information on the scope of child sexual abuse, but also contains a plan for its prevention at parishes and schools. Individuals that have attended child sexual abuse awareness programs from other institutions are still required to attend a *Protecting God's Children* training session unless he or she can provide documentation that the previously attended program covered the same subject material and the Chancery Office grants approval.

Persons that have participated in a *Protecting God's Children* program in another diocese can request that their former diocese transfer their training record to the Diocese of Columbus.

If an employee or volunteer moves from a parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus, the new parish or school should notify the diocese to request that the training record of the employee or volunteer be transferred.

Due to the sensitive nature of the *Protecting God's Children* program, some victims of child sexual abuse may not feel comfortable attending a *Protecting God's Children* training session. Anyone in this particular situation may request to receive the materials needed for child protection training in an alternate way. These requests are made through the Office of Safe Environment. All requests for alternate child protection training for victims of child sexual abuse are kept confidential.

Office of Catholic Schools Adopted 8/06 Catholic Diocese of Columbus Reviewed 5/15 Revised 8/10