



Bishop Fenwick School

139 North Fifth Street
1030 East Main Street
Zanesville, Ohio 43701
(740) 454-9731

Parent/Student Handbook

2025/2026

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

“Home of the Bishops”

Pre-School Campus:

139 North Fifth Street Director: Theresa Bernath, tbernath@cdedudcation.org

Zanesville, OH 43701

Office: 740-450-7478

Fax: 740-454-8775

School Campus: Grades K-8

1030 East Main Street Principal: Gail Murrell, gmurrell@cdeeducation.org

Zanesville, OH 43701

Office: 740-454-9731

Assistant Principal: Ashley Jones, asjones@cdeeducation.org

Fax: 740-454-0653

Parish Administrators:

Saint Nicholas Parish: Father David Young, 740-453-0597

Saint Thomas Parish: Father David Young, 740-453-3301

Introduction/History

Bishop Fenwick School is a consolidated Catholic School of the Diocese of Columbus. The school consolidated St. Nicholas School and St. Thomas School in 2005. Both parishes are located in Zanesville, Ohio. At the time of consolidation, both parishes did not want to give up their buildings so the school has had a unique design until the 2016 school year.

In 2010, the St. Thomas campus housed our Kindergarten to third grade. Our St. Nicholas Campus housed our Pre-School and fourth grade to eighth grade classrooms. In 2016, due to increased enrollment in our Pre-School, the school restructured again. Now the pre-school is housed at the St. Thomas campus and the kindergarten to eighth grade is housed at the St. Nicholas Campus.

Students who graduate from our program feed into Bishop Rosecrans High School. Bishop Fenwick School is the only Catholic elementary school in Muskingum County.

Our school is fortunate to have a Pastor who supports the school system. The Pastor works in conjunction with the teachers and administration to develop a strong Catholic foundation for Bishop Fenwick School. The school celebrates Mass weekly.

Mission Statement

The mission of Bishop Fenwick is to integrate Catholic teachings and academic excellence for all students.

Belief Statements

We recognize that parents are the primary educators of their children, together we collaborate on the development of the whole child; academically, emotionally, socially, and spiritually.

We believe:

- * Catholic education teaches faith, scholarship, service, and community.
- * Because we believe that Christ is the reason for our schools, we are all called to be visible signs of the Gospel message.
- * We provide an environment that allows all students to reach their greatest potential.
- * Service participation is essential to the development of the whole person.
- * Students who experience learning success are prepared to be contributing members of their community.

The Catholic Schools of Zanesville Uniform Policy

Based upon our belief as a Catholic institution, we have an expectation that our students will exhibit modesty and appropriateness in their dress. We also want our students to concentrate on the importance of their character and not on fashion and competition. Students are expected to be neat and well-groomed and to dress in a manner that reflects good taste and decency. Adherence to the below dress code is always expected when in school attendance. Uniform clothing should be kept in good repair and worn appropriately. Any decisions regarding the dress code will be made by the administration or a designee.

No outside vendors will be accepted as uniform wear. Outside vendors are permitted to be worn during team days and non-uniform days.

Uniform Policy updated 8/1/23.

Uniform items should be purchased from the uniform section at various retailers and meet the below guidelines for a student’s grade. Approved plaid may be purchased from Educational Apparel only.

Required uniform	Grades K-5	Grades 6-8
Shoes	<p>Dress or tennis shoes may be worn. Shoes may not include the following- holes), fraying, roller skates, lights, gemstones, fur, open toes, no crocs or backs. Shoes must not resemble house slippers. Sandals may not be worn. Laces must be tied if present. Dress shoes must not have more than a 1” heel. No boots are permitted for grades K-8.</p>	
Pants/Shorts	<p>Black or Khaki in color. Not permitted – Corduroy or denim, cargo pants, low rise, knit, mesh sweatpants, sagging, skinny, stretch pants, leggings, patch or side pockets. No side zippers or embellishment of any kind. Pants and shorts must be worn at the natural waist and not rolled or cuffed. Students are permitted to wear relaxed fit and loose fit pants and shorts. They should not fit snugly against the body. Boy’s shorts are to be no shorter than 2 in above the knee and girls skirts are to be 2 in below the longest fingertip. Shorts are permitted year round.</p>	
Shirts	<p>Short or long-sleeved polo shirts. Shirts may be red, black, or white. No emblem is strongly preferred, if a small emblem is present, it must be no more than 2” and the emblem must be red, black, or white. All shirts must be worn tucked at the waist and only the top button may be unbuttoned.</p>	
Belt	No belt in grades K-5	Plain black or brown belt must be worn when loops are present.
Socks and Tights	<p>Socks or tights must be worn at all times. Socks and tights must be red, black, or white in color. Tights must be opaque and with feet. On socks no emblem is strongly preferred, if a small emblem is present, it must be no more than 2” and the emblem must be red, black, or white. Black leggings may be worn under skirts.</p>	
Jumper	Plaid, Khaki, or Black	
Skirt	<p>Girls may wear skirts and must be plaid, khaki, or black in color. Skirts must be no more than 2” above the knee. Skirts must be worn at the natural waist and not rolled. A skort may be worn in grades K-3.</p>	

<p>Sweater Sweatshirt Pullover</p> <p>(These may be worn during class time. Approved uniform shirts must be always worn under.)</p>	<p>Plain black, red, or white cardigan sweaters may be worn.</p> <p>Hoodless black, red, or white sweatshirts. Can be solid and plain purchased from an outside retailer or with a school logo purchased from Bishop Fenwick Uniform store.</p> <p>Solid color black and red hoodless pullovers may be worn during the school day. These may be full zip or ¾ zip. School logoed pull overs may be purchased from the Bishop Fenwick Uniform Store.</p> <p>**No Emblem on sweaters, sweatshirts, and pullovers is strongly preferred. If an emblem is present, it must be no more than 2" and red, black, or white in color.</p>	<p>Same as K-5 but students may begin to purchase and wear the Rosecrans pullovers.</p>
<p>Undergarments</p>	<p>Correct undergarments must be worn at all times under the uniform. Nothing should be visible on the outside or through the uniform. Girls should wear modesty shorts under skirts. All undershirts should be plain white in color.</p>	

Gym Uniform

Required uniform	Grades K-5	Grades 6-8
	<p>Students will wear gym uniform to school on assigned day in grades K-8.</p>	
<p>Pants/Shorts</p>	<p>Plain black or with the Bishop Fenwick logo purchased from the Uniform Store. Pants and shorts may have a black, red, or white side stripe. Plain black sweatpants may be worn. Shorts must be no more than 2" above the knee.</p> <p style="text-align: center;">NO LEGGINGS and NO BIKES SHORTS</p>	

	Gym pants and shorts may NOT BE tight fitted or clingy. They must maintain modesty. Emblems are strongly discouraged but if present must be no more than 2" and red, black, or white in color.
Shirt	Red logoed Bishop Fenwick t-shirt must be worn. Purchased from the Bishop Fenwick Uniform Store.
Sweatshirt Pullover	Any sweatshirts and pullovers that are approved on the regular uniform may also be worn with the gym uniform.
Shoes	Athletic Tennis Shoes must be worn with the gym uniform.

Appearance and Grooming

- Clothing should be kept in good repair with no holes and fraying.
- K-8 student's long-sleeved shirts may not be layered under short sleeved shirts.
- Hair should be neatly kept, of a naturally occurring color, and clean in appearance. Boy's hair should be cut in a short style and kept above the collar, above the eye brows and above the ears with sideburns no longer than the ear lobe. Shaven in symbols, radical styles and cuts will not be permitted. Boys are not permitted to wear buns/pony tails.
- Nails should be modest, well groomed, and not a distraction. K-8 students may not have artificial nails.
- Girls may wear 2 small post earrings. Boys may not have ear piercings. No other visible bodies piercings, including bars, or tattoos are permitted.
- Beginning in 6th grade girls may wear modest makeup. Heavy make-up is not permitted.
- Hats are not permitted to be worn in the school building.
- Jewelry should be modest and not large. No jewelry is allowed in gym class.
- Bows and hair accessories should be modest and not distracting.
- As clothing, fashions, and fads evolve and change, the administration or a designee will make changes and decisions regarding the dress code at any time.
- Students must be always shaven.
- No coats or jackets are to be worn in the classroom.

Team Days

Students in grades 6-8 may wear game jerseys once per week during the season on the day approved by administration. All players must dress alike. No hats may be worn. Days must be submitted to the administration by coaches for approval and will be communicated by the coach to the team.

Non-Uniform Days

These days will be communicated as appropriate and are considered a privilege for students to participate in.

Any clothing worn on non-uniform days must meet the following guidelines.

- Students should be dressed in modest, appropriate attire.
- Leggings, yoga pants, and form fitting pants are not permitted.
- No torn, ripped, or frayed clothing.
- T-shirts must have appropriate saying and graphics.
- No midriff should be visible when arms are fully extended.
- If it is an assigned gym day for a student tennis shoe must be worn.
- Shirts must have sleeves.
- Socks or tights are required.
- Shoes must meet the guidelines for regular uniform days.
- Skirts and shorts may not be more than 2" above the knee. Skirts may not be rolled and should be worn at the natural waist. (See regular uniform policy)
- Any clothing deemed inappropriate by the administration, or a designee will not be permitted.
- No hoods

All students must adhere to the following Non-Uniform Days when attending any school sponsored event, not limited to, Sporting Events and Extra-Curricular activities.

- Students should be dressed in modest, appropriate attire.
- T-shirts must have appropriate sayings and graphics.
- No midriff should be visible when arms are fully extended.
- Students should not go shirtless or wear just sports undergarments at any time.
- Any clothing deemed inappropriate by the administration, or a designee will not be permitted.

Attendance

Absences:

Attendance at class is a basic requirement for academic success and is monitored according to state law which requires students to have prompt, regular attendance for the entire day, unless excused for a valid reason.

- The administration will determine and give permission for an excused absence. Absences for reasons other than illness must be prearranged and have the prior approval of the administration to be considered excused. **Parents are urged** to use discretion when requesting such consideration and try **to schedule vacations and other such absences according to the school calendar.**
- Excused absences include illness, death in the family and inclement weather. **Parents must call or email the school office before 9:00 am on the day a student is absent.** Parents are required to give advance notice to the school if their child will be absent for any reason other than illness.
- A student arriving after 10:00 am will be marked absent for ½ day. A student absent from school for two or more hours will be marked absent for ½ day. No student shall be permitted to leave school before the dismissal time except in cases of sickness or emergency.
- A student who is absent must, upon his/her return to school, present a note bearing the date(s), reason for absence and signature of a parent/guardian.
- A student who is absent more than 7 days in one quarter may receive an incomplete on their report card. **The school may refuse credit to a student who misses 28 days or more,** whether the absences are excused or unexcused. Parents will be notified when a student has missed 20 days of school.
- Continuous absences will be subject to review by the Administration team. An exception is hospitalization or extended illness or injury. The ability to make up work through tutoring or aid may be approved by the administration.
- **Students who miss classes regularly or take vacation during school time cannot demand the privilege of being given assignments, makeup work, or tests by teachers either before or after the absence.**

Appointments

Parents are encouraged to schedule medical and other appointments outside of school hours. When this is not possible, parents should send to the office a written request for release of the student during school hours. Students going to the appointments during the school day must be signed out at the office by the parent or guardian. Students will be dismissed from the office, not the classroom. A note from the doctor/dentist visited is needed for admission to class.

Field Trips

Field trips are taken to enrich the classroom learning experiences. Students will receive a permission form, which must be signed by a parent/guardian and returned to school before the scheduled trip. At times a fee will be requested to defray the cost of bus transportation or facility use. Parents retain the right to withhold permission for their child/children to participate in field trips.

Students not participating in a scheduled field trip, because of either parental concerns or disciplinary reasons, are expected to report to school on the day of the field trip. Work will be provided for the student. **Any student not reporting will be marked absent.**

Schedule

Supervision by school personnel is provided for students from 7:30 am until 3:00 pm and during school sponsored extracurricular activities. The school assumes no liability for students outside of the above times, unless their bus prior to 7:30 am drops them off or unless they are part of the Extended Day Program (EDP). Parents are therefore required to see that their children do not arrive at school before 7:30 am or remain after 3:00 pm except for approved reasons.

The school is responsible for the safety of students during school hours. Students are not allowed to leave school premises during school hours unless a written notice from a parent/guardian is presented to the school office. This policy applies from the time a student arrives at school until he or she is picked up by bus/car or leaves for home by other designated means (in this case, permission must be on file in the school office). If a student is to remain at school for an after school sponsored activity, this policy applies until that activity is over and the student is authorized to leave.

School Closings

School delays, cancellations and early dismissals due to inclement weather or other problems (i.e. heating, plumbing...) are announced on **WHIZ (AM 1240, FM 92.7) radio and WHIZ (channel 2) and WBNS (channel 10) television**. These stations also post the information on their websites. Families can sign up through the stations for immediate text notification on their cell phones as well.

Bishop Fenwick will also notify each family using our **ALL-CALL** broadcast phone system of any type of school closing. Each family is encouraged to register their phone numbers with the school office.

Families who cannot get their child(ren) to school for delayed opening **related to weather** should notify the school and the child(ren) will not be marked absent. **Parents should listen to the radio, check their phones, or check the TV stations and/or their websites if the weather becomes severe during the day.** A decision to close school early will be announced and we will do our best to follow the request the parents indicated on the emergency dismissal form. Parents should report any changes to this information during the year. Parents who are concerned when the weather worsens but the school does not close may pick up their children at their discretion.

Tardiness/Truancy

A student is tardy if he or she is not present by 8:00 am or does not promptly enter the classroom after recess or for middle school, between classes. **Students entering the building/classroom after these times should report to the office for a tardy slip.** A note from the parent or guardian must be brought to school excusing morning tardiness for unavoidable delays (e.g. car trouble, accident...) In the event of a medical appointment, verification from the physician must also be presented. A student who continues to be tardy for school and/or class must make up the missed work during detention.

Students who are truant from school will be required to make up the total school time missed. **Cumulative unexcused absences may be reported to the central office of the public school district.**

VACATION POLICY

We strongly discourage families from planning to take their student out of school. Vacation days other than those that appear on our approved school calendar could be documented as an unexcused absence. Unexcused absences negatively impact a student's performance due to the loss of instructional time. This loss can result in failure for the quarter and loss of course credit.

However, if a parent chooses to remove a student from school, he/she should contact the school's office and teacher to make them aware of the expected absence.

Parents and students must agree to the following requirements:

1. Parents may request work in advance, but the teacher may not be able to provide any or all of it.
2. It is the responsibility of the student to pick up the assignments from his/her teacher on the last day prior to departure.
3. On the day the student returns to school, he/she is responsible for giving his/her teachers all the work that was assigned prior to his/her departure and for requesting from the teacher any additional work that was assigned while he/she was absent.
4. This additional work, plus any tests or quizzes, must be made up within three days of the student's return. Students should plan to stay after school during SEEK the three days upon his/her return to gather assignments and to make up quizzes and tests.
5. Students may be unable to make up some work that was completed as part of a group project or as a part of a class activity. They may have to take a -0- for this work.
6. The student is responsible for contacting his/her teacher to schedule a time to complete all missed tests and quizzes. Any work not completed within three days may be assigned a grade of -0-.
7. Parents will be expected to pay for the test proctor or tutor in cases where a student is not able to master new material on his/her own.

Crisis Plan

In accordance with the Diocese of Columbus policy #5140.13, Bishop Fenwick School has developed a plan to address school safety in conjunction with local community services. This crisis management plan is in place to go into effect in the event of an on-site crisis such as an intruder or hostage situation, bomb threat or other event that includes trauma to the school community. When appropriate, the administration will contact the diocesan intervention for assistance.

Emergency Drills

In accordance with the state regulations, the following emergency drills are conducted during the course of the school year.

- **Evacuation** (in the event of fire or unsafe building) – once a month when the school is open with students.
- **Rapid Dismissal** (in the event of a bomb threat) – one per year
- **Duck, Cover and Hold** (tornado, explosion, severe weather) – one monthly when school is open with students beginning in March.

In addition to required drills, Bishop Fenwick School also conducts the following periodically:

- **Reverse Evacuation** from outside (in the event of severe weather, intruder, sniper, or hazardous materials release)
- **Shelter in Place** (hazardous materials in the environment)
- **Hit the Deck** (gunfire – usually followed by lockdown or evacuation)
- **Lock Down** (intruder)

Evacuation

The evacuation site for Bishop Fenwick School is St. Nicholas Church and for Bishop Fenwick Pre-School, St. Thomas Church basement or in the event it is inaccessible, the Welcome Center on South 5th Street.

If the need arises for emergency evacuation of either building or subsequent early dismissal of students, plans are announced on **WHIZ** radio. In an emergency situation, Bishop Fenwick School will communicate information to appropriate stakeholders through the local media; Radio (**WHIZ – 1240AM, 92.7 FM**) & TV (**Channel 10**). Television stations also post the information on their websites.

Bishop Fenwick will also notify each family using our **ALL-CALL** broadcast phone system for any type of evacuation.

It is recommended that parents have alternative childcare plans in place in the event that it becomes necessary to dismiss school early. *It is important that children know exactly what those plans are.* During times of crisis, it is imperative to keep the school telephone lines open. Every attempt will be made to contact parents.

If an evacuation to another location is necessary, students and teachers will walk along the sidewalk to the evacuation site. While walking, students should remain with their teacher whose class they were attending prior to the emergency dismissal. When the entire school has arrived at the designated site, students should find their homeroom teacher and remain with that teacher until they are released to their parents.

Parents should go to the Dismissal Table when they arrive. Runners from that table will find all of the students from that family and bring them to the Dismissal Table. Parents should sign out their children on the Emergency Dismissal Sign Out Sheets located at the Dismissal Table. **NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.**

General Safety Procedures

Bishop Fenwick has the following security measures in place:

- Each campus is equipped with a keyless entry system. Only authorized personnel are issued an ID card for entrance to the building. All activity is recorded on a central computer database.
- All entrances are locked at the start of the school day.
- Visitors are required to enter the front entrance by ringing a doorbell and being buzzed in by school personnel. Visitors must proceed to the Main Office, sign in and out upon arrival and departure, and wear an identifying badge while they are in the building.
- Students are instructed **NOT** to open doors.
- Each building has a security and surveillance system.

Educational Programs

Preschool Program

Bishop Fenwick Preschool is designed to enhance the child's self-esteem, facilitate learning and encourage creativity in a Catholic environment. Chartered by the State of Ohio and staffed by certified teachers and teacher aides, the preschool serves children three years through kindergarten age. A *Preschool Handbook* is available to parents desiring more information.

Curriculum

Curriculum in academic subjects is developed in cooperation with the Diocese of Columbus Office of Catholic Schools. Each year a diocesan committee reviews the Learning Standards and begins a process for revision and adoption of new materials. The Learning Standards are adopted with approval from the State of Ohio Department of Education and serve as the basis for instruction.

The Bishop Fenwick School faculty selects textbooks from a diocesan approved list. Each year a new subject is approved, purchased, and implemented. Following the diocesan timetable, each core subject is updated every 7 years.

Evaluation of Student Progress

Evaluation is a process by which student progress is monitored and assessed in light of the Learning Standards that form instructional content. Mastery relates to an individual's ability to be successful, and to make learning a life-long process according to a set of standards. Mastery of the standards is critical in the development of skills required for the next grade level. This standards-based education program emphasizes the teacher's knowledge of a student's learning on a daily basis and is an opportunity to reaffirm our commitment to nurturing each student's growth into a productive and responsible adult.

Progress Reports

Progress Reports, prepared quarterly, are one part of the evaluation process. Student progress is measured in light of the prescribed standards for each area. There are different methods used for measuring achievement. For a more complete understanding of progress, parents should also consider information from other sources such as conferences, interim reports, and ability/achievement tests in order to evaluate student progress in light of student growth and development process. Parents should contact the teacher if there is a question of how a student has been evaluated.

Evaluation also measures the degree to which a student is developing effective study habits and social skills. Some forms of evaluations used at Bishop Fenwick School are:

- **Interim Reports:** indicates student progress since the last progress report. These are given 3 to 4 weeks after a progress report and are sent home at the discretion of the classroom teacher.
- **Behavior Reports:** will be sent each quarter to parents to indicate a student's mastery of such skills as good study habits and appropriate conduct.
- **Standardized Tests:** All students will take the STAR reading and math assessment three times a year. Score reports are usually distributed to parents during the third and fourth quarters. These reports

measure student achievement considering the ability according to national norms. All third graders will take the 3rd grade reading guarantee in the Fall. Students must pass the 3rd grade reading guarantee to be eligible to move to fourth grade reading. Alternate assessments may be used.

- **Parent-Teacher Conferences:** are scheduled formally during the school year but may also be scheduled at other times as needed. Conferences may be arranged by calling the school office during school hours. **It is best to speak with the teacher involved before going to administration or an advisory board member with a problem.**

Government Programs

Bishop Fenwick School accesses available state and federal assistance programs in order to provide services such as tutoring for students with diagnosed learning disabilities, diagnostic and therapeutic speech/language services and health services. Parents who suspect a learning disability should request a conference with the classroom teacher. Teachers are required to follow the process prescribed by the Diocese of Columbus. The school cooperates with all government regulations and public-school district policies regarding special services for students.

Speech/language therapy is available for students who qualify based on a screening process. If the screening indicates further testing is necessary, permission from parents will be sought in order to proceed with a more detailed evaluation. Students in kindergarten are screened annually, along with those students for whom a follow-up screening has been suggested. Therapy may be provided based on the results of the evaluation in the areas of articulation, language development, fluency and/or voice.

Grade Placement/Promotion/Retention

Decisions regarding the grade placement of current students and those entering Bishop Fenwick School for the first-time rest with the principal. Such decisions will be made in consultation with teachers and parents and utilizing any pertinent reports and recommendations. Prior to placement consideration, the parent of a student who has been schooled at home must present verification of grade placement or credit form the public-school district in which the child resides. Bishop Fenwick School has no provisions for granting credit for home schooling. Should there be a possibility of retention; parents will be notified by the end of the third quarter. (Policy 5123.01). **Credit may be denied if a student misses 28 days or more within one school year.**

Criteria for Promotion/Retention:

- Academics (Grades K-3): Since the main emphasis in primary grades is on Reading & Math, not meeting the learning standards for the year may result in retention.
- Academics (Grades 4-8): Failure for the year in one major subject area (Math, Language Arts, Science or Social Studies), unless tutored with a grade of satisfactory, may result in retention.
- Maturity: Ability of pupil to adapt to classroom procedures; to work independently; to interact and relate with peers, may result in retention.

Homework

Students are expected to complete assigned work and observe study time each night. If specific assignments are not given, students are encouraged to work on long-term projects, student problem subjects, practice reading and math skills, review class notes, etc. Parents should write a note to the teacher explaining if a student is unable to complete work for good reason. **Parents are not expected to do the work for the student**, but parental guidance and support are needed to see that the student has enough time and suitable environment in which to complete homework.

A student who has not done a homework assignment may be required to complete work during a lunchtime detention. **Repeated failure to complete assignments may be grounds for the issuance of a Discipline Notice or withholding of credit and/or student's progress report.**

Work will not typically be sent home for a single day absence, but may be requested during extended illness. Please make requests for homework in the morning when calling in the absence, thereby allowing sufficient time for work to be prepared. Following an absence, students are allowed the amount of time equal to the number of days missed to complete/turn-in assignments. **Due dates for long-term projects assigned prior to the absence are not extended.** Work missed due to vacations is provided for students **upon their return to school.** Assignments may be required to be done by students, even if no credit may be given, such as in the case of late assignments or make-up work during unexcused absences. Teachers may adapt assignments to differing circumstances or adding alternative work for work missed during an absence.

Expectations for homework differ from grade to grade and teacher to teacher. If it seems that students are spending an inordinate amount of time on homework, parents should share this information with the teacher, who will attempt to ascertain to what extent other problems may be present.

Media Center/Technology

Bishop Fenwick School maintained a well-equipped library and incorporated educational technology throughout the curriculum. Books, maps, reference materials, audio-visual media and computer hardware/software are available to serve student and faculty needs and must be used in a manner that is educationally appropriate and consistent with standards of electronic ethics and copyright laws. Students are instructed in computer basics, informational search skills, word processing, keyboarding, and standards for acceptable use.

Technology use is a privilege, which may be revoked. Misuse is grounds for disciplinary measures and/or legal action. (Policy 6142.1). Parents are responsible for setting/conveying standards for appropriate behavior their children should follow when using these resources. The school makes every effort to monitor technology access by students but makes no guarantee regarding the content or appropriateness of materials to which students may be exposed. Prior to gaining access to interactive telecommunications at school, including the Internet, students & parents must sign a copy of the acceptable use policy.

Religious Education

Bishop Fenwick School is defined by its religious character and offers a comprehensive program of religious instruction woven into the general curriculum. All students are welcomed, Catholic and non-Catholic and participate in the religious life to the extent permitted by church law. This includes religion classes, and participation in liturgy, prayer, service projects and sacramental celebrations. The Learning Standards for Religion, developed by the Office of Religious Education and Catechesis of the Diocese of Columbus pursuant to the contemporary teachings of the church, serves as the basis for instruction. It takes into consideration our traditions, rituals and celebrations and is based solidly on an understanding and appreciation for the principles of child development. Formal instruction in human growth and development and grounded in Christian theology and morality is included in the Learning Standards for Religion and Health. All students participate in these related programs as they do in other religion education efforts.

Sacramental preparation programs are parish based. Students in 2nd grade prepare for First Reconciliation and First Eucharist; 8th graders prepare for Confirmation. In order for sacraments to be received, students & parents must comply with the programs/expectations prescribed by each parish.

State Accreditation

Bishop Fenwick School meets the State of Ohio Operating Standards for Ohio's Schools and maintains its state charter through participation in the Ohio Catholic Schools Accrediting Association. All teachers are appropriately certified/licensed according to Ohio Standards and are required to proceed with graduate level course work or other appropriate professional development programs on an annual basis. Teachers annually participate in local staff development programs designed to improve curriculum and instruction.

Enrollment

[Child Custody](#)

Parents must inform the school immediately if the custody status of their child changes and provide a copy of the court-ordered document to school officials. Both the custodial and non-custodial parent is entitled access to their child's records and to conferences with the teacher unless the court rules otherwise. The non-custodial parent may not visit the child at school or remove the child from the premises without written and verbal permission of the custodial parent. Stepparents have no legal rights to records, reports, or conferences without permission from the custodial parent.

Extended Day Program

Extended Day Program (EDP) is available from 2:45-5:30 pm Monday through Friday in the school cafeteria/activity center. It is designed to offer each child a safe, enjoyable place to spend time until pick up, while attending to needs of working parents. A handbook with full details and registration form can be requested in the school office.

Partner School

Bishop Fenwick School is a partner school to Bishop Rosecrans High School, located next door.

Non-Discrimination Policy

The governing board Bishop Fenwick School located at 1030 East Main Street in Zanesville, Ohio 43071 has adopted the following racial nondiscriminatory policies.

“Bishop Fenwick School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Bishop Fenwick School will not discriminate based on race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

Registration

Parents must supply all the necessary information (birth certificate, baptismal and immunizations, permanent records or transcripts, and a certified copy of the child custody order or decree, when appropriate {Policy 5119.2}), complete the required forms, participate in a registration conference with the Elementary Director and submit the **non-refundable registration fee**.

Transfer students in grades 1-8 may undergo assessments before admission and **may be placed on a 9-week probationary period** at the discretion of the Executive Director. Current students experiencing academic or behavioral problems may be placed on probationary status.

Qualified staff members will screen incoming kindergarten students in early April. The preschool and kindergarten teachers, in consultation with the Executive Director, will determine the eligibility and/or readiness of students based on the results of the screening. At times parents may be asked to provide remediation during the summer months and a child may be screened again in August to determine readiness.

Tuition

Each parent/guardian registering a child(ren) in Bishop Fenwick School agrees to pay the designated tuition.

1. Prepayment of the entire amount.
2. Financing the entire amount through the school's Tuition Management Company (FACTS)

All Families should apply for tuition assistance through the Diocesan website

Tuition Assistance

Bishop Fenwick School is an EdChoice option for families. All information concerning the EdChoice Scholarship program can be found on the Ohio Department of Education Website. Bishop Fenwick School follows all the deadlines and registration requirements set by the State of Ohio. Families are encouraged to submit applications for EdChoice scholarships.

Families are also encouraged to apply for diocesan aid. This aid is awarded on the basis of need, depending on available funds & number of applicants. Grant applications are due by mid-March of the preceding school year. Grant applications and due dates will be published in our school newsletter nearing the submission times.

Withdrawal/Tuition Reimbursement

The school must be notified in writing if a parent intends to withdraw a student prior to the end of the school year. The effective date of withdrawal is determined by the date on the written notice. Records are released to the receiving school upon parent signature AND full payment of financial obligations. Upon withdrawal, tuition is collected based on quarters the student attended school. Attendance of one day in a quarter count as a full quarter. Tuition for any quarter attended will not be reimbursed.

Health and Safety

Health Services

Bishop Fenwick School seeks to promote/protect the health of students through cooperation with the student, family, health care provider, and the school. **Students who are ill should not be sent to school. (Students must be fever free (without medication) for 24 hours before returning to school.** Student health is monitored in cooperation with local & state health department regulations. Parents should complete and keep current the Emergency Card, including dietary restrictions, which are consulted & followed in emergencies. When sick, students can only be released to individuals listed on the Emergency Card.

- **Allergies:** Parents are responsible for informing the school of a child's allergies (e.g. bees, food, medicine-related or respiratory). For bee sting allergies, parents must provide the school with proper medication and a doctor's statement about how medication should be administered.
- **Diseases:** Communicable diseases are monitored according to health department policy and must often be reported. Parents should describe the child's symptoms when calling to report an absence. School personnel will contact parents if a student must be sent home during the day for health reasons. The student may be excluded from class until symptoms are no longer evident.
- **Diseases: Nuisance:** (e.g. head lice): Parents may be asked to follow a prescribed treatment to deter the spread of the disease. We comply with the Health Department directives, which may differ from those of personal physicians.
- **Health Records/Immunizations/Screenings:** Parents are responsible to provide a complete and current health record for each student at the time of admission. Appropriate vision, hearing and scoliosis screenings shall be administered periodically. Parents will be notified of the dates and if screening results are problematic, or the need for follow-up. Law requires us to assure that students have the prescribed immunizations (State School Immunization Law, Ohio Revised Code Sections 371.13, 3313.617 and 5104.06E) Students are excluded from class in the case of non-compliance.
- **Illness or Injury:** If a student becomes ill or seriously injured during the school hours, the office immediately notifies a parent/guardian. The school nurse or authorized school personnel, who by law must render first aid treatment only, will care for the child temporarily. If emergency treatment is necessary, and a parent/guardian or designated adult is not available, the child will be taken to the emergency room at the hospital.
- **Other:** We do our best to accommodate special needs of students with other diseases, based on physician's recommendations. Parents must provide full disclosure of health matters that affect a student & cooperate with attempts to seek the best medical advice. Students generally remain in the classroom setting and perform usual tasks as the illness allows. Bishop Fenwick School reserves the right to form an intervention team, which may include the Executive Director, nurse, parent, physician and/or health official, to review and make recommendations regarding participation in the school setting by students with specifically diagnosed or other health-related circumstances.

Medication

When medication is prescribed for a student, parents are encouraged to discuss with the physician a medication schedule outside school hours. Before school personnel can administer medication to a student, the parent/guardian must sign a medical authorization form, available in the school office & provide a

completed physician's statement. Any prescribed medication must be in its original container, have a pharmacy label with the student's name (Policy 5141.0) **and be delivered to school by a parent.**

The possession/use of non-prescription, over-the-counter medication during school hours is discouraged. Due to Ohio State law over-the-counter medications (i.e. throat lozenges, Tylenol, etc.) will be administered by school personnel ONLY if a consent form, signed by the parent/guardian is on file in the school office and the medication is brought to the school by a parent in the original container. The school will not administer aspirin to students because of its connection to Reye's syndrome. All medication must be provided from home and will be kept by school personnel until the student needs to use it.

Wellness Policy

The staff of Bishop Fenwick School recognizes that it is essential in educating the whole child to promote ultimate health. **School-based activities** are rooted in the Religion Learning Standards, concepts of reverence for life, self-respect, and respect for others, which are all foundational concepts of wellness.

All students preschool-8th grade receive **physical education** instruction. Students receive daily-supervised recess time, outdoors when possible & are encouraged to participate in sports/intramural programs.

A primary goal of **nutrition education** is to positively impact eating behaviors. At Bishop Fenwick School, we encourage and support healthy eating by students. Instruction is given at each grade level as part of a sequential, comprehensive health curriculum based on the Diocesan Health & Science Learning Standards.

Lunch Program

Bishop Fenwick School participates in the Federal School Lunch Programs. Nutrition guidelines, food pyramids, charts and suggestions for healthy food choices are displayed in our cafeterias. Snack breaks are scheduled when appropriate to maintain energy levels.

- School lunches/milk are offered each day for purchase on both campuses to all students. Students may bring lunch from home & purchase milk at school. **Students may not bring pop or candy to school for lunch. Carryout lunches from restaurants are discouraged.**
- Our cafeteria staff follows **nutrition guidelines** established by the Ohio Department of Education and the USDA Child Nutrient Standards. The Food Service Director ensures **compliance** with nutrition policies by keeping up to date on USDA School Meals Initiative review findings and reporting changes to the Executive Director.
- Applications for free and reduced meals are available to all school families at any time during the school year.
- Lunch prices are published at the start of the school year & are subject to change each year. Payment is preferred by the week or month. Checks should be sent directly to the cafeteria manager & should include the name/grade for each child. Payment can also be made through the school's web-based program.

- All parents are expected to use the web-based system to check their lunch account.
- Students who forget their lunch or have no lunch monies left will still be allowed a lunch. Reminder emails will be sent from School Speak once your child's unpaid lunch balance is \$10.00 or more and must be paid in a timely manner.

Student Birthdays/Classroom Celebrations

- Parents are asked to assist by providing healthy snacks during classroom celebrations for Halloween, Christmas, and Valentine's Day.
- For individual birthdays parents may provide a small treat for the classroom. Parents wishing to send in treats should consult with the classroom teacher. It is only necessary for the parent to provide for the students in the room in which the birthday child is a member. It is requested that no birthday party invitations be given out at school unless every child in the class is to be included in the party. The policy applies to invitations for all home parties at all grade levels.

General Information

Abuse Suspected

The staff of Bishop Fenwick School complies with state law which requires that persons entrusted with the care of children report immediately to the appropriate community agency and suspected case of child abuse and/or neglect (Policy 5140.0)

Arrival and Dismissal

The routes outlined below are requested, to be followed, to provide safety for children and drivers and for smooth traffic control. Please do not drop children off in front of the school building (we reserve that lane for our buses). **The safety of the children is our highest concern.**

Bishop Fenwick School:

1. Students will be dropped off in the first and third lane of the back parking lot. Staff members will be in attendance to greet students and walk them to class if necessary.
2. Students arriving between 7:30 and 7:45 am will be supervised in the school gym.
3. Students will go to their classrooms beginning at 7:45 am.
4. If a student arrives after 8:00 am, students will need to enter through the front entry doors and follow the arrival procedures.

Bishop Fenwick Preschool

1. Students will drop off at the gym door entrance between the hours of 7:30-8:30.
2. Students will be escorted by a staff member to their classrooms.
3. If a student arrives after 8:30 am, students will need to enter through the front entry doors and follow the arrival procedures.

Pick-Up: On both campuses' teachers will supervise the children to the cars. Parents should wait for their children outside the building and not in the halls. Students exit the building and cross to the cars at the same time. Children whose parents have not arrived will wait near the building. Once all children are either in their cars or near the building, teachers will direct cars out of the lot. **Students may not walk from the building until all moving cars have proceeded out of the lot.** Teachers will give the remaining children permission to walk at the proper time. **Please do not move your car until you are directed to do so.**

Bishop Fenwick School:

- K-2 students will be dismissed from the activity center from 2:30 to 2:40.
- 3-5 students will be dismissed from the activity center from 2:40 to 2:50.
- 6-8 students will be dismissed from the activity center from 2:50 to 3:00.

In the parking lot, parents will need to park according to their oldest child! Once a car is ready to move, a staff member will dismiss you for departure. A car is not permitted to move until released by school officials.

Students will NOT be dismissed from the front or side doors of the school. All students must exit out of the same doors.

Bishop Fenwick Preschool:

- Students will be escorted to the parking lot by their teacher. Teachers will dismiss the students to their parents or guardians. Parents are not permitted to gather in front of the dismissal doors.
- All parents must wear a mask when picking up their child from the school.

Both parking lot areas are closed until 2:30, due to the fact that they are reserved for student/classroom use.

There is NO parking in the staff lot (gravel area) beside the St. Nicholas Activity Center or in front of the preschool building.

Articles Lost and Found

Articles lost and found at school are placed in the lost and found area near the office. Articles of greater value are turned into the office. Students may claim them after proper identification. Lost items remaining at the end of each semester will be donated to a local charity.

Communication

A school calendar is published each year and a monthly calendar is provided online. No family information is published without permission from the families through a form sent home in August. Parents are notified in advance of any changes to the published calendar.

Each Wednesday a school newsletter will be posted online. Families are asked to check our web-based communication program often to keep up to date on all school to home communication.

Families who do not have a smart phone, a tablet, a computer, or any way to access the internet will need to inform the school office so that an alternate way of communication between the school and family can be established.

Parents wishing to speak with a teacher should send a note to the teacher via the student or email to schedule an appointment. **Parents are asked to be respectful of teachers' morning preparations.** Trying to speak to the teacher in the morning may delay the start of their classroom procedures.

Cooperation

Reflective of a Christian community, it is expected that all problems will be resolved respectfully and openly. Bishop Fenwick School operates under the principle of subsidiarity in relationships and structure; thus, disagreements or complaints should be dealt with and resolutions sought in a conference setting at the level or with the party closest to the issue. Since the goal in these situations is to achieve a reconciliation of differences and so that the adversarial situation does not occur, legal counsel is not permitted to attend any conference. When it seems as though the conflict cannot be resolved, the Executive Director may be contacted, whose disposition of the matter is final.

There is no place for adversarial, confrontational, abusive, or threatening behavior from anyone, including the adults at Bishop Fenwick School. Parents and others who engage in such behaviors at school or at any school-sponsored activity, event or program may be asked to leave the premises, refrain from future attendance or participation, or accept other appropriate consequences as deemed necessary. **If deemed appropriate by the Administration, a student may be dismissed from Bishop Fenwick School if parents refuse to comply with school policies or administrative directions.**

Dismissal

K-2 students will be dismissed from the activity center from 2:30 to 2:40.

3-5 students will be dismissed from the activity center from 2:40 to 2:50.

6-8 students will be dismissed from the activity center from 2:50 to 3:00.

In the parking lot, parents will need to park according to their oldest child! Once a car is ready to move, a staff member will dismiss you for departure. A car is not permitted to move until released by school officials. Teachers of the grade level ready to leave will let the dismissal person know that they are ready to release cars. Teachers must communicate to the person releasing the cars. All cars will be dismissed as a row, not on an individual basis.

Students will NOT be dismissed from the front or side doors of the school. All students must exit out of the same doors.

Electronic Devices/Cell Phones/Telephone

The office telephone is a business phone and is ordinarily not to be used by students. Students should not make a habit of calling home for forgotten items. Expectations will be made with the permission of authorized school personnel. Students are not to be called to the phone during the school day except in cases of emergency.

Electronic devices are prohibited during school hours. Students participating in after school activities who need to carry a cell phone to contact parents for a ride home **must keep all cell phones, iPods, etc. turned off and kept in a safe designated area by school personnel upon their arrival in the morning until**

afternoon dismissal. Parents wishing their student to have a cell phone at school must register the phone number in the school office.

Students misusing the privilege of using their electronic device during school hours could face the following consequences:

1. First offense: Electronic device will be confiscated and placed in the office until the end of the school day.
2. Second offense: Electronic device will be confiscated and placed in the office. Parent will have to come to the office to have the phone returned.
3. Third offense: Electronic device will be confiscated and placed in the office. Parent and student will participate in a conference to agree upon appropriate consequences.

The principal is the final recourse in all matters and may waive any disciplinary rule for just cause at his/her discretion.

Extracurricular Activities

Student participation in school extracurricular activities require that they maintain satisfactory academic and behavioral progress. Parents are encouraged to set standards for student participation and expectations, taking in accountability, developmental and personal needs. The principal may declare a student ineligible in the case of suspension, poor attendance, poor academic performance, and lack of effort, repeated detentions, or other serious matters. In such cases, the administration will provide the terms of ineligibility and timetable for review.

Students may participate in athletic as well as other school-sponsored activities. Participation rules of the specific activity must be adhered to. Before a student may participate, parents are expected to attend any mandatory meetings set up to explain policies and procedures, submit all required forms, and pay any fees required unless arrangements have been made for waiver of fees.

Please see the Athletic Handbook for clarification.

Lockers

A locker is assigned to each student in grades 6th – 8th at the beginning of the school year. Students are expected to keep their lockers clean and not abuse them in any way. Use of a combination lock is an optional choice. Adhesives are not allowed to be used on the inside or outside of the locker. Magnets are preferred.

Parent Involvement

Parent involvement is essential to the educational advantages offered at Bishop Fenwick School. Parents are expected to monitor homework, communicate with teachers regularly, attend conferences, take note of concepts covered in class and fully support the efforts of teachers in providing a quality educational program for students.

Bishop Fenwick encourages parents to volunteer. Volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited. Before volunteering is allowed, satisfying the requirements listed below must be on file in the school office.

Child Protection: Policy (4110.0): Diocesan policy states that every volunteer in a program or ministry for children/youth, regardless of their level of contact with children/youth, must complete and have on file a current criminal background check (BCI) and must attend the *Protecting God's Children* workshop prior to their involvement (Virtus.org). **The BCI report must be updated every 5 years.** Duration of service does not mitigate compliance with this policy. Persons driving for field trips, etc., must provide a copy of insurance prior to the trip. Due to the sensitive nature of *Protecting God's Children* program, some victims of child sexual abuse may not feel comfortable attending the workshop session. Anyone in this situation may request to receive the materials needed for child protection training in an alternative way through the Office of Youth and Young Adult Ministry. **All requests for alternate child protection training for victims of child sexual abuse are kept confidential.**

Advisory Board: The Advisory Board of Bishop Fenwick School is composed of nominated and appointed members from the school/parish communities and approved by the Pastor.

Parent-Teacher Community (PTC): The PTC Committee is composed of nominated and appointed members of the school families. If any parent would like to volunteer for PTC events, please reach out to the administration or the committee president. The PTC seeks to promote a close relationship among the educators, parents, staff, students, & other interested individuals in the parish communities & to raise funds for classroom/program use in the school. The PTC sponsors a variety of social, educational, fundraising, service & public relations activities throughout the year.

Volunteers: Several volunteer needs exist, as do many opportunities for parents to lend support. These opportunities, though always expanding, currently include organized programs for the library and the cafeteria. All parents are required to complete the Diocesan Volunteer Application and have it on file in the school office.

School Pictures

Individual student pictures will be taken once during the school year. Usually within six weeks of the photography session the pictures will be available. Ordering pictures is optional for parents. All students have their picture taken for the school files at no cost to the parents.

School Visitors

All visitors must enter by the main school door and report to the school office to register. Visitors may be asked to wear an identifying badge while in the building or on school grounds. Parents visiting the building, dropping off lunches, picking up homework, meeting children for appointments, etc., should report to the office. The school secretary will notify the classroom teacher to send the child to the office. **Teachers may not release any student directly to the parent/guardian from the classroom.**

Student Records/Personally Identifiable Information

No data shall be released about students without the written consent of the parent(s) or guardian(s). School personnel may release information concerning whether the student's identity is protected. Students' names, addresses, and likenesses (photographs, digital images, fingerprints, etc.) are considered student data subject to this policy (Policy 5125.0).

A permanent record is kept on each student, including directory information, attendance, academic, health records and standardized test scores. Only identified persons shall have access to the information contained in a student's permanent records.

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

- If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes name of students, grade level, honor roll, activities, sports, awards, and date of graduation (Policy 5126.1).
- A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of the student more traceable, including pictures with or without name, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.) and educational records.

Directory information regarding students, including names of students, grade level, honor roll, activities, sports, awards, and date of graduation (Policy 5126.1), will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. The form, ***Personally Identifiable Information Release Form***, (Policy 5126.2) must be signed and dated by the parent of a student prior to releasing personally identifiable information.

Transportation

The State of Ohio provides busing for students who live two (2) miles from school. These students have the option of being bused by the public-school district in which they reside. Each district's transportation department plans bus routes & stops. The districts serving Bishop Fenwick School are Zanesville City, East Muskingum, West Muskingum, Tri-Valley, Maysville, and Franklin Local. **Parents wishing to utilize bus transportation need to contact their public-school district.** Most school districts will not allow students to ride any bus other than the one to which they are assigned.

The following rules are to be observed to ensure the safety of all students:

- Students waiting at a bus stop are not permitted to play on or near the road or on private property. Students are to cross the street in front of the bus after a signal from the driver that it is safe to do so.
- Students are to remain seated with hands, arms, legs, etc. kept to themselves and out of the aisles at all times in the seat that is assigned.
- Students are expected to speak in a normal tone of voice. Screaming, loud talking and profane or abusive language are not permitted.

- Students are expected to obey the bus driver's instructions and to be courteous and polite to the driver and to each other.

Infractions of the busing rules will be brought to the attention of the parents.

The first write up may result in a detention; continual abuse of bus privileges may result in the denial of transportation by our administration. Parents would then be responsible for transportation to and from school. A parent having trouble with a driver or with a child from another school, who rides the bus, must contact the transportation department of their public district.

Parents must send a written, dated, signed note to the classroom teacher if there is a need for the child to change his/her trip home. This should be done any time there is a change, so that the teacher is properly informed.

Student Expectations

Code of Conduct

This Code of Conduct serves to guide the behavior of students at Bishop Fenwick School. Its intent is to create an atmosphere of mutual respect and cooperation so that a Christian learning environment may be obtained. It outlines expectations and indicates consequences for inappropriate behavior. It binds neither the administration nor staff to actions not in the best interest of the child; rather, it provides a framework within which behavior can be effectively monitored.

Bishop Fenwick School believes in self-discipline. The child must be free to choose one form of behavior over another and to take upon the consequences of that chosen behavior. Students are expected to have self-discipline and to always be respectful toward others. Efforts will be made to address each discipline situation according to the student(s) involved.

The Administration is the final resource in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Students at Bishop Fenwick School are expected to:

1. Be in prompt regular attendance, prepared with all books, materials, supplies necessary to meet their academic needs.
2. Adhere to the uniform policy.
3. Show respect for school authorities.
4. Treat others with respect and dignity.
5. Respect the school building, facilities, supplies, and materials.
6. Be active learners in and outside the classroom.
7. Show a concern for safety and always use good judgment, including in the classroom, cafeteria, library, and playground.
8. Be active participants in the religious life of the school.
9. Provide service to the school, parish, local and global communities.
10. Carry necessary communications between home and school.
11. Report serious matters to school administration in a timely manner.
12. Use technology and social media in a respectful manner.

Consequences for behaviors outside these expectations normally relate to the offense.

At the discretion of the administration or teacher, a student may be issued a Conduct Referral or a Discipline Notice indicating the infraction and the consequences of the infraction.

- The use, possession, concealment, manufacture, administration, dispensing or distribution of any drug (alcohol, tobacco, harmful intoxicant and/or legal substance and/or drug paraphernalia) or committing any drug abuse offense or appearance while under the influence of any drug, on premises, on or in school vehicles or at any school-sponsored event is prohibited." (Policy 5131.1)

- No student may use, possess, handle, transmit or conceal any object with is, looks like, or can be considered a **dangerous weapon** or instrument of violence. Objects, which are explosive in nature, or any object determined to be a threat to the safety or security of anyone, are prohibited on the premises and at school-related functions. (Policy 5140.11; 5140.12)
- **Bullying behavior is unacceptable.** Bullying is a **pattern of abuse over time** which includes a student being “picked on”. It includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation occurring on school grounds related activity on or off campus. (Policy 5140.02)
- **Harassment** in any form will not be tolerated. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other characteristics occurring at programs sponsored by the school at other locations. Conduct, which constitutes sexual harassment, is also prohibited. (Policy 5140.05). (See the Diocesan Harassment Policy in the appendix of this handbook)
- In the case of repeated or more serious violations the school may abandon this process in favor of more severe consequences which might include longer or successive detentions, work duty, referral for intervention/counseling, suspension and/or expulsion. Measures may also be expanded to provide adequate treatment and other appropriate interventions.
- Parents/guardians are notified of a decision to suspend or expel a student. An expulsion decision may be appealed through the appropriate process. Upon receipt of notice, the parent must inform the Administration of the intent to appeal the expulsion. The principal will then provide the parent a copy of the appeal procedure, the timeline for which the appeal will take place. Any time the health or safety of any person is in jeopardy, or in a situation, which the principal deems necessary, a parent may be required to pick up a student immediately. Law enforcement officials may be contacted when appropriate. Failure, on the part of the student or parent/guardian, to pursue and cooperate with any outside referrals or related interventions is grounds for dismissal of the student. (Policies 5114.0 and 5144.0)

Off Campus Behavior

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to the Catholic moral standards, conduct that is in violation of the law, conduct that is determined to the common good, threatening, harmful or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school. (Policy 5144.3)

Student Consequences

MINOR MISCONDUCT CODE

A VIOLATION OF ANY RULE RESULTS IN DISCIPLINARY ACTION INCLUDING, BUT NOT LIMITED TO DETENTION, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, COURT REFERRAL, LOSS OF PRIVILEGES.

First Offense of any minor misconduct: Write up in FACTS/Parents notified.

Second Offense of any minor misconduct: Write up in FACTS/Parents notified

Third Offense of any minor misconduct: Write up/Lunch-Recess Detention

The fourth-sixth write up will lead to an afterschool detention and/or loss of privilege.

Minor Misconduct may include some of the following:

- Obscene Language/Materials: Students shall not use obscene, vulgar, or profane language, or possess vulgar materials. Staff members will exercise control of obscene language in all supervised activities.
- Truancy: Students shall abide by the attendance laws of the State of Ohio.
- Driving: Students driving a vehicle shall follow the rules and regulations established for this privilege.
- Tardiness: Students shall arrive at school and for each of their assigned classes at the properly scheduled time. (pp. 9-11)
- Inappropriate Display of Affection: Students shall refrain from displays of affection. Students will be warned, parents contacted, and appropriate reprimands issued.
- Unauthorized or Unsupervised Areas: Students may not be in unauthorized or unsupervised areas.
- Gambling: Gambling is not permitted. (i.e. cards, electronic games, etc.)
- Dress Code: Violation of the dress code is prohibited. Repeat violations can result in more serious consequences.
- Hall Pass: Any student out of class must have permission from the classroom teacher and sign out of the classroom.
- School Safety Procedures and Drills: Students must follow the procedures and directives of school personnel for the safety of all students, faculty, and staff of Bishop Rosecrans High School.
- Skippping class/school: students not in assigned class
- Leaving the building without permission: Students must have parent permission and administration permission before leaving the building for any reason.
- Violation of Bus Rules: Students must follow all bus rules and regulations. Violation of any rule will be reported to the Dean of Students and appropriate reprimand issued.
- Intentional disregard for policy: Students who intentionally disregard school policy will be subject to disciplinary action. Consequences may be enacted in accordance with major misconduct.
- Horseplay: Students must treat each other with respect, rough and boisterous play will not be tolerated.

Bishop Fenwick School: Reserves the right to waive and/or adjust any disciplinary regulation for just cause. Repeated violations will be dealt with in accordance with the serious misconduct code. This includes students being involved in the same or similar incident more than once.

SERIOUS MISCONDUCT CODE

A violation of any rule may result in disciplinary action, including but not limited to in-school suspension, out-of-school suspension, court referral, expulsion, compensatory payment of damages, loss of credit for assigned work or tests, loss of bus privileges, suspension from participation in curricular and extracurricular school activities and/or athletics. After ten (10) accumulated days of out of school suspension the student will be recommended for expulsion. Any students' conduct which would constitute criminal conduct under the Ohio Revised Code is also a violation of the serious misconduct code.

<u>First Offense of any serious misconduct:</u>	Student receives a one day in school suspension. (p.20)
<u>Second Offense of any serious misconduct:</u>	Two day in school suspension/loss of privilege (p. 20)
<u>Third Offense of any serious misconduct:</u>	Two day out of school suspension/loss of Privilege.

The fourth, fifth and sixth offenses of any misconduct will result in three days out of school suspension. After the sixth offense the student will have five days out of school suspension for each incident. Students may be recommended for expulsion.

- Disruption of School: Students shall not use violence, force, coercion, threat, incite panic or any other means cause material disruption or obstruction to the normal operation of this school.
- Damage of Property: Students shall not cause or attempt to cause damage of school or personal property.
- Assault: Students shall not act or threaten in such a way as could cause physical injury to other students, any school employee, or other persons.
- Dangerous Weapons and Instruments: Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument.
- Narcotics, Alcoholic Beverage, and Drugs: Students shall not possess, use, transmit, conceal or be under the influence of the aforementioned items. "Look-alike drugs and drug paraphernalia are included under this rule and will be dealt with similarly.
- Tobacco/Vaping: Tobacco, in any form, shall not be carried or used by any student.
- Repeated Violations and/or Insubordination: Students shall not fail to comply with directions of teachers, student teachers, substitute teachers, teachers' aides, principal, or other authorized school supervision of school personnel.
- Stealing: Students shall respect the personal ownership rights of others. The principal may exercise his/her prerogative of reporting thefts to local authorities.
- Hazing: Students will not participate in humiliating and sometimes dangerous, activities as part of a program of rigorous physical training and/or initiation.
- Harassment: Students shall not harass other students, school employees, people who are guests of the school or persons conducting business for the school.
- Sexting and Egregious behavior: Students will not participate in activities that are demeaning to self or others.
- Student Pranks: Pranks are prohibited. Any mischievous or malicious act which causes damage to the school facilities, jeopardizes safety and security of students, faculty, staff, and/or visitors in the school.
- Other violations: which are not covered in the above codes.

Bishop Fenwick School reserves the right to waive and/or adjust any disciplinary regulation for just cause. However, if investigations reveal additional student misconduct further disciplinary action may be taken by school administration or designee.

Diocesan Policies

Use of Name: Policy #1600.00

Attaching the school's name, logo, or other insignia to an event, activity or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school's name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal in parish schools or the principal and Superintendent in Diocesan high schools.

In appropriate cases determined by the pastor/principal or principal/Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

Student Withdrawal on Grounds of Parental Behavior: Policy #5144.5

Normally a child is not deprived of a Catholic education or otherwise penalized for actions of parents. However, parents so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with school personnel or
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook or
3. Interference in matters of school administration or discipline
4. Public rejection of or public action contrary to laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

1. The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal and Grounds of Parental Behavior would be enforced.

2. If such effort does not correct the situation, then, after consultation with the Superintendent, and, in the case of elementary schools, the pastor, the principal may require the parents to withdraw their child.
3. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5114.

Registration for the following school year may be denied on the basis of this policy but is not limited to the action specified herein.

Policy 6520
Artificial Intelligence (AI)
Effective: July 2024
Revised: May 2025

Presenting another person's work, or AI generated work, as your own constitutes academic dishonesty. This includes both deliberate and non-deliberate use of another person's work, or AI generated work.