



# PARENT- STUDENT HANDBOOK

2022-2023  
KINDERGARTEN -  
8TH GRADE



## GROW YOUR SOUL

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St. Barnabas School

A NATIONAL BLUE RIBBON SCHOOL

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Note: The meaning of the words “parent” and parents” used throughout this Handbook refer to the student’s parents as well as legal guardians.

## ***Accreditation***

St. Barnabas Catholic School is fully accredited and chartered by the Ohio Department of Education (ODE) and the Ohio Catholic School Accrediting Association (OCSAA). Every professional educator on staff is duly certified/licensed by the Ohio Department of Education and the Diocese of Cleveland. All of our professional educators hold a Bachelor of Arts/Science degree and/or a Master's degree.

The Minimum Standards of the State of Ohio requires that there be a minimum of 1,001 student instructional contact hours. St. Barnabas is governed by the State of Ohio and approved by the Office of Catechetical Formation and Education regarding:

- The length of the school year
- Administrative procedures for the school year as they relate to the opening, closing and emergency closing of schools
- Admission, assignment, and withdrawal of students
- Vaccination and immunization of students
- Health and safety laws and policies

## ***Diocese of Cleveland Philosophy of Catholic Education***

We believe that a philosophy of Catholic Education begins with faith that God gifted us with life, became one of us in His Son Jesus, and in the person of His Spirit awaits our response to His unconditional overture of love. Jesus remains with all people, ever yearning for a return of love either by a sincere response to conscience or by membership in His Church. It is from this perspective that the educational ministry of the Catholic Community flows.

We believe that a Catholic education begins in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love in growing and excelling through responsible involvement in the academic, cultural and civic concerns of daily life.

We believe that the Catholic school is sensitive to the mandate of Jesus: "Love one another as I have loved you," as the goal toward which all Catholic education tends. The school community, in sharing this vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, culturally and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their brothers and sisters, young people in Catholic schools form their personal response in truth, justice and love to God their Maker.

## ***St. Barnabas Philosophy of Education***

St. Barnabas School is committed to Catholic Education that is grounded in the gospel message, rooted in Catholic tradition, and infused with spiritual values that engage all stakeholders in prayer, worship and service.

Our learning community commits our stakeholders to academic excellence, to address students' learning styles, and to empower students to be critical thinkers, life-long learners and moral problem solvers.

We believe that Catholic education should summon all stakeholders to live as Christian stewards, fulfilling our baptismal promise, and modeling our patron, St. Barnabas, as, "...sons and daughters of encouragement."

## ***St. Barnabas School Mission and Belief Statements***

### *Developing Mind, Body, and Soul*

The staff of St. Barnabas School works in partnership with our parishes and the parents of our students to prepare our children to be followers of Christ and productive members of society. Under the guidance of the Holy Spirit, we nurture the seed of faith, cultivate the tree of knowledge and follow the path of Christ.

#### *We believe:*

- We believe that each person is a child of God and deserves respect.
- We believe that a quality Catholic education teaches the whole child: spiritually, emotionally, academically, physically and socially.
- We believe that faith formation is an ongoing collaboration between the family, school and community.
- We believe instruction and assessment must provide for the diverse needs and abilities of all students, nurturing 21st Century learners.
- We believe that students learn to participate in the global community by serving the spiritual and social needs of all.
- We believe in continuous improvement through research, ongoing education, and implementation of best practices.
- We believe that the courage and devotion of Saint Barnabas provides a model for Catholic education and reminds us of our call to love and serve others.

## ***Parent Responsibilities***

The primary responsibility for the education of children belongs to the parent. Although this responsibility is shared with the school as a matter of practical necessity, your responsibility remains paramount. A child's intellectual, cultural and moral attitudes follow the example you provide in your home. It is also important to:

- Build religious celebrations and family prayer into your lifestyle by family attendance at and participation in parish celebrations and activities.
- Insist that your children obey the regulations and principles of good behavior; as noted in our Code of Conduct. Be sure you support the teachers and administration in disciplinary issues.
- If problems arise, discuss problems with the teacher first; avoid criticism of teachers and school policy in front of your child and other parents.
- If a problem is not resolved between parent and teacher, please contact the school administration to help mediate the possible solution to the problem.
- Provide a proper environment and allow time for your child to complete all homework assignments in a conscientious manner.
- Encourage development of your children's individual talents and interests.
- Promote in your children compassion for others by helping our parents with children who have lethal peanut and other nut allergies, to ensure that St. Barnabas remains a "Nut-Free School".
- Build responsibility in your child by avoiding the temptation to bring into school items forgotten at home by your child. Please allow your children to accept the responsibility of their acts so they will learn from their experience. In turn, the staff of St. Barnabas will reinforce our students being held accountable.
- Open and honest communication between parents, school and parish are crucial to the building and success of a learning community.

Below are some practical points to ensure understanding between home and school:

- Instruct children that the teachers are to be respected in the school just as they respect parental authority. Without parental support and student cooperation, the teachers cannot accomplish the task entrusted to them.
- Show interest in your children's progress as reflected on FACTS/interim reports/report cards. Take care to understand their progress, behavior, and ability.
- Affirm your child's efforts. Poor and mediocre progress should be a cause of concern and effort should be made to improve this. Parents should consult with the teacher immediately concerning poor grades, behavior, and/or classroom procedures.
- Make certain that your child is on time for school and that they are dressed in the proper manner, according to the school Uniform Policy.
- Encourage your child to bring messages from school and take messages to the school. (This will help teach them responsibility).
- Cooperate and support with understanding the administrative decisions as determined by the Diocese of Cleveland and administrators. For example: curriculum changes, textbook changes, report cards/interim reports, scheduling, calendar, staffing, and school closings.
- Show an interest in who your child has selected as friends.
- Lastly, please help children to recognize their uniqueness and that they are important, needed, and wanted. Make the home a source of inspiration to live the doctrine, which you profess. Help your children apply these beliefs to their lives.

## ***Parent Involvement and Volunteering***

Studies show that parent attitudes and actions have a positive effect on their children's academic success, and it has been consistently reported that children with parents involved in their education and schools earn better grades, score higher on tests, and much more.

The reasons that parent involvement increases student success are many—in itself, simply letting a child know you care and are invested enough to be involved in his day-to-day school life sends a clear message about the value of school and education.

We encourage you to get involved with St. Barnabas and dedicate your time and talents – here are just a few reasons why:

- **Your child benefits.** Research consistently shows that kids whose parents are involved in their schools do better. They get better grades, do better on tests and have fewer discipline problems.
- **Volunteering offers tangible ways to be part of things.** Sometimes we might mean well, but our busy lives get in the way of committing. Joining a parent group will provide concrete ways to get involved, whether at events, in the classroom, or on a committee.
- **It's rewarding and feels great to participate!** It's seeing the smile that shows we're making school a little more fun—and a child feel a little more comfortable in a learning environment. It is knowing we played a role. There are many rewards, both big and small, for those who get involved.
- **You'll get to know other parents and make great friends.** It's powerful to create a circle of adult friends around your school and parish, and having a shared interest is a good place to start. What's more, it can help foster connections between families in your parish and community. Volunteering provides another way to get to know the school and support staff to better understand their needs and ideas. Meet nice people who share your concerns.

- **Your help is always needed.** Whether it's helping run the next big event or providing support in the classroom, there are always ways to pitch in. There is a lot to be done. Help is needed more than ever to fill the gaps.
- **It's a manageable commitment.** Volunteering can seem daunting, but it doesn't have to be. Any and all your efforts are appreciated.
- **It's fun!** We accomplish a lot, and not everything we do is easy. But we know what we do makes a difference. We do not take ourselves too seriously, and we try to enjoy ourselves along the way whenever possible.
- **You can tailor volunteering to play to your strengths.** Within the PTU, school community or parish there are many ways to contribute, some of which are sure to complement your strengths, interests, or professional skills.
- **Have a great idea?** Volunteering gives you opportunities to get your ideas out there.
- **Volunteering provides another way to get to know the school and support staff.** You'll be able to better understand their needs and ideas.

### ***School Office Hours and Phone Numbers***

During the school year, the St. Barnabas School Office hours are 7:30 a.m. – 3:30 p.m. During the summer, the Administrative Team is in the office two weeks before the school year begins and two weeks after the school year has ended. Hours will vary; please call to confirm the office is staffed.

|              |                                      |              |                               |
|--------------|--------------------------------------|--------------|-------------------------------|
| 330-467-7921 | School Office/Principal              | 330-888-2801 | Extended Day                  |
| 330-467-4647 | Attendance Line                      | 330-467-7959 | Rectory/Tuition Questions     |
| 330-468-1926 | School Office Fax                    | 330-468-9318 | Custodial Staff               |
| 330-467-9383 | Cafeteria                            | 330-468-4710 | Nordonia Hills Transportation |
| 330-467-3375 | Learning Center / Auxiliary Services | 330-467-7601 | P.S.R. Sacramental Program    |

### ***Admission Policy and Priority***

We consider it a privilege that you have chosen St. Barnabas School for your child's faith formation and education. We strive to provide the best possible Catholic Faith formation and academic education for the children. Our enrollment policy is to base admission on our capabilities to serve the needs of all of the children entrusted to our care.

St. Barnabas School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally made available to students at the school.

Priority for new student enrollment is given to families with children currently enrolled in the school, children of supporting parishioners of St. Barnabas, Our Lady of Guadalupe, Cosmas & Damian, and Mother of Sorrows parishes, and those who live in the Nordonia Hills School District.

All new students are accepted provisionally. If either the school or the family feels that a child is not adjusting to the curriculum, guidelines, or behavior norms, a conference will be held with parents, teachers, and principal to discuss alternatives.



### *Transferring to St. Barnabas*

St. Barnabas believes that qualified students should have the opportunity to pursue their education in a challenging environment, surrounded by like-minded students. Current class size and available resources play an integral role in our ability to accept transfer students. We strive to meet the needs of students wanting to transfer to St. Barnabas. We will assist students and parents in making your transfer experience as simple as possible.

Enrolling in a Catholic school requires parental involvement and a spiritual commitment on the part of the entire family. It is your example as a parent to teach your child the Christ-like way of service to others. Parents are expected to become involved in the Catholic education of their child. We ask that you build religious celebrations and prayer into the family lifestyle, by attendance and participation in the school and parish celebrations and activities.

### ***New Student Registration: Items Needed***

- Baptismal Certificate
- Birth Certificate
- Health Records/Immunization Records
- Academic records including standardized test scores & report cards
- IEP/504 Plans, if applicable
- Students in Grades 1-8: Interview with Administration
- Registration Fee
- Custody Papers, if applicable

### ***Kindergarten through 8th Grade Daily Schedule***

|                        |                  |
|------------------------|------------------|
| Morning Extended Day   | 7:00 – 7:45 a.m. |
| First Bell             | 7:45 a.m.        |
| School Day Begins      | 8:05 a.m.        |
| Dismissal              | 2:50 p.m.        |
| Afternoon Extended Day | 2:50 – 6:00 p.m. |

### ***Tuition Policy***

Please refer to the **St. Barnabas School Tuition Policy** for the following information:

- Current Tuition Rates and Fees
- Delinquent Tuition Policy
- Tuition Refund Schedule
- FACTS Management Company
- FACTS Tuition Payment Plan Options
- Tuition Assistance Information

### ***Attendance Policy***

Regular attendance and punctuality are important in developing habits and attitudes of responsible behavior. After seven (7) absences, a letter will be sent home from the Office. After twelve (12) absences, a conference may be necessary. Students absent for twenty or more days in one school year will have their academic records for the year reviewed by their teacher(s) and administration before promotion to the next grade level.

Any student who leaves the classroom before 10:00 AM will be marked absent for the whole day. Any student who leaves after 10:00 AM should be marked absent for a half day. Any student arriving at 10:00 AM or after is marked absent for a half day. Students leaving after 2:00 PM should not be marked absent. When a child misses school due to illness – they may not attend after school activities.

### ***Reporting an Absence***

If your child is absent, state regulations require a parent to notify the school office by phone as soon as possible to report the absence. If the school office has not been communicated with by 9:00 AM, our Administrative Assistant will initiate a call to the student's parent. Parents may leave a message on our attendance line 24 hours a day at (330) 467-4647.

### ***Requests for Homework***

Requests for homework should be made at the time you report an absence, or no later than 9:00 AM on the day your child is absent. Requests for homework made after 9:00 AM may not be accommodated. Students are responsible for making up all work missed because of absence. The teacher will help, but it is the duty of the student to seek it and be willing to put in the extra time. A reasonable amount of time for make-up work is equal to the number of days absent.

### ***Appointments***

If at all possible, appointments with doctors and dentists should be made outside school hours. When necessary, students may be excused from classes at the written request of the parents and turned in first thing in the morning. A parent is required to come into the office to sign the student out at the requested time. Students are not permitted to leave the school grounds during the day without the written permission from a parent and approval from the office.

### ***Tardiness***

Tardy to school and early dismissals will be treated and documented the same, in that; the student is missing classroom instruction. A parent is required to bring the student to the office to sign the student in/out.

Repeated tardiness will be called to the attention of the parents by the homeroom teacher. After seven (7) tardies, a phone call home will be made by the teacher, and after twelve (12) tardies, a letter will be sent home from the Principal.

### ***Vacations***

If vacations are taken during normal school hours, parents should give the school office and homeroom teacher written notification of the child's impending absence. After the vacation, the student should set up an appointment with the teacher to obtain all make-up work. As mentioned above, students are responsible for making up all work missed because of vacation. The teacher will help, but it is the duty of the student to seek it and be willing to put in the extra time. A reasonable amount of time for make-up work is equal to the number of days absent.

### ***Access to the School Building & Visitors***

Access to the school classrooms, prior to 7:45 AM and after 3:15 PM is not permitted unless there is a scheduled meeting or conference. Students cannot return to school after school hours for items that may have been forgotten.

#### ***Visiting the School During School Hours:***

During school hours, all guests, visitors, visiting students, parents and those who are not faculty, staff or students, must enter the building through the Main Entrance doors only (Northeast corner of the building), and sign in with the School Office.

#### ***Prior to Leaving the School Building During School Hours:***

The same guests, visitors, parents, etc. must return to the School Office to sign out, and exit through the Main Entrance doors only. Parents, visitors, guests, etc. are not permitted to visit a classroom or any part of the school without reporting to the School Office first. The safety and security of our students, faculty and staff are our top priority. We appreciate your strict adherence to our security procedures and policies.

### ***Emergency Closing Procedure***

St. Barnabas School will be closed for inclement weather or other emergency situations whenever **Nordonia Hills Public Schools** are closed or experience a delayed start time. However, St. Barnabas will always be listed separately on media, social media and school communications. For information on school closings, please check your local media. If registered, you will also receive an emergency notification via the St. Barnabas mass communication system.

In the event of an actual emergency during school hours, families will be notified as quickly as possible. Please do not contact the school (call, text, email, etc.) during an actual emergency, as staff will be focusing on their number priority, which is the safety and security of all children in the school. Parents will be contacted as soon as possible with the reunification details.

***If St. Barnabas School is closed due to inclement weather, ALL student related activities in the School Building and the Parish Center will also be canceled for that evening.***

### ***Safety Drills***

The State of Ohio mandates several types of safety drills be conducted each year: evacuation (and reverse evacuation of areas like the church or playground), fire, tornado and lock down. Additionally, St. Barnabas School is required to have approved safety plans on file with both the state Department of Education and

Homeland Security. St. Barnabas works closely with Nordonia Hills City Schools and the surrounding law and safety departments, ensuring compliance with all safety practices and procedures.

### ***Family Information Changes***

Please inform the school immediately if there is a change in:

- Marital status
- Home address
- Telephone numbers (home, cell, work, or emergency)
- E-mail address
- Custody status
- Health status
- Any other important new or changed information that is helpful to the school

### ***Communication with Teachers***

Good communication between home and school is integral to the success of each and every child. We are a team working toward the common goal of what is spiritually, academically, and socially best for each child.

- We encourage the use of email to your child's teacher(s) for questions regarding grades, assignments, classroom policies and procedures. It's important to remember that teachers are teaching during the school day, so please allow 24 hours for a reply to emails.
- When emailing "Specials" teachers (art, computer, health, library, music, or PE), please include the name of the student, their homeroom teacher, and their grade.
- Each teacher at St. Barnabas is a college graduate and certified/licensed by the State of Ohio to teach your children. From time to time a miscommunication and/or a problem may arise. Please, first contact the teacher directly by note/email or a call to the school office.
- Please do not "drop-in" on teachers during the times they are welcoming children, teaching children, dismissing children, supervising children and/or enjoying their lunch.
- After consulting with a teacher, or if for some reason the teacher has not contacted you, please feel free to call the school secretary and leave word for the administrator to call you. Briefly state your concern so the administrator can collect some data and return your call with some knowledge of the situation.
- Please understand that the teachers do not have a private area from which to place confidential calls during the school day. Therefore, there may be some delay in returning your call.
- Please do not call teachers or administrators at home.
- We expect all communication to be done in a private, dignified manner between adults, respecting each other's dignity and individual perceptions. Please do not speak of staff in a derogatory manner in front of your children.

### ***Communication from the School***

We have a variety of communication vehicles that we use to communicate with parents:

- **Grades:** View grades, homework, schedules, attendance, and report card information online through FACTS. Grades are updated at least twice a month, if not weekly.

- **Weekly e-Newsletter:** The Blazer Blast is sent on Fridays. Please take time to review the newsletter so you are current on all the great things happening at St. Barnabas School. Please email [office@barnabasohio.org](mailto:office@barnabasohio.org) to be added to the Blazer Blast if needed.
- **“Take Home Thursday” Folder:** At the discretion of the teacher, graded papers, projects, etc. will be sent home in the “Take Home Thursday” folder. In addition, the youngest child in your family will also receive some written communications and documents in this folder. Please review all materials included. Occasionally, there may be a form or document requiring your attention that must be signed and returned to school.
- **Social Media:** Follow us on Facebook @stbarnabascatholicschool, Twitter @SBSBlazers and Instagram @st.barnabasschool

## ***Academic Program***

The ultimate goal of St. Barnabas School is to prepare each student for success throughout his/her educational career. We use state-approved curriculum from the Diocese of Cleveland, and all faculty are properly certified by the State of Ohio. In addition, teachers of Religion are trained and certified by the Diocese. The instructional time allocation and the curriculum for each subject area meet the standards of the Ohio Department of Education. The following subject areas are included in our core curriculum:

- Reading (Literature-based)
- Phonics (Kindergarten - 3rd grade)
- Mathematics
- English
- Spelling/ Vocabulary
- Social Studies
- Science
- Health
- Handwriting
- Catholic Doctrine

In addition to the core subjects of language arts, math, social studies, science and religion, our students participate weekly in physical education, art, music, library, STEM and computer technology classes. St. Barnabas School is committed to making learning enjoyable. In-school and after school activities have always been an extension of the classroom. We offer a wide range of activities that enhance the academic program including athletics, arts programs and special clubs. Some activities and programs have an extra fee.

## ***Religion Program***

We provide a program whereby the Catholic faith is not only taught but also experienced in our daily lives. The Catholic traditions, customs, and philosophies are integrated throughout all areas of the curriculum. Participation in religious instruction is required of all students. The St. Barnabas religion program includes:

- Daily religion class
- Prayer - both formal and informal
- Opportunities for school liturgies and grade level liturgies on a regular basis
- Opportunity for Rite of Reconciliation
- Advent and Lent observances

- Student initiated service programs
- Student led outreach programs
- Recital of the Rosary
- Server Program – Boys and Girls in Grade 5 and up
- Retreat experiences at a number of different grade levels
- Participation in paraliturgical services, such as the Stations of the Cross and May Crowning
- Encouragement by teachers to do “hands on” good works within the school and community at large. A student service program is in place for Grades 6-8.
- Priests and religious are invited to participate in classes across curriculum areas to enrich student knowledge.
- St. Barnabas offers *Theology of the Body* and *Operation Keepsake* for the Christian formation in sexuality, which reflects a deep concern in this area of family life.
- Sacramental Preparation - Reconciliation and Holy Eucharist (Grade 2 religion classes). As this is a parish responsibility, St. Barnabas, Our Lady of Guadalupe, and Mother of Sorrows have their own individual programs directed by their respective Directors of Religious Education. Every effort is made, however, to be as inclusive as possible.

### ***Standardized Tests***

- MAP – Measure of Academic Progress (administered 3 times per year)
- COGAT – Cognitive Abilities Test (administered in Grade – 3)
- ACRE – Assessment of Catechesis/Religious Education (administered in Grades 5 and 8)

### ***Auxiliary Services***

St. Barnabas School strives to meet the educational needs of all of its students in the academic spectrum. We offer learning support and enrichment opportunities for students who need extra support as well as for those who need to be challenged further.

Our Learning Center staff includes dedicated specialists who work closely with classroom teachers, parents and administrators in addressing each student’s individual needs. Together, the team determines appropriate accommodations and modifications to the curriculum to best guide each student towards success. The Learning Center team includes the following support:

- |  |                                       |
|--|---------------------------------------|
| ● Roots & Wings/Enrichment Teacher       | ● Speech and Language Pathologist     |
| ● Intervention Specialist for Grades K-8 | ● Title I Teacher ( Math and Reading) |
| ● School Nurse                           | ● Auxiliary Clerk                     |
| ● School Guidance Counselor              |                                       |

### ***Social Services***

#### ***School Guidance Counselor***

Counseling services are available. To initiate services please consult your child’s homeroom teacher. The guidance referral may be made by the principal, a teacher and/or parent after consulting with the principal. Counseling services are available at the request of the student, parent, or teacher.

### ***Jon Peterson Scholarship and Supportive Instruction***

St. Barnabas School is a Jon Peterson provider. Progress Reports and specific progress on the IEP goals of all students on the Jon Peterson Scholarship are reported to the Ohio Department of Education. These reports are made available to the parents through the use of email, phone messages, and personal interaction. Individual and small group instruction in reading and math for children with special needs is given by an intervention specialist. It is the goal of this program to help these children strengthen their skills to achieve success in the regular classroom.

### ***Response to Intervention (RTI) Team***

This team consists of administrators, a school Psychologist, and auxiliary and classroom personnel as needed. The purpose of this team is to meet weekly to discuss individual student needs and to create an educational plan that will best support student learning. Further, the team provides support to the classroom teacher to implement the learning plan.

### ***Speech and Language Therapy***

A speech and language therapist identifies children who may have communication disorders. All students are screened in areas of speech, language, voice, fluency, and hearing. Teachers, the principal and parents may also refer children at any grade level for evaluation in these areas.

Additional diagnostic evaluations are administered to each child who is identified from the screenings as having a problem. The nature of the problem and the plans for remediation are discussed with parents prior to initiating therapy. Therapy begins in the fall and continues until late in the school year. Parents are involved in helping the child use the new speech and language behaviors in the home environment.

### ***Medical Requests for testing and/or services***

Outside medical professionals may from time to time ask for the school's help in collecting testing data. St. Barnabas School personnel are happy to assist with these requests. All outside medical requests must be given to the principal who will then distribute the materials to the appropriate staff members. Please note that ALL medical surveys, forms etc. will ONLY be returned to the medical professional requesting the information. Once the information has been reviewed, doctors and/or educational staff will share the information with parents.

### ***Grading Scale***

St. Barnabas School, Grades PK-8, utilizes the Report Card provided by the Diocese of Cleveland. Grades and grading standards will be discussed at Curriculum Night in the beginning of the school year.

### ***Grading Scale/Report Card***

St. Barnabas Catholic School, grades PK-8, adheres to the grading scale of the Diocese of Cleveland.

#### ***Grading Scale for Core Subjects Grades 4-8***

|    |          |
|----|----------|
| A+ | 100 – 98 |
| A  | 97-95    |

#### ***Standards Based Grading Scale Grades PK-3 + Specials Subjects for All Grades***

|     |                      |
|-----|----------------------|
| 3.0 | Target Content       |
| 2.0 | Prerequisite Content |

|    |          |
|----|----------|
| A- | 94-93    |
| B+ | 92-90    |
| B  | 89-87    |
| B- | 86-85    |
| C+ | 84-82    |
| C  | 81-79    |
| C- | 78-77    |
| D+ | 76-75    |
| D  | 74-72    |
| D- | 71-70    |
| F  | Below 70 |

|     |   |
|-----|---|
| 1.0 | Assistance needed to demonstrate partial understanding of content |
|-----|---|

## ***Honors***

Each semester students in Grades 7-8 who have earned honors receive special recognition. Honors are determined based on Grade Point Average (GPA) only.

|                         |  |
|-------------------------|--|
| <b>High Honor Roll</b>  | 4.00 GPA   |
| <b>Honor Roll</b>       | 3.60 – 3.99 GPA  |
| <b>Merit Roll</b>       | 3.20 – 3.59 GPA  |
| <b>Principal’s List</b> | - Student must have a point average increase of at least 0.2 in any given quarter<br>- Student cannot drop a grade in more than 2 subjects<br>- Student cannot receive an “F” in any subject |

## ***Report Cards***

Report Cards are issued quarterly and can be reviewed in FACTS. Report Cards will be held for families who have not met their financial obligations.

## ***Student Records***

If you request your child’s school records to be sent to a destination of your choice, a Records Release Form must be completed. Once we receive the signed Records Release Form and verify that all financial obligations have been met, the School Office will send your child’s records directly to the location(s) indicated on the form.

## ***Homework***

Students should spend time each day at home reviewing the curricular material taught that day. The classroom teacher will always strive to give a reasonable amount of homework. The assignments will be an outgrowth of class work, with the goal being to supplement learning, to review independently what was taught in class, and to provide an opportunity to use research skills. Consequences will be given if/when homework assignments that are grade level appropriate are not completed and/or submitted.



Time allotment for homework depends on the type of assignment and the age and grade level of the student. No definitive time limit can be determined for all, since children work at different rates of speed. We ask that our parents encourage and give assistance when needed to their child when completing homework. You may want to establish a routine, with a consistent time and place for completing their homework.

At times, students will be given assignments to be completed over a longer period of time. You may want to give additional reassurance to your child to attempt to finish those long-term assignments early, as this will help with procrastination. Homework may be given over the weekend; however, the classroom teacher will avoid giving homework over extended holidays (i.e. Thanksgiving, Christmas and Easter.)

## ***Promotion and Retention***

The following classification options are used at the end of the year. The final decision as to whether a student is to be promoted, retained, or placed is the responsibility of the administration, in consultation with the parents and teacher(s):

1. **Promotion:** Promotion advances the student into the next grade level for the following school year. It takes place at the end of the school year. Promotion indicates that the student has accomplished competency/proficiency in the basic objectives of the current grade level.
2. **Retention:** Retention places the student into the same grade level for another year. It indicates the student has not demonstrated appropriate progress. For retention to be considered, progress marks on the student's report card must reflect unsatisfactory progress. Retention is generally not an option for a "D" student, but may be considered upon parental request, with the agreement of the administration. Reasons for such retention are to be documented.
3. **Placement:** A student who has not demonstrated proficiency and has not achieved the objectives of their current grade level may be placed into the next grade level. Students who are "placed" should be only those who would have been retained and/or whose circumstances do not support the benefits of another year at the same grade level. Placement may occur if parents disagree with retention. Reasons for such a placement are to be documented.

Promotion/Retention is based upon the following:

- Students are expected to earn a passing grade in each subject. Any student who fails a subject (receives a grade of "F" for two or more quarters) may be required to attend summer school or tutoring. Some subjects may not be offered in summer school in our local school district. In this case, students will be expected to take the subject in another school district or receive tutoring by a certified teacher. In some cases, tutoring may be acceptable, but must be equal to summer school. The tutor needs to be pre-approved by the St. Barnabas' administration
- Retention can be considered for the following reasons and is in accord with Diocesan policy:
  - Failure in three or more major subjects (Reading, Mathematics, English, Language Arts, Social Studies and Science). Failure in an individual subject is defined as receiving a grade of "F" as an average for the school year.
  - Failure to master fundamental skills of Reading/Language Arts in the primary grades.
- Retention can be the result of 20 or more days of absence in a school year and poor academic performance, as determined by the administration and teacher.

Each case of retention or placement is treated individually and is thoroughly discussed with the principal, teacher, and the parents.

### ***Parent-Teacher Conferences***

Parents are required to attend the November conference after the first grading period. The teacher or parents may request a conference at times other than the required conference in November. For the benefit of parents and teachers, conferences should be mutually scheduled in advance.

### ***Student Code of Conduct***

St. Barnabas School is called to be a Catholic faith community based on the shared acceptance of the message and challenge of the Gospel. Growth in self-discipline, a healthy responsibility to Catholic moral values, and a loving respect for the rights of all persons are encouraged and nourished by the teachers and staff of St. Barnabas School.

A St. Barnabas Catholic School student is:

- ... reverent;
- ... responsible for his/her education and actions;
- ... respectful of peers, staff, guests, and competitors;
- ... cognizant of school goals, policies, and mission.

Teachers on each grade level shall establish specific guidelines for classroom behavior. These guidelines are posted in the classroom, communicated by the teachers to the students, and communicated to the parents at the beginning of the school year.

If intervention is required, the classroom teachers will provide a structure to remind students of their expectations and to help students modify their behavior. Those students whose infractions exceed the limits of classroom policy, will be subject to the structured discipline policy that follows.

### ***Demerit/Detention System (enforced K-8)***

Demerits will be issued for actions that may include, but are not limited to:

- Repeated infractions of classroom policy
- Disrespectful response to an adult
- Disrespect to a peer
- Misbehavior during Mass, during morning and end of the day prayer, or at any liturgical service
- Disruptive classroom behavior
- Inappropriate use of school property or the property of other students or adults
- Inappropriate language
- Being away from an assigned area
- Throwing objects or any unsafe actions
- Misbehavior in the lunchroom or on playground
- Dress code violations
- Gum chewing
- Unapproved use of cell phones, wearable technology, or other electronic devices
- Being unprepared for class

Demerits must be signed by a parent and returned to school the following day.

**Detentions** are issued for more serious offenses or for multiple demerits. Detentions may be issued by the classroom teacher or Principal. Actions that merit a detention may include, but are not limited to:

- Receiving three demerits (in a semester)
- Failure to cease disruptive behavior upon issuance of a demerit
- Defiant language, actions, or disrespect towards adults
- Using insulting or abusive spoken or written language
- Bullying
- Interfering with an individual's personal boundaries (physical or emotional)
- Inappropriate physical contact with another student
- Vandalism
- Cheating
- Receiving a bus conduct slip (at principal's discretion)
- Failure to serve a detention
- Tardiness
- Dishonesty

Detentions are served on Wednesday mornings, from 7:15-8:00 a.m. Alternatively, detentions may be served as scheduled by the principal.

### ***Suspension/Expulsion***

**Suspension** - The principal has the right to suspend or expel a student from school for violation of school policies or for any single infraction. Suspension is the exclusion of a student from school or class for a specified time. The act of suspension also excludes the student from extracurricular activities until the suspension has been served.

A suspension may be issued for infractions including, but not limited to:

- Receiving more than three detentions
- Egregiously disrespectful acts
- Physical or verbal harm to any student
- Vandalism, destroying property (restitution is required also)
- Smoking or possession of any related tobacco products
- Possession of alcoholic beverages
- Possession of weapon, firearm, or explosives (refer to Weapons policy)
- Leaving school premises without permission
- Possession of drugs
- Immoral behavior
- Forgery
- Harassment, extortion, intimidation
- Habitual offenses, violations of the Code of Conduct
- Stealing
- Youth gang activity
- Defiance of school authority
- Violating Internet Acceptable Use Policy
- Plagiarism
- Bomb threats, false alarms, misuse of any school safety device
- Any incident deemed serious by the principal

Following a first suspension, if a student earns another detention, he/she will receive a three-day suspension.

In the event of a second suspension, a meeting will take place between the principal, the student, and his/her parents in order to plan the best course of action for that student. Possibilities include extended suspension and/or investigation into another school that will better suit the needs of that particular student.

**Expulsion** - In some cases the principal may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal in collaboration with the Pastor.

Because of the seriousness of expulsions, the principal may decide to place the student on probation. The student is expected to improve. Record of academic progress and general behavior is kept by the administration and the faculty involved. Any student failing to remove himself/herself from probation will not be allowed to return to St. Barnabas Catholic School.

## ***Cafeteria***

St. Barnabas School is proud to provide your children with a variety of nutritious lunch selections at reasonable prices. The Food Service Director, School Nutrition Specialist and the cafeteria staff are well educated in the fields of child nutrition, food handling and sanitation.

The St. Barnabas Lunch Program provides access to the Free & Reduced Price Lunch Program to qualifying families utilizing the current USDA Income Eligibility Guidelines. Applications are available on the school website under the cafeteria tab or by requesting one from the cafeteria. They can be submitted at any time during the school year.

Visit the [Cafeteria section](#) on the School website for more information.

## ***Nut Allergies Protocol***

St. Barnabas School is a Peanut and Tree Nut Restricted school. We have several children in our school with life threatening allergies and require that no products are sent into school that contain nuts, nut oils, nut butters or other products that may contain nut ingredients or were manufactured on a line that also makes nut products. In order to maintain the integrity of this policy, Sunbutter products will only be available for purchase in the cafeteria and may not be brought from home.

Cross contamination also poses a threat to these students so the following rules are in effect:

For all food brought into the Classroom or Lunchroom:

- Due to allergen concerns, no fast food or restaurant food or drink of any kind is permitted.

For all classroom parties and birthday treats:

- All items must be purchased and brought in with nutrition labels attached.
- No homemade bakery items.
- Please encourage the use of cafeteria approved ice cream or snack items or non-edible treats.

## ***Outdoor Recess Rules***

1. Children must be respectful to playground aides at all times.
2. If the playground aide cannot settle disruptive behavior by the children, the children involved will be sent to the school office.
3. No physical contact between students of any age, for any reason, is allowed.
4. Please instruct your children to notify a playground aide if a problem arises.

5. Children must remain on the blacktop lot only in designated areas. This is a matter of safety and supervision.
6. Other than our school staff, no adults should come to the playground to visit children.
7. St. Barnabas' Code of Conduct applies on the playground or during indoor recess time.
8. Playground aides and/or classroom teachers determine the use of the playground equipment.
9. When the whistle blows, all movement stops.
10. Maintain Hallway Decorum from classroom to cafeteria and playground to classroom.
11. Cones are for safety purposes and may not be touched or moved by students.

### ***Uniform/Dress Code Policy***

Uniforms are an important part of the way we remain connected as a school community. When wearing The St. Barnabas School Uniform, inside and outside the school, students represent the school and their behavior should be a credit to themselves, their families, and the school community. We ask that all parents and students adhere to the uniform policy outlined below to help our school community retain this important part of our identity.

A student who wears a visible item that is not specifically permitted by the dress code is in violation of the code. Students violating the code will be asked to provide written explanation from a parent. If a written explanation is not provided, parents will be called and further action may be taken.

The administration of St. Barnabas School has the ultimate authority to determine the appropriateness of all attire, hairstyles, accessories, etc., worn to the school on days the school is in session.

The PTU sponsors Uniform Exchange events throughout the school year, where new and gently used Uniform items are available for a small fee (\$10 or less per item.) You do not need to bring an item to purchase an item. The Uniform Exchange Chairperson may also be able to accommodate a special request, outside of the scheduled sessions by appointment.

Visit the [Uniform Policy](#) on the school website for details including where to purchase uniforms.

## ***School Library***

The St. Barnabas School Library is a place where students build a strong confidence in reading. This is fundamental to learning, personal growth, and enjoyment ([ALA](#)).

Books are checked out for one week, but can be renewed, prior to or on the due date.

- If a student forgets their book on library day, there is a one-day grace period to return it.
- Notices are sent out to students; if a book is not returned after 2 notices, a student will not be permitted to check out any books until this is remedied.
- Lost or damaged books must be replaced or paid for by the student who checked out the book. The full replacement cost of the book will be charged to the student's FACTS account.
- Any outstanding fees for lost/replacement library books at the end of the school year will result in the holding of the final report card and or the student's transfer record.

## ***Field Trips***

Field trips are recognized as an important part of an educational program and can provide a valuable addition to the classroom curriculum. Notification of a field trip, fees, and parental permission slips will be sent prior to the field trip date. Permission slips must be signed by the parent or guardian and returned to the school in order for the student to participate in the activity. The school's Code of Conduct is in effect during all school field trips. Field trips are a privilege, attendance is not guaranteed. For a child with specific health, learning or behavioral problems, the teacher may require his/her parents to attend. If the field trip cost represents a financial burden to your family, please contact the principal by note marked "Confidential". (No child will be left out of a field trip because of financial inability to pay.)

When teachers request volunteers to act as chaperones for scheduled field trips, we prefer that those parents are Virtus trained. St. Barnabas School supports the Diocese of Cleveland's initiative that began years ago regarding "Protecting God's Children." Virtus training is free to all those who attend. More information and upcoming training dates can be found at [virtus.org](http://virtus.org).

## ***Student Party Invitations/Birthday Gifts***

- Personal invitations to parties are not to be delivered or distributed at school.
- Birthday balloons and flowers may not be sent or brought to school. It can be unintentionally hurtful to students who do not receive them on their birthday and are not permitted on the bus.
- Special lunches (i.e. fast food), food, cakes, etc. are not to be brought in during lunch.

## ***Mission Projects***

St. Barnabas School participates in the Diocesan Mission Program. Students are asked to give a financial offering during Lent (Operation Rice Bowl). Our families are also asked to donate canned goods, clothing, etc. during the school year to the St. Vincent de Paul Society. Our goal is to carefully select worthwhile projects and to share God's goodness with others.

## ***Parent Teacher Unit***

The St. Barnabas Parent Teacher Unit (PTU) acts to support the faculty and enhance the school climate, communication, services, curriculum, volunteerism, etc. We are very fortunate to have a very active and supportive PTU group. Visit the school's website for more information on the St. Barnabas PTU.

## ***Extracurricular Activities***

The teachers/moderators are responsible for the well-being of all students. At their discretion, with just cause, they may choose to exclude from any activity a student who does not live up to the high standards of the St. Barnabas School Code of Conduct. Our Code of Conduct also applies to our Extended Day Program, Field Trips, and other school-related activities.

If a student is absent from school due to illness or suspension on the day of an extracurricular activity, this student may not attend the activity (school dance, ski club, athletic events, etc.)

## ***Athletics (CYO)***

We are grateful to the St. Barnabas Athletic Association for making available to all parish students an athletic program that stresses excellence in academics, conduct, and effort. Please refer to the Athletics section on the School's Website for complete information about our athletic programs.

## ***Electronic Devices/Inappropriate Items in School***

The following items are not considered appropriate to have on school property. This is not an all-inclusive list. The Administration will make the final determination regarding what is appropriate.

### ***Laser Pointers, Electronic Games, Earphones, internet enabled phones/devices/watches***

1. If any of these items are found with a student, they will be taken away and a parent will be called to pick them up. A detention will be issued.
2. The possession or use of an electronic device during school hours/school activities may be deemed a suspendable offense by the Administration.
3. Cell phones/internet enabled watches/devices - If a parent chooses to allow a child to bring a cell phone/internet enabled watch or device to school, it must be turned off and kept in a backpack or locker and should not be seen during school hours. Cell phones/internet enabled watches/devices cannot be audible or visible during the school day. **If a student fails to follow these rules, then #1 and/or #2 above will take place.**

***Any items brought to school by students are not the responsibility of the school if lost, stolen or damaged.***

## ***Sending Money to the School***

Please do not send large amounts of cash with your child, and please do not conduct other money transactions with other families through the school. When money, whether cash or check is sent to the office the envelope should be carefully marked with the student's name, room number and reason for the money being sent. ***The school is not responsible for the money lost by the student at school.***

## ***Transportation Changes***

If there is a change in a child's transportation, different from his/her normal routine, please contact the homeroom teacher and it will be forwarded to the office.

## ***Busing***

Nordonia Hills Public Schools provides bus transportation for our students who reside in their district. Courtesy and good conduct is expected of all bus riders. The Transportation Department has the right to suspend misbehaving students from riding the bus, if there is cause. The school bus rules are as follows:

### *Inside the bus:*

1. Classroom behavior and voices at all times
2. Sit in assigned seats
3. Stay seated, facing forward, out of the aisle way
4. Keep aisle ways and emergency exits clear
5. Silence at all railroad crossings
6. Do not put anything outside of windows (including head, hands, or objects)
7. No eating or drinking
8. Do not throw any objects
9. Only bring objects on the bus that can be held in your lap. (Glass containers, animals, scooters, skateboards, etc. are not permitted)
10. No key chains or long strings on clothing, book bags, or purses
11. All school rules in the St. Barnabas Parent Student Handbook apply for our students when riding on a school bus

### *Outside the bus:*

1. Danger Zone is 10 feet all around the bus (residential and crossover pick-ups and drop-offs need to be at least 10 feet safely away from the road)
2. Once you have exited the bus, go directly to your place of safety outside of the danger zone, and never approach the bus to retrieve a lost, forgotten, or dropped object in, around or under the bus
3. Arrive at the bus stop 5 minutes prior to pick-up time
4. Appropriate behavior is also expected at bus stop locations
5. Students may not be transported to or from a different stop location without written permission from a parent /guardian
6. Due to space limitations on buses, students may not bring friends home with them on the bus
7. When students need to cross in front of the bus, they will be instructed to do so by the driver with a hand signal. It is of the utmost importance that they focus all of their attention on the bus driver so that they may be crossed as safely as possible. This is a necessity because other car drivers don't always follow the traffic rules and regulations.

## ***Bike Riders***

Bike riders must observe all safety rules regarding bikes. Bikes are to be walked at all times on school property and crossing streets. Bike riders will be dismissed with walkers and riders. All bikes are to be parked in the North



Parking Lot. Written permission from a parent stating that the child is allowed to ride a bike to school must be sent to the student's teacher and the School Office. Students riding a bike to school must secure the bike with a bike lock.

## ***Car Riders***

**Morning Car Line Drop Off:** If you drive your child to school, the drop off area is located in the North Parking Lot, 7:45 - 8:05 a.m.

- Enter the property from Old Eight Rd. only.
- Follow the single file drive up/drop off lane.
- Pull as far up as possible in the unloading zone. The unloading zone is a designated area in front of the Breezeway doors.
- Unload in the unloading zone only so that teachers can see the children and assist if necessary.
- All children need to unload on the building side.
- Put your car in park while unloading.
- Only cross at the designated crosswalk. Do not walk between cars.

**Morning Park and Walk Drop Off:** If you drive your child to school, and wish to walk with them to the Breezeway doors, please use the South Parking Lot, 7:45 - 8:05 a.m.

- If you choose to park, please walk your child to the curb through the designated crossing area defined by cone placement/crossing guard.
- Students in Pre-K may enter the school through the Early Learning Center doors by the flagpole.
- Students in grades K– 8 must enter the school through the South Breezeway doors only.
- Parents are not permitted to enter the school for drop off. If your student is tardy, a parent must enter the school via Main Entrance only, and accompany your child to the office to sign him/her in to school.

**Pick Up (South Lot):** Please be extra careful when exiting the parking lot as parents and students are often walking to cars as others are leaving.

- Parents are not permitted to enter the school for pick up. If picking up early, a parent must enter the school via the Main Entrance and sign the student out.
- Classroom teachers will walk the car rider students to the South Parking Lot.
- Parents and those who are authorized to pick up, are to park in the South Parking Lot and walk to the designated crosswalk/cone placement pick up area:
  - Grades K-8 dismissal is at 2:50 p.m., and the pickup area is located between the Rectory and the Church.
- Drivers are to observe the 5 M.P.H. speed limit in the parking lot at all times.
- Animals are not permitted in the pick-up/drop-off area.

If a parent is late arriving to pick up a student, enter the school through the Main Entrance doors only, and proceed to the School Office to sign the student out. Depending on how late the parent arrives, the student may be sent to Extended Day.

## ***Walkers***

Unless accompanied by a crossing guard, students are not permitted to cross the street. Students walking home must use crosswalks. Written permission from a parent stating that the child is allowed to walk to school must be sent to the student's teacher and the School Office.

## ***Parking***

Those visiting the school during the school day may park in the Northeast Parking Lot.

- South Lot (Church Lot) – Parent parking in designated areas.
- North Lot (playground lot) - center spaces - teacher parking only – No parking between the hours of 7:30 a.m. to 3:15 p.m.
- Handicap Parking – by permit only. Also, do not park in the handicap loading areas as indicated by the painted diagonal lines.

## ***Medical Concerns***

### ***Dismissal Due to Illness or Injury***

When a child becomes ill or is injured during the school day and needs to go home, the child is sent by the teacher to the clinic to wait until a parent or another responsible party can be reached. Parents should sign their child out in the clinic. Students cannot dismiss themselves by calling home, and an ill child may not go home alone. The school nurse will make the final determination as to whether or not the child may return the following day.

### ***Health Policies***

When a student is sent to the clinic during the school day, he/she will be permitted to stay there a maximum of 30 minutes, after which time the parent will be called and a decision will be made to either send the student back to class or home. A child sent home ill during the course of the school day, may remain home the following day when the school nurse deems it necessary for the well-being of the child, other children, and staff. If a child is instructed to remain home and comes in for the day, he/she will not be admitted to class and parents will be called to pick up.

### ***Contagious Diseases***

Parents are asked to contact the school when a child has been diagnosed as being contagious. This includes COVID19, strep throat, and head lice, as well as other contagious diseases.

### ***Strep Throat / Cultures***

If a child has had an overnight throat culture, he/she must be kept home until the result of the culture is known. If the child receives a positive throat culture, the child must stay home for 24 hours after taking the first dose of medicine and is free of fever.

### ***Fever / Vomiting***

When a child is sent home from the clinic with a fever, that child will need to remain home the next day. When a child is vomiting and sent home from the clinic, that child will need to remain home the next day. There may be an exception, but that will be decided upon when the situation occurs. It is in our best interest to keep our school as healthy as we can, encourage rest, good hand washing, and a healthy diet. If you suspect your child is ill and may expose others to their illness, please keep your child at home.

### ***Accidents on School/Parish Property***

Accidents at school are reported to the Principal's office. Parents will also be notified in the case of a severe accident. The school nurse will also make an accident report in writing. These reports are kept in the nurse's office.

### ***Concussion Policy***

If a child has sustained a head injury resulting in a concussion, the student must adhere to the Ohio return-to-play law to ensure his or her safety. Concussions can result from a bump, jolt to the head, or from a fall that

causes the head and brain to move rapidly back and forth. Due to the seriousness of this injury, the school requires a written physician statement indicating the level of activity in which the student is permitted to participate. This would include activity level for Physical Education class, recess and academics.

### ***Immunization Requirements***

Ohio Revised Code, Section 3313.67 requires that all students have in their medical file a record of all immunization shots. This information is necessary before entrance into St. Barnabas School. Ohio Law requires these immunizations for Kindergarten entrance:

- 5 DPT (DtaP, DT)
- 4 Polio
- 2 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B
- 1 Varicella (chicken pox)

Before entering 7<sup>th</sup> grade, Ohio Law requires a Booster Dose of Tdap or Td (adult).

### ***Health Screenings***

- Speech: Grades 1 & 2 and new students by our SLP in the fall
- Hearing: Grades K, 1, 3, & 5 and new students by our school nurse in October/November
- Vision: Grades K, 1, 3, 5, & 7, and new students by school nurse in October/November
- Scoliosis: Grades 5, 6, & 7 by school nurse and PE teacher in February/March

The school nurse will notify parents if there is a concern after screening. Parents and teachers may also refer students to the nurse for screening during the year.

### ***Medication Administration***

The State of Ohio has passed legislation regulating the administration of medication in school. St. Barnabas School discourages the practice of students bringing medicine to school. If, however, the student must take a medication during the school day, the following policy must be strictly adhered to:

1. Written requests must be obtained from the physician and the parent before any medication may be administered by school personnel. The request must include: instructions as to the name of the medication, dosage, time and duration of medication, possible side effects, and the beginning/ending for the medication administration.
2. Medication must be in the original container and have an affixed label including: the student's name, name of the medication, dosage, and time of administration.
3. The medication and the signed permission forms must be brought to the school by the parent. Medication will be stored in a locked cabinet.
4. Medication request forms will be made available to parents at the start of school. The form is available online or at the school clinic.
5. New request forms must be submitted each school year, for each medication, and as necessary for changes in medication order.
6. The administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian, could be interpreted as practicing medicine and is prohibited by law. Therefore, we cannot give medication to your child until we receive the completed Parent and Physician Request for the Administration of Medication by School Personnel form.
7. No child will be permitted to take medication on his/her own, as we cannot assure the safety of that method of administration.

8. If your child is taken off medication or you no longer want your child to receive the medication at school, please put your request in a dated, written note and send it to the School Clinic. If the discontinued medication is not picked up from the clinic within 10 days, it will be disposed of properly.

## ***Wellness Policy***

St. Barnabas School's mission statement is "developing the mind, body and soul." In accordance with this and the school Wellness Policy, the St. Barnabas administration and staff are committed to promoting healthy eating habits within the school day. The Wellness Policy in its entirety can be found on the school website under the cafeteria tab and as a hard copy in both the school and cafeteria offices. The policy addresses all lunch and non-lunch program food and beverages served on campus during the school day including snacks, rewards and parties in the classroom setting. Please note that St. Barnabas is a Peanut and Tree Nut Restricted facility.

## ***Diocese of Cleveland Legal Policies***

### ***Family / Custodial Situations - Relationships with the School***

#### ***Two-Parent Families***

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. The information includes but is not limited to conference appointments, report cards, interim reports, discussions with school personnel, and tuition statements.

#### ***Separation***

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors or demands of a parent, but only on the appropriate documentation as detailed below.

#### ***Custodial Parent***

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has a right to the same access as the custodial parent. The school will, unless instructed by a Court Order, re-lease such records upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services. Further, parents should realize that, unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of the child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

### *Joint Custody*

In cases of “joint custody” entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled “jointly” if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of the child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations. In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time. Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week. If there are questions concerning this restatement of procedure or circumstances you feel necessitate other arrangements, please contact the principal personally.

### *Separately Mailed Information to Non-Custodial or Joint Custody Parents*

If a non-custodial parent or joint custodial parent wants progress reports, report cards, or other information mailed to them, it is necessary for them to provide self-addressed stamped business envelopes to the homeroom teacher of their child during the first full month of the new school year. Otherwise, it will be assumed that information is being shared as stated in the above policy of St. Barnabas Catholic School.

### **Youth Gangs**

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attributes denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nick-names, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

### *Consequences*

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

Parents/guardians will be contacted immediately and appropriate intervention initiated.

1. A behavior contract will be prepared stating the conditions for the student to remain in the school.
2. Students may be referred to counseling (personal and/or family).
3. Students may be referred to the Department of Children’s Services or other welfare or child care agencies of the respective county.

4. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
5. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
6. Students may be suspended and/or expelled as already outlined in the school discipline policies.
7. Parents/students will be held liable and financially responsible for any forms of vandalism.

### *Jurisdiction*

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the students, the effect of the incident on other students, and the good order and functioning of the school.

### ***AIDS Policy Regarding Students***

Our school supports the AIDS policy as adopted by the Diocese of Cleveland. Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K thru 12 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic activities.
2. The child behaves acceptably; in a manner that would not cause the spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

At St. Barnabas Catholic School, the staff and administration will confer with the appropriate persons and consult with the regional superintendent before the executive board and principal make the final decision on each case in the school. Parents have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS related complex), or other illnesses caused by HIV (human deficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

### ***Search and Seizure***

Student lockers, desks, cabinets, and similar property are the property of St. Barnabas Catholic School and provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.

### ***Sexual Harassment and Sexual Violence Policy***

#### *Purpose*

The administration and staff of St. Barnabas Catholic School are firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Barnabas Catholic School expressly prohibits sexual harassment and sexual

violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

### *Sexual Harassment*

For the purposes of this policy, sexual harassment includes but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures, or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter will be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

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

### *Truancy Policy*

"The Ohio Truancy Law (ORC 3321.19) defines habitual and chronic truancy. A habitual truant is a student of compulsory school age who is absent without legitimate excuse for five or more consecutive school days; seven or more school days in one month; or twelve or more school days in a school year. A chronic truant is a student of compulsory school age who is absent without legitimate excuse for seven or more school days in one month or fifteen or more school days in a school year. Excused and unexcused absences are determined by the administration of the school."

St. Barnabas School reserves the right to review the academic records of any student who has had an inordinate number of tardies and absences during the school year.

Retention may be the result of twenty or more days of absence in a school year as well as poor student academic performance, as determined by the Administrative Team and classroom teacher(s). A conference will be scheduled with the parent to discuss this or other alternatives.

## ***Student Threats Policy and Procedure***

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal, teacher, or staff person.
3. Police should be notified immediately.
4. The student should be kept in the principal's office under supervision until the police arrive.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.
  - a. The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
  - b. The mental health care professional shall provide a follow-up assessment of the student within 30 days if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.
8. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
9. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

## ***Anti-Harassment, Intimidation and Anti-Bullying Policy***

St. Barnabas Catholic School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance. Harassment, intimidation, or bullying behavior by any student/school personnel in St. Barnabas Catholic School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will the effect of:



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

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

### **Definition**

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other. Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - a. Posting slurs on Websites where students congregate or on Web logs (personal online journals or diaries);
  - b. Sending abusive or threatening instant messages;
  - c. Using camera phones to take embarrassing photographs of students and posting them online; and,
  - d. Using Web sites to circulate gossip and rumors to other students;
  - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### **Procedure for the Alleged Victim**

1. Communicate to the harasser that the individual expects the behavior to stop,
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - a. Tell a teacher, counselor or principal; and
  - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - i. What, when and where it happened;
    - ii. Who was involved;
    - iii. Exactly what was said or what the harasser did;
    - iv. Witnesses to the harassment;
    - v. What the student said or did, either at the time or later;
    - vi. How the student felt; and • How the harasser responded.

## **Complaint Procedure**

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

The Principal upon receiving a complaint will notify parents or guardians of any student involved in a prohibited incident and can provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. (See attachments.)

The Principal may appoint an investigator. The complainant completes an Anti- Harassment/Bullying Complaint Form.

Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form. Information received during the investigation is kept confidential to the extent possible. St. Barnabas Catholic School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

## **Investigation Procedure**

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

## **Resolution of the Complaint**

Following receipt of the investigator's report, the Principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the Principal may interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will

receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

#### Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### **Conflicts**

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

#### ***Weapons Policy***

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, St. Barnabas Catholic School policy expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, any dangerous object or object used as a weapon (look-alike weapon), knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas-propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that the policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in- or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.



St. Barnabas  
**Catholic School**

**A National Blue Ribbon School**

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“The best things are nearest: breath in your nostrils,  
light in your eyes, flowers at your feet, duties at your hand,  
the path of God just before you.

Then do not grasp at the stars, but do life’s plain, common work as it comes,  
certain that daily duties and daily bread are the sweetest things of life.”

-Robert Louis Stevenson