



**BISHOP HOFFMAN  
CATHOLIC SCHOOL**  
SACRED HEART CAMPUS • SJCC CAMPUS

**Parent & Student  
Handbook  
2024-2025**

**Mission Statement**

*"To reach and teach the Mind, Body, Heart and Soul of each child to bring them closer to God."*

Sacred Heart  
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419-332-7102

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# BISHOP HOFFMAN CATHOLIC SCHOOL

## KINDERGARTEN – 12th GRADE

### *NON-DISCRIMINATION STATEMENT*

BHCS recruits and admits students of any race, sex, national origin, or disability (if learning differences can be reasonably accommodated). In addition, the school will not discriminate on the basis of race, sex or national origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, athletics, and extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. BHCS will not discriminate on the basis of race, sex, or national origin in the hiring of its certified or non-certified personnel.

### *Parents As Partners*

As partners in the educational process at BHCS, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;
- To not post negative comments about students, teachers, or the administration on social media.

### ***Parent's Role in Education***

We, at BHCS, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of BHCS involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at BHCS, we trust you will be loyal to this commitment. During these formative years (Pre-K to 12), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story as your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. It is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### ***BUCKLEY AMENDMENT***

BHCS adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school will not be held responsible for failing to honor arrangements that have not been made known. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### ***MANDATORY REPORTING OF ABUSE OR NEGLECT***

During in-person, blended or online learning, educators and school personnel continue to be mandatory reporters of suspected child abuse or neglect. The suspicion alone of child abuse and neglect constitutes a required report.

The law requires a mandated reporter to make a report if he or she believes a reasonable person also would suspect abuse or neglect given the same circumstances. The reporter does not have to provide proof when making a report of abuse. A report of suspected abuse or neglect should be made even if the reporter believes it already has been reported. The reporter may have additional information that was not previously reported to the child protective services agency.

### ***DIOCESE OF TOLEDO POLICY ON GENDER RELATED MATTERS***

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

- Treat all persons with sensitivity, respect, and compassion.
- On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - What is the specific request of the adult, student and/or parent(s)/guardian?
  - Is the request in keeping with the teaching of the Catholic Church?
  - Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
  - Require that names and pronouns be in accordance with the person's biological sex.
  - Maintain names in records according to the person's biological sex.
  - Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
  - Require that participation on athletic teams and extra-curricular activities be according to biological sex.
  - Consult the Office of Marriage and Family Life with extenuating circumstances.

## ***ENROLLMENT AND TUITION POLICY***

### ***ADMISSION***

Bishop Hoffman Catholic School welcomes all families who want to provide a quality Catholic education for their children. BHCS has an open enrollment policy for all students. Students will be considered for admission to Bishop Hoffman Catholic School based on academic ability, conduct, and moral character. Continued enrollment at BHCS will be based upon (a) academic effort, attendance, conduct, and moral character of the student; (b) a family must stay in good standing regarding tuition payments to their BHCS Tuition contract; (c) families are required to accept and work with the school philosophy and programs.

Students entering Kindergarten must be five years of age by August 1 of the upcoming school year or present evidence of passing the early entrance examination as required by Fremont City Schools. A request for early entrance must be made in writing to the Sacred Heart Campus Principal. The Head of School, Sacred Heart Campus Principal, and a review team will consider the request and assess the early entrance candidate to determine eligibility for early entrance at BHCS.

### ***TUITION***

To obtain the most current tuition rates, please contact the BHCS Enrollment Coordinator at 419-332-5124. The Enrollment Coordinator can also provide the most current financial aid opportunities as well as information pertaining to making payments through the *Blackbaud Tuition Management* system.

All school tuition and fees must be brought current by the end of each quarter or your child's report card will be held until payment is received.

\*\*Extended Day services will not be available if you have an outstanding balance.

## ***CATHOLIC CULTURE***

### ***RELIGIOUS EDUCATION FOR STUDENTS IN GRADES K-12***

Religious education at BHCS supports and assists parents in preparing their children to respond to the presence of God. This response develops as all hear the message of the Gospel and seek to achieve a personal relationship with Jesus Christ. This relationship then compels each one to love and to serve God and others, thereby transforming self and society. Through our religious education program, students are enabled to assimilate, grow and mature in knowledge, values and attitudes to which they are called by Jesus Christ and the teaching of the Roman Catholic Church.

All students enrolled at Bishop Hoffman Catholic School whether they are Catholic or not, are required to take religion and participate in the religious education activities of the school. Students who are not Catholic are asked to join in and participate in the religious activities as much as they are able.

Our religious education program provides opportunities for students to integrate their learning and living experiences at each stage of their development. Catholic doctrine and tradition, Bible study, Catholic Social Teaching and preparation for the reception of the Sacraments of Reconciliation and Eucharist are a part of our Catholic culture. This integration happens in a thoroughly Christian atmosphere where parents, faculty and staff share and witness this same commitment to personal growth in Jesus Christ.

As a Catholic School we can and must stress the spiritual formation of our students by encouraging and providing for the reception of the sacraments. School mass attendance is part of our curriculum. Mass for Sacred Heart Campus is on Thursdays at 9 AM. Mass for the SJCC Campus is on Fridays at 8 AM. Families of students are encouraged to attend Mass with our students at either Campus. School Mass times may be adjusted or rescheduled occasionally for Holy Days, special events, and days that school is not in session. Please contact the respective Campus or the Director of Faith Formation and Discipleship to determine if a scheduled Mass time has been changed. The school Mass does not replace weekend attendance. Students are expected to attend their Parish to fulfill the Lord's Day Eucharist Mass Celebration (Sunday, Mass Obligation).

BHCS students are also expected to attend all other Catholic prayer experiences. Examples of these include (but are not limited to) monthly Adoration, Holy Days of obligation, Stations of the Cross, Meaningful Service activities, and other similar Catholic faith-building experiences. The participation of your student in the Bishop Hoffman Catholic School Religion Education program of study prepares them to take an active part in Church ministries as adults.



Religious retreats are a core component of Bishop Hoffman Catholic School. Every student is required to attend a yearly retreat. A student will be denied graduation if he/she has not made a retreat each year he/she has been enrolled at BHCS.

Students in Grades 2 through 12 are also asked each year to complete an online religious assessment, ARK (Assessment of Catechesis of Religious Education), in May of each school year to help track the progress our school is making in our Catholic identity benchmarks.

### ***SACRAMENTAL PREPARATION***

All students who will be receiving sacraments, i.e. baptism, first reconciliation, first communion, and confirmation, must do so with their home parish. Please contact the sacramental coordinator of your home parish or feel free to ask the Director of Faith Formation and Discipleship for additional information.

### ***MEANINGFUL SERVICE HOURS***

BHCS has made meaningful service a priority for Grades K-12. We expect all BHCS students to participate in meaningful service, each year, through their class and school-led activities. Each BHCS student is expected to perform service hours during his or her tenure.

At the high school, the total number of service hours required for graduation for the Class of 2024 and beyond equals 40 hours. Students who are enrolled for less than four years at SJCC are required to have ten service hours per each year of attendance (i.e. students enrolled for one year need ten service hours; for two years, twenty hours; for three years, thirty hours). Eighth grade students will also complete a reflective essay prior to Confirmation.

Service Hour forms for SJCC students are available digitally and in the main office. All service hours completed must be signed by the individual overseeing the volunteer opportunity. No more than two hours can be approved by a student's parent. Students are required to submit their hours at the end of each school year. For seniors, all service hours must be completed and submitted two weeks prior to graduation. A student's grade card, diploma and transcripts will be held until all service hours are documented.

The number of hours required for students in grade 6-12 is as follows:

#### ***Junior High Academy***

6th grade = 5 hours

7th grade = 5 hours

8th grade = 8 hours (Hours needed for Confirmation are permitted)

*Hours are to be performed per year*

### **High School**

9th grade = 10 hours

10th grade = 10 hours

11th grade = 10 hours

12th grade = 10 hours

*Hours are to be performed per year*

## ***TECHNOLOGY/CHROMEBOOK POLICY***

### ***TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY & CHROMEBOOK POLICY***

Each BHCS Campus provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The technology system administrators are employees of BHCS and reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, the end user of these networks (in this case the student) must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The signatures at the end of this document or any additional document related to the use of technology at BHCS are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Personal electronic devices including computers, smartphones, iPads, and other electronic devices are not permitted for use during the school day hours at the Sacred Heart or the SJCC campus. The only exception to this guideline would be use of a device as directed by an administrator or by a teacher and as part of an instructional activity or with prior administrative approval.

BHCS provides wireless technology to our students in the form of Chromebooks, access to computer labs, and technology located in classrooms. Chromebooks are for individual use as directed by the teaching staff. “Smart Board” technology is available throughout the school. The BHCS Tech Cohort reviews the use and implementation of iPads, Chromebooks, and other approved technology devices. There is a separate agreement form that parents and students must sign and return to the school office for the use of BHCS technology service and equipment.

The BHCS Chromebook Program Handbook is a separate and detailed explanation about the 1:1 Student-to-Chromebook availability for all BHCS students in grades K – 12. The primary goal of the BHCS Chromebook Program is to engage all students in the academic use of the internet and

G Suite applications. All guidelines in the BHCS Chromebook Program Handbook are considered to be an inclusion of the BHCS Student-Parent Handbook.

Computer use at BHCS is encouraged and made available to students for educational purposes. The school retains ownership of all hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school-owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or administration.

- Files stored on school computers are restricted to school-related assignments only. Personal files may not be stored. It is highly recommended that students use their own flash drives for storage.
- Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not run or install an application or program on school computers without express permission to do so. Students shall not delete a file without authorization or knowingly introduce a computer virus to any school program or computer.
- Students shall not use or alter another person's files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- All non-school software must be checked for viruses and approved for use by the computer technology instructor. All software, disks, and flash drives are subject to inspection.

Bishop Hoffman Catholic School, in conjunction with NOECA of Sandusky, uses a technology protection measure that blocks or filters access to some internet sites that are not in accordance with its policies. This filter is applied to all communications on campus and installed on all of the school's Chromebooks—thus, it will be in effect even when they are not on campus. This measure will, to the best of our ability, protect against internet access by adults and minors to visual depictions that are obscene. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes. To ensure enforcement of the policy, BHCS will monitor use of technology resources through direct supervision, monitoring internet use history, or various software and hardware tools.

Upon enrollment, students are provided with a Google account within the [bishop-hoffman.net](https://bishop-hoffman.net) domain. This account is required to access a student's Chromebook and Google Classroom lessons from their teachers. The school's Chromebooks are programmed so that only [bishop-hoffman.net](https://bishop-hoffman.net) accounts can be used. In addition to Chromebooks and Google Classroom, this account also provides students with access to several G Suite and Google affiliated apps, including Gmail, Google Drive, Google Meet, and YouTube. It is expected that students will only use these apps for educational purposes. Settings have been applied to each account according to grade level or individual needs to restrict access to these apps and limit

communication outside of the school's domain. Any unauthorized use is subject to disciplinary action.

It is important to note that these Google accounts are the property of Bishop Hoffman Catholic School. They can be accessed, suspended, or deleted by the school's administration or technology staff without warning. Under no circumstances should they be used to register for a personal account on any site or service, including social media and gaming websites, discussion boards, streaming services, and online shopping platforms. Only accounts specifically authorized by a teacher or administrator for educational purposes will be allowed for creation.

Students will be allowed to continue accessing their [bishop-hoffman.net](http://bishop-hoffman.net) account for an indeterminate period after they have graduated from or transferred out of the school. Please note that these accounts will eventually be deleted for security purposes, and it is the student's responsibility to transfer their data to a new Google account. The school will attempt to give fair warning before an account is terminated, as well as instruction on how to transfer data to a new Google account.

BHCS internet users, including all students and parents, must review and agree to the Internet Acceptable Use and Safety Policy. The consent form must be signed and on file at the school. Inappropriate use of technology in school (whether personal or school owned) may result in the loss of technology, internet usage and suspension or expulsion from BHCS. Classroom teachers may restrict or limit the use of personal computers or electronic devices within their class. If a student uses any technology inappropriately, it may be confiscated by a BHCS staff member and held until a parent or guardian can come in to retrieve it. Permission to use the device in the future may be revoked. A teacher may restrict or deny use of technology during their class instruction.

Publishing photographs, images, or likenesses of students in school publications on the school's website will be beneficial in promoting the school and the students' accomplishments, and in sharing the school's experiences with others. Sources of photos and other likenesses may include students, families, professional photographers, and employees or friends of the school. Since website images may be seen outside the school, we do not include students' names with photos appearing on our website. Unless you advise the principal to the contrary in writing, Bishop Hoffman Catholic School will assume that it may use your child's photograph and likeness without compensation and that you release the school from any claim from its publications.

## ***HEALTH SERVICES***

### ***SCHOOL NURSE***

The school nurse will be available at both campuses at various times throughout the day.

### ***IMMUNIZATIONS***

All students entering school must be in compliance with required immunizations of section 3313.67 of the Ohio Revised Code. According to the Ohio Revised Code, students not in compliance with the immunization requirements are to be excluded from school attendance by the 15th day after the start of school.

\*Mandatory exclusion periods will be enforced for students who have not been immunized for reasons the law permits. In the case of a school epidemic situation, those students who have not been vaccinated against the epidemic cause must be excluded per local health department guidelines for the county.

Diocesan schools will enforce all public health epidemic regulations, especially local and county regulations regarding exclusion.

### ***MEDICATIONS (Prescription and over the counter)***

By law, school personnel **may not** dispense medication without a physician's order **and** the parent's written permission. This includes both prescription **and** over the counter medications. The school nurse or designated employee will dispense all medication. If your child must take medication at school:

- The appropriate physician order and parent release forms must be on file with the school nurse before the student will be allowed to begin taking medication at school.  
\*Medication order forms are available on the school's website or from the school nurse.
- Medication is to be brought to the nurse's office by a responsible adult. Medication must be in the original container in which the prescribing physician or pharmacist dispensed the medication.
- For each prescribed medication, the container should be labeled with the following information: student's name; name of physician; date, name and telephone number of dispensing pharmacy; name of medication; dosage; frequency, route and any special handling and storage directions.

- \*A student in possession of any medication (prescribed or over the counter) is strictly prohibited.
- \*A student may carry their own inhaler once the required paperwork (physician's order, parent's release form) have been received.

### ***CARE OF ILLNESS/INJURY***

Emergency Medical Forms must be returned to school by the end of the first week of school. If we are aware of health conditions, we are better able to tailor the educational experience for your child.

If your child is injured or becomes ill at school a careful assessment will be performed.

Depending on the severity of the situation, one of the following appropriate actions will be taken:

- Your child will be asked to return to his/her classroom with the understanding that he/she may return at any time if not feeling better.
- The nurse or the office will call and confer with you (or write a note). The child will return to the classroom with the understanding that he/she may return at any time if not feeling better.
- You, or the person designated on the Emergency Medical Form, will be called to pick up your child if his/her condition seems to be of a nature that he/she cannot continue at school.

### ***WHEN TO KEEP YOUR CHILD HOME DUE TO ILLNESS***

Please keep your child home from school for any of the following conditions:

- Vomiting
- Diarrhea
- Severe coughs or colds
- Undetermined rashes
- Fever of 100 degrees or higher.

*\*Any student who presents with a Fever of 100.4 or higher MUST be picked up from school.*

Children should be kept home for 24 hours after the last episode of :

- Vomiting
- Diarrhea
- Fever above 100 degrees (without the use of fever reducing medication to bring the temperature down)

Please help us track the spread of illness by reporting the nature of your child's illness, especially communicable diseases such as: Chickenpox, Head lice, Conjunctivitis (pink eye), Fifth Disease, Impetigo, etc.

Mandatory exclusion periods for communicable diseases will be followed. Please contact your family physician and the school nurse for further guidance.

### ***SCREENING AND EARLY DETECTION***

All screenings meet the guidelines of the State of Ohio. These screenings are not meant to replace regular care by your child's physician and they are not diagnostic of a health condition. If at any time you suspect a problem with vision or hearing please send a note to the nurse and she will be glad to check your child as a preliminary measure. If your child fails a screening twice, you will receive a written note advising follow-up with the appropriate health care professional.

- **Hearing screenings** are done for grades: K, 1, 3, 5, 9, 11, all new students, band students and teacher requests.
- **Vision screenings** are done for grades: K, 1, 3, 5, 7, 9, 11, all new students and teacher requests.

### ***PUBLIC ANNOUNCEMENT – ASBESTOS***

Any remaining asbestos-containing building materials continue to be regularly monitored and maintained in the prescribed safe manner (i.e., a non-friable condition). The small number of areas remaining are posted in the Main Office and a complete disclosure of information can be viewed by contacting the Maintenance Supervisor at 419-332-9947.

## ***ATTENDANCE POLICY FOR STUDENTS***

Students are expected to attend classes regularly and to be on time for all classes. Daily school attendance has a major impact upon a student's achievement. Educational research has shown that students who attend school regularly, and pay attention to daily lessons and complete their homework receive higher grades. When a student misses a day of school, he/she misses a day of learning. Learning is an ongoing process. Lessons proceed in steps. Each set is built on the last and builds toward the next. Each step helps students understand the meaning and progression of their learning and how the skills they are learning relate to major course objectives.

The expectation of the BHCS Administration and Staff is that parents and students place attendance at school as a high priority. Excessive Absences/Truancies place the student in jeopardy of retention or dismissal from BHCS.

The law in Ohio is very specific in regard to school attendance. The Ohio Revised Code 3321 specifies that school attendance is mandatory for students from Kindergarten till age 18 unless otherwise instructed or excused.

State law in Ohio offers the following definitions of excessive absence and truancy:

Per the Ohio Department of Education, a child is considered excessively absent when the child has missed 38 or more hours in one school month or 65 or more hours in a school year.

If a student must be absent, a parent or guardian is required by the State of Ohio to contact the appropriate main campus office on the day of the absence.

- Parent/Guardian who have student(s) attending the Sacred Heart Campus are to call (419) 332-7102 by 9:15 AM.
- Parent/Guardian who have student(s) attending the SJJHA/SJCC Campus are to call (419) 332-9947 by 8:00 AM.

The student is required to bring in a hand-written (**no emails will be accepted**) note signed by the parent/guardian the day the student returns from the absence. The note must include the student's first and last name, the dates of the absence, the reason for the absence and the parent/guardian's signature. Failure to present a note upon return to school will result in an unexcused absence.

If parents/guardians are going to be out of town, the Main Office should be notified with a hand-written note as to who will have the legal responsibility for the student in the absence of parents/guardians.

Excused Absences include the following as defined by the Ohio Department of Education:



- Personal illness/Illness in the family: Students will need to provide a written statement from a parent and/or physician and an explanation as to why the child's absence was necessary.
- Death of a relative: The absence arising from this condition is limited to eighteen hours (3 days) unless a reasonable cause is provided by the parent/guardian for a longer absence.
- Medical or dental appointment: Students will need to provide medical documentation from a physician or dentist and an explanation as to why the child's absence was necessary.
- Observance of religious holidays: Any child of any religious faith shall be excused if the absence is for the purpose of observing a religious holiday consistent with the family's truly held religious beliefs.
- College visitation (2 approved per calendar year): Students will need to provide verification of the date and time of the visit by the college, university, or technical college. Please contact the office for proper paperwork.
- Foster care placement: Placement, change in placement, or court proceedings related to foster care status.
- Homelessness

An excused absence allows students to make up homework, tests, quizzes, etc. Students will have the same number of days as absent to make-up all missing work.

**Unexcused Absences:** An unexcused absence is an absence for which an explanation exists, but which is not approved. Examples of unexcused absences include but are not limited to: transportation problems, absences for employment, driver's license exam, oversleeping, alarm didn't go off, non-essential appointments: haircut, shopping, staying home to study for a test or complete a project or paper, absence due to excessive tardiness, absence due to being home late from game, etc. Teachers are not required to provide the work when an absence is deemed unexcused.

## ***HABITUAL TRUANCY and EXCESSIVELY ABSENT***

### ***Excessive Absence/Truancy Policy***

A student is considered "habitually truant/excessively absent" for:

- 30 or more consecutive hours (4 days) without a legitimate excuse
  - Ex: Child is absent Monday thru Thursday in one week
- 38 or more hours in one school month (6 days) without a legitimate excuse
- 51 or more hours in one school year (8 days) without a legitimate excuse
- 65 or more hours in one school year (10 days) without a legitimate excuse

When a student is habitually absent and/or truant, the following sequence of events will occur:

1. When the student has been absent for 30 hours (4 days, consecutively or non-consecutively), the Principal will contact the parent to ascertain the reason for the absences and what the family is doing to mitigate these absences.

2. If the child is absent for 36 hours (6 days), the school will send a certified letter to the parent clarifying:
  - a. Attendance Policy
  - b. Offer assistance from the school via a scheduled meeting with the Principal and School Counselor
3. If the child is absent for 51 hours or (8 days), the school will send a certified letter to the parent clarifying:
  - a. Attendance Policy
  - b. The date and time of a mandatory meeting with the administration
  - c. Plan jointly developed to address absences/truancies
4. If the child is absent for 65 hours (10 days), a certified letter will be sent clarifying:
  - a. Attendance Policy
  - b. A mandatory meeting with date and time established
  - c. Progress on developed plan targeting students absences/truancies
  - d. Discussion to determine if BHCS is the best fit for the student/family

## ***STUDENT TARDINESS***

A student who arrives late to school will have an unexcused tardy unless a written verification from their parent/guardian, physician, dentist, etc. is provided. Students arriving after the beginning of the scheduled day bell must report to the office **before** going to class.

### **If a Student Arrives Late to the SJJHA/ SJCC Building During the 24-25 School Year:**

- **Three** unexcused tardies *to school* will result in a phone call to the parent/guardians.
- **Five** unexcused tardies *to school* will result in a detention.
- Six unexcused tardies to school will result in a meeting with the principal.
- **Seven** unexcused tardies *to school* requires a mandatory meeting between parent/guardian and Principal.
- Excessive tardies may result in further disciplinary action per administration.

### **If a Student Arrives Late to Class at the SJJHA/ SJCC Building During the 24-25 School Year:**

Each teacher will take attendance when the bell rings for class. If a student is late to class, the student will abide by the teacher's late policy.

### **At the Sacred Heart Building:**

- Four unexcused tardies in a quarter will result in a phone call or email to parent/guardian.
- Six unexcused tardies in a quarter will result in an after school detention.
- Eight unexcused tardies in a quarter requires a mandatory meeting between parent/guardian and Principal.
- Excessive tardies may result in further disciplinary action per administration.

Parents at **both** buildings should understand that having six or more tardies to school in a quarter could result in referral to the Sandusky County (or county of residence) Family Court.

When a student is absent from school for 2 or more hours in the morning or afternoon, this is considered absent for ½ day.

NOTE: Students participating in an athletic event or practice must be at school by 8:30 a.m. at SJCC or 9:35 a.m. at Sacred Heart in order to participate in that day's event/practice.

\*All students arriving late or leaving early **MUST** report to the school office. Students must be signed out by a parent/guardian at both campuses before leaving the building.

### ***MAKE-UP WORK POLICY FOR STUDENTS RETURNING FROM ANY ABSENCE***

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up missed work. Students have the number of days missed to make up work. For example, if a student misses two days of school, he/she will have two calendar days (including Saturday and Sunday) upon returning to make up for all the work missed. Students that have had extended (over five consecutive days) absences may, at the discretion of the teacher and school administration, have additional time to complete missed assignments. If a student fails to make up missed work within the outlined or arranged time (in the case of an extended absence), he/she will receive a "0" for that work, no exceptions. Parents/guardians or students are strongly encouraged to get missed assignments when an absence occurs so that they can return to school as up-to-date as possible.

### ***ABSENCE DUE TO EXTENDED TRAVEL***

Students may petition the principal of their building to receive an unexcused absence of up to five school days for extended travel. Notification of travel/vacation must be made at least three days prior to vacation and approved by the building Principal. **Please be aware that extended travel time counts against the child's unexcused absences per school attendance policies.**

Because of the possibility of a change in teacher plans, schoolwork ***will not*** be provided before the student takes the personal convenience absence. By the end of the second day that the student returns to class, he/she must have made arrangements for taking any missed tests or completing any missed assignments. **Teachers are not required to give make-up tests or assignments for absences due to vacations.** All incomplete work must be made-up within five class days of the student's return.

It is the responsibility of the parent(s)/guardian(s) to inform each teacher of the planned absence and it is the responsibility of the parent/guardian and student to get the required assignments

when the student returns to class. The form for personal convenience absence is available in the school office.

### ***ENTERING AND LEAVING SCHOOL DURING THE SCHOOL DAY***

No child will be dismissed from school early without a written request from the parent/guardian (a phone call is acceptable but must be followed-up with a signed parent note). When a student leaves the school building during the day, he/she must sign out in the school office. Students who drive or carpool are not to return to their cars during the school day. The parent/guardian of a non-driving student must pick up the student in the main office. When the student returns from an appointment, they must sign in at the school office as well.

### **SJCC OPEN LUNCH**

On days when there is a scheduled Open Lunch students in grade 9-11 will need written parent permission each time (Pink document in office). Students are required to sign out and back in upon return to school in the office.

### ***ARRIVAL/DISMISSAL***

#### ***SACRED HEART CAMPUS***

- Extended Day students may enter the building beginning at 7:00 a.m.
  - All other students may enter the building at 8:30 a.m.
- All K-5 Sacred Heart Campus students must be in their first class by 8:45 a.m.
- Students picked up in the car line are released at 3:05 p.m.
- Bus students are released at 3:15 p.m.
- Arrival/Drop Off and Dismissal/Pick Up procedures will be communicated at the beginning of each school year and may be subject to change as needed. Communication will come from the Sacred Heart Campus principal.

#### ***SJJHA/SJCC CAMPUS***

- Students may enter the building at 7:00 a.m. Students must be in their classrooms by 7:40 a.m. to be considered on time.
- Bus riding students are dismissed at 2:20 p.m.
- SJCC JHA students are dismissed at 2:30 p.m., SJCC High School students are dismissed at 2:35 p.m.

## ***POWERSCHOOL***

Student grades, attendance, and scheduling can be obtained electronically via the web-based program called Powerschool. This may be accessed by both students and parents through the main website at [www.bishop-hoffman.net](http://www.bishop-hoffman.net). A letter containing the log-ins and passwords for both students and parents is sent home to each family. Please contact the Sacred Heart Campus or SJCC Campus Main Office with any questions or if having trouble accessing the site.

## ***ACCESS TO EDUCATIONAL DATA***

Each parent/guardian is presumed to have full authority regarding tuition, record release and enrollment, unless a court order restricts this authority. It is the responsibility of the parties involved to make known to the school who has the right to review and inspect records.

## ***BHCS COUNSELORS***

Each BHCS Campus School Counselor is a supportive resource available to all students, staff, parents and community members associated with BHCS. Students are encouraged to set up an appointment with the Counselor when the need arises. This can be done by stopping by the Counselor's Office, leaving a note for the counselor in the office, calling the school to speak with the counselor, or sending an email to the counselor. The counselor is available to work with the student regarding academic, career, personal, and social concerns. This also includes testing information, career and post-secondary assistance and planning, and student services concerns.

## ***CONFERENCES AND APPOINTMENTS WITH TEACHERS***

BHCS expects parent/guardian involvement in their student's education. Each campus will announce the scheduled dates and times for parent-teacher conferences at the beginning of the school year. In grades K – 8 conferences will be mandatory for every student. If a parent fails to attend a conference, the student's next report card will be held until a conference has occurred. Conferences are highly encouraged for any student in grades 9 – 12. Parents of students receiving a D or an F grade(s) must schedule a conference with their child's teacher of that class. The student is required to attend and lead the conference.

If you would like to request a meeting with a teacher at any time, please email or call the teacher to arrange a mutually agreed upon time. Unscheduled meetings during the school day may not be accommodated. Teachers are expected to respond to emails/phone calls within 24 hours during the workweek. Please remember you must check in at the office when you arrive for an in-person meeting.

## ***THE ROLE OF HOMEWORK***

Educational research has shown that the completion of homework is directly linked to academic success. Homework supports learning in the classroom. Homework may be assigned in the form of written, online, study, research, memory, or project work. Homework is intended to check student understanding of the content taught daily. If your child has homework questions, please contact the teacher.

## ***STUDY HALL***

Study hall periods and/or enrichment classes are to be used for academic purposes such as completing homework, studying for upcoming tests or projects, making up missing work in a class such as a quiz or test, or to meet with a teacher for further instruction. It is not for sleeping, game playing, or catching up with friends.

## ***CHEATING***

As a Catholic school, we expect our students to uphold the highest standards of honesty and integrity. We will not tolerate cheating in any form. This includes cheating on tests and quizzes, plagiarizing, copying work or providing work to another student to copy, whether in or out of class. Cheating will result in an 'Office Referral' and loss of credit or lowered score in the class. Parents will be notified and made aware of the incident and punishment.

## ***CAFETERIA LUNCHESES***

Cafeteria lunches are planned to meet federal lunch program requirements. Arrangements for free or reduced-cost lunches can be made for qualified students through the main office. Due to regulations governing the federal hot lunch program, food may not be purchased from outside vendors and brought into the cafeteria for consumption. All food and beverages need to be consumed before school, at lunch, or after school must be confined to the cafeteria.

## ***SCHOOL VISITORS***

To ensure the safety of all staff and students, all visitors (including parents) must sign in at the main office and will be given a Visitors Badge to wear at all times while on school property. Once the visit has ended, the visitor must sign out at the main office.

## ***SACRED HEART CAMPUS ACADEMIC GUIDELINES***

### ***REPORT CARDS/POWERSCHOOL***

Although report cards are issued quarterly, parents are strongly encouraged to monitor their student's grades on PowerSchool. By doing this you are able to have continual feedback on your student's progress. Please do not hesitate to contact the teacher anytime it appears that your student is struggling. You will be issued a login and password at the beginning of the school year.

### ***SACRED HEART GRADING SCALE***

(score/letter grade)

100 – 98	A+	97 – 93	A	92 – 90	A-
89 – 87	B+	86 – 83	B	82 – 80	B-
79 – 77	C+	76 – 73	C	72 – 70	C-
69 – 67	D+	66 – 63	D	62 – 60	D-
59 – Below	F				

The Sacred Heart report card also makes note of character development traits. The character development grade reflects effort and conduct and will be graded using the following scale:

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

Once you have reviewed the report card, please sign and return the envelope to the school. Please call the school if you have any questions or concerns to arrange a meeting with the teacher.

### ***SACRED HEART PROMOTION – RETENTION – PLACEMENT***

In keeping with the provisions detailed in the Ohio Revised Code Section 3313.609, Grade promotion and retention policy, the following guidelines will be adhered to when considering a student's promotion, retention, and placement.

*(A) As used in this section:*

*(1) "Truant" means absent without excuse.*

*(2) "Academically prepared" means whatever educational standard the board of education of each city, exempted village, local, and joint vocational school district establishes as necessary*

*for the promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.*

*(B) The board of education of each city, exempted village, local, and joint vocational school district shall adopt a grade promotion and retention policy for students that complies with this section and section [3313.608](#) of the Revised Code. The policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.*

Promotion, retention, and placement decisions are the right of the school. They are defined as follows:

- Promotion – student progresses to the next grade level
- Retention – student remains in the same grade for the upcoming school year.
- Placement – student is advanced to the next grade although his/her grades may not merit promotion. This option is considered if the teacher and principal determine that it would not be in the best interest of the child for him/her to be retained. This, as well, is a determination that the school makes. An evaluation the following year at midterm of the first quarter by the classroom teacher and principal will determine if the student should continue in that placement.

The teacher along with the principal will make the decision about a student's progress and determine if the student is ready for promotion to the next grade. Parents will be notified by the end of the third quarter to arrange a meeting to discuss their recommendations. Parents will have a voice in their student's educational pathway but the final decision is that of the Teacher and Principal.



## ***HONORS AND AWARDS - SACRED HEART***

### ***CHRISTIAN LIVING AWARD***

One student is selected each month by the classroom teacher for living as a model of Jesus in and out of the classroom and for practicing the monthly virtue. This award will be given after Mass on a predetermined day/time each month of the school year beginning in October.

### ***ATTENDANCE AWARD – K-5***

This is a special award presented quarterly for perfect attendance to students with no excused or unexcused tardies or absences for the quarter for any reason. At the quarterly assembly, those students will receive a certificate and a jeans or homework pass. At the end of the year assembly, those students with perfect attendance for the entire year will receive a certificate and a special treat.

### ***HONORS – GRADES 3, 4 AND 5***

#### **First Honors:**

To receive First Honors a student must meet the following criteria:

- Have an O or S in Conduct and Effort
- Have an average between 90 – 100% in each of the following subjects:
  - Religion
  - Math
  - Language Arts
  - Reading
  - Social studies
  - Science/Health
  - Physical Education
  - Band/Music
  - Art

#### **Second Honors:**

To receive Second Honors a student must meet the following criteria:

- Have an O or S in Conduct and Effort
- Have an average between 80 – 89% in each of the following subjects:
  - Religion
  - Math
  - Language Arts
  - Reading

- Social Studies
- Science/Health
- Physical Education
- Band/Music
- Art

### ***TESTING IN GRADES K – 5***

The following tests are in addition to those developed by teachers to monitor student progress and to evaluate areas in need of remediation.

- MAP Testing – Students in grades K – 5 will take the MAP test three times per year, in Fall, Winter, and Spring. MAP is an acronym for Measures of Academic Progress and was developed by the Northwest Evaluation Association. MAP is a computerized standardized assessment.

### **SJJHA AND SJCC ACADEMIC GUIDELINES**

*Weighted courses for grades 9 – 12 receive 12.5% weight to G.P.A. GPA earned is identified in parenthesis General GPA first/Weighted GPA second.*

100 – 98 A+ (4.3/4.8375)	97 – 93 A (4.0/4.5)	92 – 90 A- (3.7/4.1625)
89 – 87 B+ (3.3/3.7125)	86 – 83 B (3.0/3.375)	82 – 80 B- ( 2.7/3.0375)
79 – 77 C+ (2.3/2.5875)	76 – 73 C (2.0/2.25)	71 – 70 C- (1.7/1.9125)
69 – 67 D+ (1.3/1.4625)	66 – 63 D (1.0/1.125)	62 – 60 D- (0.7/0.7875)
59 Below F (0.00/0.00)		

Junior High Academy students do not participate in class rank. However, those students in the Junior High Academy who enroll in high school level courses do establish their high school G.P.A. in accordance to the non-weighted/weighted grade points.

### ***GRADUATION REQUIREMENTS***

Twenty-four (24) credits are required for graduation. Detailed information is shared in the course selection handbook from the School Counselor prior to scheduling. Course requirements are:

4 units English	1 unit Health & Physical Education
4 units Religion	1 unit Humanities
4 units Math	0.5 unit Computer Efficiency
3 units Social Studies	0.5 unit Financial Literacy
4 units Science	0.5 unit Advanced Computer Applications
Up to a minimum of 1.5 units Electives	

Students must be enrolled in seven academic classes each year.

Colleges consider two years of a foreign language as the minimum preparation for college admission. Four years is considered strong preparation. More detailed information is shared in the course selection handbook from the School Counselor.

### ***GRADE POINT AVERAGE AND RANK***

Grade point average shall include all graded subjects. All College Credit Plus (CCP) classes will be included in a student's high school GPA. CCP course GPA weighting is determined on a course-by-course basis. Incentive for taking advanced courses on the SJCC Campus and/or CCP courses is provided in the form of weighted grade point averages (12.5% of earned GPA). A list of weighted courses is available through the School Counselor.

### ***EARNING CREDITS***

Full credit is awarded for a course if a student earns a passing grade for both semesters, or fails the first semester but passes the second semester **if** the average of the two semester grades is passing. In the case where the student passes the first semester and fails the second semester,  $\frac{1}{2}$  credit is awarded for the course.

A student failing or receiving partial credit for a class required for graduation **must** enroll in a summer credit recovery course – at the student's expense - or **repeat** the course. Failure to enroll in credit recovery opportunities may result in the student being asked to unenroll at BHCS. Credit recovery course grades will be averaged with the initial grade earned.

### ***CLASS DROP POLICY***

No classes will be dropped after the second week of school except for valid educational concerns determined by consultation with the School Counselor, Parent/Guardian, Student, Teacher, and Principal. The Principal will have the final decision.

## ***COURSE RETAKES***

Students who wish to retake a class at SJCC may do so with parent/guardian and teacher's approval. The original grade received will remain on the student's transcript. A higher retake grade will be reflected on the official transcript and credits earned.

## ***SEMESTER EXAMS***

Semester exams are required. Failure to take an exam will result in a 0 score for the exam. If absence on an exam day is due to illness, it is the student's responsibility to make arrangements with the teacher to make up the exam as soon as possible. Semester grades are weighted in the following manner; 40% of first (third) quarter, plus 40% of second (fourth) quarter, plus 20% of the semester exam. This total is divided by five to determine the semester average. For full year courses the first and second semester grades are averaged for a year average.

Students are required to be in the building only for their scheduled exam times.

Grade 7 – 8 exam grades are included in their second and fourth quarter grade averages.

## ***SENIOR EXAM EXEMPTION POLICY***

Seniors may be exempt from taking the final exam in any course in which they receive a 90% (A-) average or better with no more than one detention for the second semester.

**Note: Classroom teachers are granted the discretion to hold the entire class to a higher standard, including requiring an exam, if stated in writing by the beginning of the second semester.**

**This policy does not apply to AP Exams and College Credit Plus courses.**

## ***SENIOR PROJECT POLICY***

Each student will complete a Senior Project in the SJCC English IV or Advanced English 4 class. This project and course are required to be completed in order to graduate and earn the St. Joseph Central Catholic diploma. Senior Project is designed to be a cumulative evaluation of your ability to design, articulate, and present a project centered around your chosen future career field of work. It is a self-directed and independent project led by your senior English teacher. Overall, this project's goal is for students to become lifelong learners, caring citizens, and to be

leaders in their chosen path. Due to the nature of the senior project assignments, failure to complete the project will result in a failing grade and therefore not earning the English 4 credit which is required to graduate and earn the SJCC diploma.

### ***INCOMPLETE GRADES***

A student who has an incomplete in a course at the end of a grading period has **two weeks** to make up the work. Incomplete work that is not made up by the end of this time period will result in a failing grade unless the Principal has approved additional time for incomplete work to be completed. Incomplete grades may only be awarded for illness, injury, family emergency and other situations deemed appropriate by the teacher in consultation with the principal, family and student.

### ***SJCC(JHA) PROMOTION – RETENTION – PLACEMENT***

Promotion, retention, and placement decisions are the right of the school.

- Promotion – student progresses to the next grade level
- Retention – student remains in the same grade for the upcoming school year.
- Placement – student is advanced to the next grade although his/her grades may not merit promotion. This option is considered if the teacher and principal determine that it would not be in the best interest of the child for him/her to be retained. This, as well, is a determination that the school makes.

The teacher along with the principal will make the decision about a student's progress and determine if the student is ready for promotion to the next grade. Parents will be notified by the end of the third quarter to arrange a meeting to discuss their recommendations. Parents will have a voice in their student's educational pathway but the final decision is that of the Teacher and Principal.

### **COLLEGE CREDIT PLUS (CCP)**

CCP is an opportunity to take college coursework that counts for both college and high school credits (dual enrollment). Academic classes may be taken at a 2 or 4-year college, provided the class is not remedial. Students are required (encouraged) to take comparable courses offered at SJCC. All grades from CCP classes will be included in the GPA and class rank.

All SJCC required courses must have been taken and successfully completed (or on track to be completed) prior to enrolling in CCP courses. CCP planning and registration requirements and timelines are established by the Ohio Department of Education. The CCP planning process begins the year prior to CCP enrollment. Funding and approval of student requests are also determined by the Ohio Department of Education through an application and funding award process that is submitted online. **Be aware that there are strict state deadlines for this process.** The School Counselor can assist a student in this process. There is a mandatory meeting held in January or February for the following school year.

**Requirements are (but not limited to):**

- CCP students must be enrolled in and attending all SJCC “on-campus” courses
- CCP students are responsible for meeting NCAA eligibility requirements pertaining to required academic courses and for athletics
- CCP students are responsible for meeting OHSAA eligibility requirements of GPA and number of credits per semester of enrollment

## ***FLEX CREDIT PROGRAM/ VANGUARD TECH CENTER***

In addition to College Credit Plus courses, students have the opportunity to participate in Vanguard Tech Center which provides education in a focused skilled trade area. There is an application process interested students go through during sophomore year. Students then attend half-day programs at Vanguard during junior and senior years.

SJCC allows its students the opportunity to enroll in courses not customarily offered at SJCC. Through the Ohio Department of Education, SJCC is willing to accept student requests to participate in project-based types of learning opportunities or courses not provided through SJCC in the form of FLEX CREDIT.

**Procedures to receive approval are outlined as follows:**

- Request a meeting to discuss, plan, and create a proposal for Flex Credit with the school counselor.
- Planning should take place at least two weeks prior to the term in which students will apply the Flex Credit.
- Final approval for all requests is granted by the Credit Flex Committee.
- Course schedules for SJCC classes will not be altered to fit Flex Credit courses.

## ***HONORS (6 – 12)***

### 1<sup>st</sup> Honors

- A student must have an average of 3.85 or higher with no failing grades and be taking at least seven subjects.

### 2<sup>nd</sup> Honors

- A student must have an average of 3.50 – 3.84 with no failing grades and be taking at least seven subjects.

### Academic Recognition

- A student must have an average of 3.25 – 3.49 with no failing grades and be taking at least seven subjects.

## ***ACADEMIC LETTERS (9 – 12)***

A student who receives first or second honors for both semesters of a school year will receive an Academic Letter to wear on his/her letter jacket.

Each successive year on the honor roll, the student will receive a pin to add to the letter. A star is awarded for those with first honors for both semesters and a bar to those with a combination of first and second honors or second honors for both semesters. For academic honors, total GPA includes CCP courses.

## ***HONORS CORDS***

Students with a cumulative 3.85 GPA or higher at the end of the fourth quarter in their Senior year will wear a silver honor cord at graduation.

National Honor Society members who have maintained a cumulative 3.85 GPA at the end of fourth quarter Senior year will wear a gold honor cord as well. GPA's are not rounded up, i.e., a 3.846 is not rounded up to a 3.85.

## ***VALEDICTORIAN/SALUTATORIAN***

A student must attend SJCC his/her Junior and Senior years or three out of the four years to be eligible for the Valedictorian or Salutatorian honor at commencement.

Valedictorian will be the student who has earned the highest cumulative GPA.

Salutatorian will be the student who is ranked second in cumulative GPA.

## ***HOMESCHOOL STUDENTS***

We recognize and appreciate the contributions that homeschooled students make to the SJCC community. Throughout their senior year, homeschooled students are considered valued members of our campus. Therefore, they are permitted to participate in graduation ceremonies, including wearing a cap and gown and walking with their classmates. While their names will not be called to receive an SJCC diploma, we celebrate their achievements alongside our full-time students.

While homeschooled students are able to attend and participate in all graduation ceremonies, they are not eligible for any scholarships; they represent themselves as BHCS/SJCC students on any college or scholarship applications.

Homeschooled students are encouraged to participate with their classmates in the senior retreat and in any service projects or activities. As valued members of the senior class, their presence and contributions are recognized and appreciated.

## **ELIGIBILITY**

Eligibility to participate in any sport, band, musical/play, extracurricular activities, clubs, class officer, or student council officer is something that the school takes very seriously. Participating in any of these activities is a privilege but not a right. The ability to participate is earned through passing grades which is an expectation for all SJCC students.

### **Incoming 9th Graders:**

Student/Athlete must be currently enrolled in school and have received passing grades in the immediately preceding grading period in 75 percent of the subjects in which the student was enrolled. This refers to the last grading period of their eighth grade year.

### **All Student/Athletes:**

If a student/athlete is receiving a D or below in any class, he/she will include the athletic director and the coach in their Motivational Monday grade check email

***At the end of the 3rd Week of the Grading Period***, the Student/Athlete will be informed that they are on a one week probation if:

- Student/athlete has an F in one or more subject areas
- Student/athlete has had 2 or more detentions issued



\*The student/athlete has one week to correct their situation or they become ineligible until he/she raises one grade to a D and serve their detention(s).

**At the end of the 7th week of the Quarter.** Student/Athlete will be informed that they are on a one week probation if:

- Student/Athlete has an “F” in 2 or more subjects
- Student/Athlete has been issued 2 or more detentions

### **High School**

- Student/Athlete does not have at least a 1.5 GPA
- Student/Athlete is not passing FIVE one credit courses.
- Student/Athlete is not passing Religion.

### **Junior High - same as above except with explanation below.**

- Student/Athlete is not passing at least five of the classes taken during the quarter.

**At the end of the quarter.** if a student/athlete does not meet any of these requirements, they are ineligible for the entire next quarter.

### **Additional Considerations:**

- When a student is not in school the day of a game due to illness, the student may not participate in games that evening.
- Students participating in an athletic event or practice must be at school by 8:30 a.m. at SJCC or 9:35 a.m. at Sacred Heart in order to participate in that day’s event/practice.
- Any student serving an in-school suspension (ISS) or out-of-school suspension (OSS) will not be allowed to participate in practice and/or games during the suspension period.
- Any student/athlete may be placed on athletic/extracurricular participation suspension if their tuition account is 30 days past due.
  - In order to release the suspension, the family must bring the account to current or contact the Enrollment Coordinator to arrange a new payment plan which must be approved by the Principal.

### ***TESTING PROGRAM (6-8)***

The following tests are in addition to those developed by teachers to monitor student progress and to evaluate areas in need of remediation.

- MAP Testing – Students in grades 6-8 will take the MAP test three times per year, in Fall, Winter and Spring. MAP is an acronym for Measures of Academic Progress and was developed by the Northwest Evaluation Association. MAP is a computerized standardized assessment.

### ***TESTING PROGRAM (9 – 12)***

Testing requirements as outlined by the Ohio Department of Education will be followed and administered in an online format to all students as prescribed for that particular graduating class. As updates to ODE graduation assessment requirements change and are updated regularly, the School Counselor will communicate with the most accurate and up-to-date information with each class/grade level. Testing requirement questions/concerns should be directed to the School Counselor.

SJCC provides additional assessments for students to help them prepare for success after graduation. We are an approved testing site for the ACT, enabling students to take the exam within the familiar setting of their home school. These assessments may include but are not limited to: the PreACT, PSAT/NMSQT, ACT, as well as WorkKeys. The School Counselor provides students and families with information about testing dates and sites as they become available.

## ***Student Assistance Team***

The Student Assistance Team (SAT) was established to address concerns administration, a teacher, or a parent may have regarding a student. A teacher, following reasonable attempts to address the concern through classroom strategies may refer academic, behavioral or social concerns to the team. The team consists of the principal, intervention specialist, general education teachers, and the referring teacher. An intervention specialist and/or other teachers who have contact with the student or former teachers may be members of the team.

### **Student Assistance Team Process:**

1. Grade level meetings will be held regularly to identify students not meeting grade level expectations. Parents can initiate the process by requesting that the SAT team meet to determine if their child has a skill deficit that needs to be further explored through the SAT process.
2. Parent notified by SAT Coordinator that the team is going to collect data, observe the student and create a short-term remediation plan to help the student.
3. Meeting with teachers and the SAT team to share observations and create a plan to address the student's identified area(s) of concern. Parents will be notified of the plan by the SAT coordinator.
4. Data collection, observation of the student identified and implementation of the short-term plan to address skill area(s) of concern are completed by the classroom teacher.
5. Meetings with teachers and the SAT team to determine results and the next step needed in the process will happen every 4-6 weeks.
6. Final meeting with parents, teacher, and SAT team to share results of data, observations and plan for the student moving forward and to determine the following:
  - a. Possible development of Student Minor Adjustment Plan, or recommendation for testing to identify a possible disability.
  - b. The student's area of concern is no longer a concern utilizing the plan in place and skills were remediated.

### **CONFIDENTIALITY**

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

## ***BHCS DRESS CODE EXPECTATIONS***

The school and academic day is the place and time for a student to exercise their professional energy and attention. Therefore, the attire of a student at Bishop Hoffman Catholic School will be professional and distinctive. Only the prescribed student wardrobe will be acceptable; all other options are deemed inappropriate and a disciplinary offense. Students who fail to adhere to the dress code will face consequences. A pattern of repeated disregard for the dress code is considered to be a serious matter, one of flagrant disobedience. The Uniform Dress Code is in effect throughout the entirety of the school day.

Modesty is an integral part of the formation of the human person. At BHCS our uniform policy is founded on the good and need of formation in modesty for all students. Modesty seeks to protect, uplift, and refuse to unveil that which should remain hidden, that is to say, the mystery and dignity of persons. “Modesty is decency. It inspires one’s choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet.” (Catechism of the Catholic Church 2522).

The Bishop Hoffman Catholic School Administration reserves the right to determine whether specific items of dress distract from the learning process. All apparel and hairstyles must be appropriate to the school setting, must not draw unnecessary attention, and must not detract from the educational atmosphere of the school.

## ***SACRED HEART DRESS CODE***

### ***PANTS – GIRLS AND BOYS***

- Khaki or Navy-Blue Pants
- No cargo, baggy, hip-hugger, wide/bell-bottom pants, or jogger style pants with gathered ankles
- Pants may not sag
- No knit leggings worn as pants
- Brown or black belts required in grades 2-5

### ***SHORTS – GIRLS AND BOYS***

- Khaki or Navy-Blue shorts
- **Shorts must be no more than 4 inches above the knee**
- No cargo or knit shorts
- May be worn until October 31st and again after April 1st

### ***JUMPERS/SKIRTS/SKORTS – GIRLS***

- Khaki, Plaid or Navy-Blue
- **Must be no more than 4 inches above the knee**
- Tights (red, navy blue, or white) may be worn under jumpers and skirts (**no leggings**)

### ***SHIRTS – GIRLS AND BOYS***

- Red, Navy Blue, or White short or long-sleeved polo shirts (no insignia)
- If a t-shirt is worn under the polo shirt it must be white without printing/design
- No layering of shirts
- Shirts must be tucked in at all times

### ***COLD WEATHER ATTIRE***

- Approved BHCS logo red fleece/sweatshirt (no hoods) – quarter zip, full zip (can be purchased at The Uniform Shoppe on Front Street in Fremont)
- Red, White or Navy-Blue cardigan sweater with uniform shirt (no hoods or insignias)

### ***SHOES/SOCKS/TIGHTS– GIRLS AND BOYS***

- No open-toe, open-back, platform shoes, clogs, crocs, boots of any kind, or flip-flops
- Casual, comfortable shoes including athletic shoes are appropriate
- Sandals with a backstrap can be worn until October 31st and again starting April 1st
- All shoes must be tied/secured
- Shoes must fit the foot – not flop on and off
- Socks/tights (red, navy blue, black or white) must be worn with all types of shoes
- No over the knee socks are permitted.
- Heel on footwear must not exceed 1”
- Appropriate shoes must be available for gym class
- Outside boots must be changed before entering the classroom

### ***HAIR***

- Must be neat, clean and well-groomed
- Carved hair, punked hair (including mohawks) or hair with unnatural colors is not permitted
- Hair that obscures the student’s face is not permitted
- Any hairstyle unacceptable to the administration will not be permitted

For Boys:

- Must be neat, clean and well-groomed: Hair must not be long enough to touch the ears, eyebrows, or collar

For Girls:

- Must be neat, clean and well-groomed
- Headbands must be flat to the head without accessories that rise off the band ex: ears, flowers, horns, etc
- No colored/sparkled hair extensions/clip-ins

***MISCELLANEOUS Items Not Permitted:*** Examples of the items **not permitted** (this is not an all-inclusive list – the administration reserves the right to add items to this list as situations arise):

- Scarves/Bandanas
- Suspenders
- Hats Indoors
- Unnatural/acrylic/fake nails
- Tattoos are NOT permitted
- Boys are NOT permitted to wear earrings in any form
- Girls should not wear dangling/hoop earrings larger than nickel size
- No chokers
- Rings are not permitted
- Fashion boots of any kind are not permitted

***NON-UNIFORM DAYS***

- Skirts, shorts, dresses and jeans are permitted but must be no more than 4 inches above the knee
- Jeans must be in good condition – no torn/ripped jeans are permitted
- Leggings permitted but shirt must completely cover the backside
- Pajama pants or shorts are not permitted
- Sweatshirts with appropriate logos/language are permitted
- Crocs are not permitted
- Casual, comfortable shoes, boots, or athletic shoes are permitted
- Students may wear athletic shorts (must be no more than 4 inches above the knee), pants or sweats in good condition - no rips/tears
- **No running shorts of any kind are permitted**

***TEAM SHIRT/SPIRIT SHIRT DAYS***

- Students may wear their Spirit shirt or Catholic Schools Week shirt on Tuesdays with uniform pants and belt
- Students may wear a BHCS or SJCC logo shirt on Fridays with uniform pants and belt

***Consequences for not following the dress code:***

- First Occurrence: Student is sent to the office, the parent is contacted, and we will provide the student with a change of clothes.
- Second Occurrence: Student is sent to the office and the parent is contacted to bring the proper clothing items.
- Third Occurrence: Student is sent to the office, the parent is contacted to bring the student proper clothing items and an after school detention will be given.

***SJCC JUNIOR HIGH ACADEMY DRESS CODE******SHIRTS – GIRLS AND BOYS***

- Red, navy blue or white short/long sleeve polo shirts (no insignia)
- White t-shirts (undershirts) only - no colored or printed t-shirts may be worn underneath
- No layering of long and short-sleeved shirts
- Shirts must be tucked in at all times

***PANTS- GIRLS/BOYS***

- Khaki dress pants
- Belts are required (brown or black) for pants with belt loops
- No cargo, baggy, hip huggers, leggings, wide or bell bottom pants or jogger style pants with gathered ankles
- Pants worn at the waist
- No metal studs
- No corduroy

***SKIRTS/SHORTS- GIRLS/BOYS***

- Khaki Shorts or skirts - they must be no more than 4 inches above the knee
- No cargo or knit shorts
- Shorts can be worn through October 31st and after April 1st

***COLD WEATHER ATTIRE***

- Approved BHCS/SJCC logo sweatshirt/fleece—quarter zip or full zip ((can be purchased at The Uniform Shoppe or Fremont Athletic Supply on Front Street in Fremont)

- Red, White or Navy-Blue cardigan sweaters with uniform shirt (no hoods)

### ***SHOES/SOCKS***

- No open-toe, open-back, platform shoes, clogs, sandals, crocs, or flip-flops
- Casual, comfortable shoes or athletic shoes are appropriate
- No over the knee socks are permitted
- Socks are required

### ***HAIR FOR GIRLS***

- Must be well-groomed
- Carved hair, shaved hair, punked hair (including mohawks) or hair with unnatural colors is not permitted
- No colored/sparkled hair extensions/clip-ins
- Any hairstyle unacceptable to the administration will not be permitted

### ***HAIR FOR BOYS***

- Sideburns are not to extend below the earlobes
- No facial hair is allowed
- The hair should not fall below the eyebrows or touch the jacket collar in the back.
- Hair that obscures the face and eyes is not permitted.
- Punk hairstyles or carved hair will not be tolerated
- Any hairstyle unacceptable to the Administration will not be permitted.

***MISCELLANEOUS ITEMS NOT PERMITTED:*** Examples of Items **not permitted** (this is not an all-inclusive list – the administration reserves the right to add items to this list as situations arise):

- Suspenders and hats are not permitted
- Boys are NOT permitted to wear earrings (including studs)
- No facial piercings
- Fashion boots of any kind are not permitted
- No running shorts of any kind - all shorts must be no more than 4 inches above the knee

### ***NON-UNIFORM DAYS***

- Hooded sweatshirts can be worn on designated dress down days only
- Hooded sweatshirts are not permitted to be worn during Mass
  - If used as a jacket, the sweatshirt must be taken off when enter Church
- Skirts, shorts, dresses, sweatpants and jeans are permitted but must be no more than 4 inches above the knee
- Jeans must be in good condition - no torn/ripped jeans are permitted
- Yoga pants and leggings are permitted if the top/shirt completely covers the backside



- Pajama pants NOT permitted unless special permission is given prior to the non-uniform day
- Sweatshirts with appropriate logos/language are permitted
- Casual, comfortable shoes, boots, or athletic shoes are permitted
- No open-toe, open-back, or platform shoes
- No running shorts of any kind - all shorts must be no more than 4 inches above the knee

### ***TEAM SHIRT/SPIRIT SHIRT/HOUSE SHIRT DAYS***

- Students may wear their game day spirit wear (only during their current sports season/club/drama/marching band), House shirt, Elite 3 shirt or Spirit shirt to school on Tuesday.
  - Prior to the season, the coach/director/advisor will determine which shirt will be worn every Tuesday during your season/club.
  - The team shirt must all be of the same type for each team member and must be tucked-in to the uniform pants, shorts, skirts and secured with a belt

### ***Consequences for not following the dress code:***

- First Occurrence: Student is sent to the office and the parent is contacted.
- Second Occurrence: Student is sent to the office with a phone call home requesting that the parent bring in the correct uniform.
- Third Occurrence: Student is sent to the office, given detention, parent is requested to bring in the correct uniform.

## ***SJCC DRESS CODE***

### ***BLAZERS***

- Students will wear the official navy blue blazer bearing the school emblem, at all times, unless told otherwise. Blazers are to be kept neat and clean.
- Students are encouraged to take advantage of special dress-up day, breaks and other such activities to have their blazers cleaned.
- Students with blazers in need of repair will be given one week within which to have the repairs made.
- Emblems are available in the school office.

### ***SCHOOL SWEATERS/CREWNECK***

- Only BHCS or SJCC school sweaters or quarter-zip purchased from The Uniform Shoppe or Fremont Athletic Supply may be worn when weather appropriate.

- A white shirt and tie must be worn under the approved sweaters for boys
- A white blouse must be worn under the approved sweaters for girls
- The school blazer must be worn with the sweater/quarter-zip.
- The approved SJCC logo, white crewneck sweatshirt may be worn on Wednesdays with uniform bottoms. A school shirt must be worn underneath the crewneck.

### ***BUTTONS/PINS***

- Students may wear appropriate buttons on the lapel of their blazer.
- Inappropriate buttons are not allowed and must be removed at the discretion of the teacher and/or administration.

### ***SHOES AND SOCKS***

*clean solid tan Sperry or solid colored Hey Dude branded shoes*

*Footwear must be secure on foot. No slide-ons are permitted.*

- **Shoes:** Low-heeled (not to exceed 1”) leather shoes in solid black, gray, brown, tan or navy are permitted. The only exception to a solid color shoe is a boat shoe where the primary part of the shoe must be solid black, gray, brown, tan or navy. Shoes with a thick, white athletic-style rubber trim with solid color canvas upper are permitted (similar to "Sperry"). Boots, flip-flops, sandals, slippers, Crocs, open back, open-toe, athletic, moccasins, or fur-trimmed shoes are not permitted. Shoe exceptions for injuries require a physician's note to the nurse. Any approved shoe exceptions (due to injury) must be worn with required uniform socks.
- Shoes MUST be secure on foot. NO slide-ons are permitted
- Shoes must not distract by color, style, logo, or language.
- Socks/tights must be worn with all types of shoes
- No over the knee socks are permitted
- Boots must be changed before entering the classroom

### ***TATTOOS AND TATTOOING***

- Visible tattoos and brands must be covered completely and NOT visible.

### ***NON-UNIFORM DAYS***

- Skirts, shorts, dresses, sweatpants and jeans are permitted.
- Skirts, shorts, and dresses must be no more than 4 inches above the knee with shorts/spandex hidden by the skirt/short
- Jeans must be in good condition - no torn/ripped jeans are permitted
- Yoga pants and leggings are permitted if the top/shirt completely covers the backside
- Pajama pants/shorts are not permitted unless special permission is given prior to the non-uniform day

- Sweatshirts with appropriate logos/language are permitted
- Casual, comfortable shoes, boots, or athletic shoes are permitted
- No pants tucked in any shoes or boots
- No running shorts of any kind (all shorts must be no more than 4 inches above the knee).

### ***TEAM SPIRIT DAYS***

- Students may wear their game day spirit wear (only during their current sports season/club/drama/marching band), House shirt, Elite 3 Shirt or Spirit shirt to school on Tuesday.
  - Prior to the season, the coach/director/advisor will determine which shirt will be worn every Tuesday during your season/club.
  - The team shirt must all be of the same type for each team member and must be tucked-in to the uniform gray pants, skirt and secured with a belt.

### ***COLD WEATHER ATTIRE***

- Approved BHCS/SJCC logo sweatshirt/fleece—quarter zip or full zip (can be purchased at The Uniform Shoppe or Fremont Athletic Supply on Front Street in Fremont)
- Red, White or Navy-Blue cardigan sweaters with uniform shirt (no hoods)

### ***GIRLS: 9-12 SPECIFIC DRESS CODE GUIDELINES***

- Traditional gray dress slacks are to be worn; not form fitting
- Gray skirts may be worn - must be no more than 4 inches above the knee and may not be rolled at the waist, shorts/spandex are to be worn underneath but hidden under the skirt.
  - ***Leggings (not flared) that are solid color - black, white, gray) may be worn under school uniform skirt***
- Pants must be worn at the natural waistline with a brown, black, or gray belt
- Pants are not to be dragging the ground and must be hemmed
- Solid white tailored blouses with a collar and no ruffles and no colored design are to be worn. Only the top button of the blouse may be open
- Only white cami tops and white/nude color undergarments can be worn under the blouse
- Blouses are to be tucked securely into the pants/skirts and secured with a belt (if belt loops are present)
- Jewelry must be tasteful and not to the excess
- Handkerchiefs, bandanas, or chain wallets are not permitted
- Ear piercing is allowed
- Tongue piercing, facial piercing, or gauges are not permitted
  - No other visible body piercing
- Tattoos must be covered at all times
- Any hairstyle or artificial color deemed unacceptable to the Administration will not be permitted

### ***BOYS: 9-12 SPECIFIC DRESS CODE GUIDELINES***

- Traditional gray dress slacks are to be worn
- Pants must be worn at the natural waistline with a brown, black or gray belt
- Pants are not to be dragging on the ground and must be hemmed
- Shirts are to be solid white dress shirts
  - Only plain white T-shirts are allowed to be worn under the dress shirt
- Any color or type of tie may be worn as long as the tie does not detract from the uniform or is inappropriate
- The knot of the tie must cover the top shirt button but the top button may be unbuttoned
- Nail polish, visible body piercings, make-up, carved or colored eyebrows or hair are not permitted
- Tattoos must be covered at all times
- Handkerchiefs, bandanas, or chain wallets are not permitted
- Tongue rings, earrings and gauges are not permitted
- Boy's sideburns are not to extend below the earlobes
- No facial hair is allowed
- The hair should not fall below the eyebrows (obscure the eyes) or touch the jacket collar in the back.
- Punk hairstyles or carved hair will not be tolerated
- Any hairstyle unacceptable to the Administration will not be permitted.

***MISCELLANEOUS ITEMS NOT PERMITTED:*** Examples of items **not permitted** (this is not an all-inclusive list – the administration reserves the right to add items to this list as situations arise):

- Hooded sweatshirts can only be worn on designated dress down days
- Hooded sweatshirts are not permitted to be worn during Mass
  - If used as a jacket, the sweatshirt must be taken off when enter Church
- Tattoos must be covered at all times
- Suspenders and hats are not permitted
- Boys are not permitted to wear earrings (including studs)
- No facial piercings
- Fashion boots of any kind are not permitted
- No running shorts of any kind - all shorts must be no more than 4 inches above the knee

### ***Consequences for not following the dress code:***

- First Occurrence: Student is sent to the office and the parent is contacted.
- Second Occurrence: Student is sent to the office with a phone call home requesting the parent to bring in the correct uniform.

- Third Occurrence: Student is sent to the office, given detention, parent is requested to bring in the correct uniform.

\*\*Girls-If there are more than three occurrences regarding skirts/ shorts the student will be required to wear uniform pants the remainder of the school year

## ***PERSONAL ELECTRONIC DEVICE POLICY***

### ***CELL PHONE, APPLE WATCH, SMART WATCH, FITBIT, GIZMO, AIRPODS, EARBUDS, HEADPHONES, PERSONAL ELECTRONIC DEVICES***

In order to maximize student's ability to learn and remain focused throughout the school day the following policy will be strictly enforced.

#### Devices Covered by Policy

All personal electronic and/or communication devices including cell phones, gaming devices, Airpods, Earbuds, Headphones, iPods, Apple watches, computers, and similar devices that connect to the internet, and personal computers are strictly prohibited at any time in classes, hallways, cafeteria, locker rooms, and bathrooms during the school day.

The above-mentioned device(s) must be kept in the student's locker during the school day and powered down.

The only exception to this policy is if a teacher gives a student permission to have their device out for use in class. It must be powered down and returned to their locker before going to the next class.

The staff of BHCS is not permitted to search for information on the cell phone/device. If the principal suspects inappropriate conduct in violation of school policy, the Principal may request permission from the student to review information contained on the device while the student and/or their parents are present.

***If anyone from a student's family needs to contact the child, a call needs to be made to the office and not to the child's personal cell phone. Please refrain from texting your child during school hours.***

#### Consequences

1. On the first occurrence, the teacher reminds the student of the Cell Phone/Apple Watch/Personal Electronic Device policy and documents the reminder, date, time.
2. On the second occurrence, the teacher takes the device from the student and issues a detention. The device can be picked up from the teacher at the end of the day. The teacher documents the occurrence date and time.

3. On the third occurrence, the student is sent to the office, his/her parent/guardian is called with a meeting scheduled. The device can be picked up by the parent/guardian in the office.
4. On the fourth occurrence, the student must drop off their device each morning before class at the office and pick-up the device at the end of each day for the remainder of the school year. Further consequence(s) may be issued at the discretion of the Principal.

### ***BULLYING POLICY***

Bishop Hoffman Catholic School will not permit or condone harassment, sexual harassment, intimidation, or bullying. Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits towards another particular student or group of students more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to such behaviors as stalking, exclusion, bullying, intimidating, menacing, coercion, name calling, taunting, making threats, hazing and electronically transmitted acts (Internet, email, cellular telephone, etc.).

Students and/or their parents/guardians may make informal complaints regarding bullying by verbal report to a teacher, school administrator, or other school personnel. A school staff member who receives an informal complaint shall promptly document the complaint in writing and forward to the principal. Students who make informal complaints may request that their name be maintained in confidence by school staff member(s) and administrator(s) who receive the complaint.

Students and/or their parents/guardians may file written reports regarding bullying. Such reports shall be reasonably specific including: person(s) involved, number of times and places of the alleged conduct, the target of suspected bullying and name(s) of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They shall be promptly forwarded to the building principal for review, investigation and action. Administration has the discretion to authorize consequences when warranted.

BHCS uses the Ohio Department of Education ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING Model Policy. This policy can be found online at:

<https://education.ohio.gov/getattachment/Topics/Other-Resources/School-Safety/School-Safety-Resources/Anti-Harassment-Intimidation-and-Bullying-Model-Po/Anti-HIB-Model-Policy-FIN-AL-update-incl-HB116-100912.pdf.aspx>

### ***ANTI-GANG POLICY***

No student may participate in gang-related activities, appear with, or wear gang identification, colors, clothing, or attire, nor compose or possess gang-related signs or materials. All gang-related items will be confiscated. A student shall not designate boundaries or turf, nor participate in initiation or recruiting activities. The police department and parents will be contacted immediately if such activities are suspected. Disciplinary action will be left to the discretion of the Administration, meaning a suspension with recommendation for expulsion could be assigned.

### ***RIGHT TO FREE SPEECH***

The First Amendment rights of students are not coexistent with the rights of adults in settings such as a school. A school need not tolerate speech that is inconsistent with its basic educational mission. Both students and adults are expected to represent the faith-based values of Bishop Hoffman Catholic School. Less than this expectation is not acceptable.

### ***MARRIED STUDENTS***

As a Catholic High School, we cannot condone student marriages. No married students will be allowed to attend BHCS. Tuition, fees, etc., will not be refunded.

### ***PREGNANCY POLICY***

The community of SJCC supports and affirms the teachings of the Catholic Church regarding respect for procreation and human life. The Church is rich in traditional teachings from Scripture, tradition and present-day instructions. When a person is involved in a pregnancy (father and/or mother), it is the obligation of our community to support him/her with our love. Although, faithful to our teachings, we never agree with or condone premarital sex, it must be the very nature of the Christian to now forgive, help heal and support those who find themselves pregnant outside of marriage. These persons have a right to expect our understanding and help. Out of a sense of concern it would be the obligation of the administration, medical doctor, concerned parents, and the involved couple to ascertain what activities can be safely handled by the mother.

To remain a student at SJCC, the prospective student-parent(s) is (are) required to receive on-going counseling from a qualified professional. The student-parent(s) is (are) to adhere to SJCC's attendance policy, i.e., all absences require a doctor's excuse.



## ***DRUG POLICY***

The policy of BHCS will not permit or condone students in possession of, selling of, dispensing of, or use of drugs, or of drug paraphernalia in the school building, school grounds, or during school sponsored events. Students found guilty of the above will be immediately suspended from BHCS and the local authorities will be notified. An expulsion hearing will be convened.

The Administration of BHCS may conduct random drug searches of the school building with or without the assistance of local authorities. BHCS administration reserves the right to search student lockers, school-issued devices, bags, or personal belongings if there is probable cause. Drugs are defined as those substances considered by law enforcement as illegal. We hold drugs to be defined as a wide variety of substances: prescription, nonprescription, over the counter, legal, illegal, and all others substances associated with drugs.

When a student is found to have either sold, possessed, dispensed, or used drugs, their parents/guardians will be notified immediately. Police will be contacted if a student is thought to be under the influence of or in possession of any type of illegal drug. The Principal, School Counselor and BHCS Administration, with the student and his/her parents, will meet to discuss the options available and decide the next course of action.

## ***ALCOHOL, TOBACCO, and VAPING POLICY***

The policy of BHCS will not tolerate students in the possession of, selling of, dispensing of, or use of alcohol, tobacco and/or vaping in the school building, on school grounds, or during school sponsored events. In accordance with Ohio law, any student under 21 cannot purchase, possess or use alcohol, tobacco, and/or vaping products.

If a student on school premises or who attends a school sponsored activity is in the possession of and/or has consumed alcoholic beverage, tobacco, and/or vaping the student will, at least, and at the sole discretion of the administration of Bishop Hoffman Catholic School, be subject to BHCS discipline policies. Police may be contacted if a student is thought to be under the influence of in possession of any type of illegal drug.

Any BHCS student caught purchasing, possessing or using alcohol, tobacco substances, and/or vaping products is subject to penalties under Ohio law and the BHCS discipline policy which may result in suspension.

### **Vaping/Smoking and/or Tampering with Vaping Sensor:**

When/if a student is vaping and/or tampering with the sensor, administration will be alerted. Once alerted, cameras will be viewed to see who left the restroom after the alert. The student(s) will be called down to the office which may result in student discipline such as a suspension or

expulsion. Whenever a student is seen leaving the restroom after an alert, parents will be notified. The student's locker and their person may be searched and student eligibility to participate in sports or school activities may be impacted. The following may occur if and when a violation occurs:

- 1<sup>st</sup> Violation: Locker and person searched, phone call home, and may be given a detention
- 2<sup>nd</sup> Violation: Phone call home to schedule meeting with parent and student and detention given
- 3<sup>rd</sup> Violation: Up to a 3 day out - of - school suspension and consideration made regarding continued enrollment at SJCC

If violations continue, a meeting with the student and parent will be scheduled to discuss further disciplinary action.

BHCS recognizes that dependency is a medical problem that is treatable, but often preceded by misuse and abuse of mood-altering chemicals. Therefore, it is the policy of BHCS to take positive action through education, counseling, parent/guardian involvement, and referral to appropriate agencies.

### ***FIREARMS***

BHCS is a firearm free building. Anyone entering the premises possessing a firearm will be subject to penalties under Ohio law and will be removed from the building. Any student bringing a firearm or weapon on school premises or to a school-sponsored activity will be suspended for ten days and recommended for expulsion. Local authorities will be contacted and charges filed.

### ***SEARCH AND SEIZURE***

To ensure the safety of all students at BHCS, administration has the authorization to conduct thorough inspections of various areas including desks, books, bags, gym bags, lockers, coat rooms, etc. The purpose of these inspections is to search for and confiscate any weapons, dangerous objects, or illegal substances. These measures are taken when there is reasonable suspicion that a student may be in possession of such items. It is important to note that areas such as lockers, desks, coats, bags, and books, where students have no reasonable expectation of privacy, are included in these inspections.

## ***SCHOOL-WIDE DISCIPLINE/EXPECTATIONS FOR ALL BHCS STUDENTS***

It is essential that a safe, positive and productive learning environment be established where students can achieve the highest academic standards without interruption. All BHCS students who are members of our school community are expected to act in a responsible and appropriate manner whether in or out of school. Conduct outside of school/off property that affects the greater good and reputation of the school, shall be subject to school discipline as judged appropriate by the Administration. We believe as a Catholic Community that students can learn and grow when expectations are made clear as well as when they have consequences for the times they do not comply.

### **To that end our expectations of all BHCS students are:**

- Our students treat others with respect and kindness.
- Our students are polite and courteous toward others.
- Our students are honest and trustworthy.
- Our students work cooperatively with teachers and classmates.
- Our students respect church and school property as well as the property of others.
- Our students are of service to others.
- Our students follow all school rules.
- Our students follow all safety rules.
- Our students complete their class projects/assignments on time and to the best of their abilities.
- Our students come to class prepared to learn with all necessary school supplies.

Students who violate the Student Code of Conduct will be subject to disciplinary action up to and including removal from the school.

## ***SACRED HEART CAMPUS DISCIPLINE AND CONDUCT POLICY***

A demerit slip is given to the student indicating the number of demerits received and the nature of the violation. Details of the nature of the consequence will be included in communication with parent/guardian. Parents are asked to sign the demerit slip whether they agree with the demerit or not. A parent signature is requested so that the parents are aware that a violation occurred. The student is to return the slip to the homeroom teacher by the next school day. Parents/guardians will be notified via email and/or phone when a demerit is given.

### ***1- demerit includes but is not limited to:***

- Habitually coming unprepared for any part of the school day, including not returning parental communication by the deadline
- Disrupting class
- School uniform violation

- Chewing gum
- Littering
- Running in school building
- Spitting on church/school property
- Eating candy or food at inappropriate times
- Uncooperative behavior

***2- demerits includes but is not limited to:***

- Throwing objects or food in school or cafeteria
- Showing disrespect to others or to the property of others
- Disregard of playground, dismissal, or safety procedures
- Throwing stones, pinecones and/or snowballs on church/school property
- Disrespectful behavior in church
- Using obscene language or gestures
- Cheating, lying, forgery of school documents
- Sending hurtful notes or messages
- Teasing, spreading scandal or rumors

Any of the following actions may be subject to possible immediate in-school suspension, or expulsion includes but is not limited to:

- Deliberately damaging property that requires repair (to be paid for by student/parent)
- Intimidating or harassing another student including sexual harassment and threats
- Bullying, this includes any form of cyber-bullying
- Deliberately making false reports of harassment, intimidation, or bullying
- Inappropriate touching
- Leaving school grounds during school time without permission
- Stealing or fighting, hitting, punching, kicking
- Possession, composition, or distribution of obscene or vulgar materials
- Pulling a false fire alarm, putting the safety of students/staff at risk

Students in grades 2-5 who receive three demerits within one quarter will result in a 45- minute detention and five points are deducted from their conduct grade. Detention is held from 3:15 - 4:00 p.m. For K/1 students who receive three demerits within one quarter will result in a recess detention and a behavior slip will be sent home.

Students in grades 2-5 who receive six demerits within one quarter will serve two consecutive 45-minute detentions and K/1 students will serve two consecutive recess detentions. Accumulation of six demerits within one quarter will result in a conference with parent(s)/guardian(s), teacher/teachers, and student in grades 3-5; parent(s)/guardian(s) and teacher/teachers for students in grades K-2 to devise a plan of action.

Students in grades 3-5 who receive nine or more demerits result in a 1-3 day in-school suspension, out of school suspension, or expulsion may be necessary and a conference with teachers, parent(s)/guardian(s), the student, and the principal to devise a formal behavior plan of action and further steps. Demerit totals revert to ZERO at the semester.

## ***SJJH/SJCC DISCIPLINARY PROCEDURES***

Individual teachers establish basic guidelines concerning conduct in their classrooms. Teachers may assign detentions for violation(s) of these guidelines. When a student's behavior is deemed worthy of more than a detention, the teacher has the right to refer the student to the office. Any student directed to leave the classroom for misconduct is to report to the Principal's office after being given an Office Referral from their classroom teacher. All actions will be reviewed by the Principal and/or Head of School and are subject to possible detention(s), suspension and/or expulsion.

### ***DETENTIONS***

Detention is held on Tuesday mornings from 7:00-7:30 am and on Thursdays from 2:40-3:10pm. The dress code of the day is in effect for detention. Being late or failing to attend results in an additional detention. Students may be given tasks to perform around the school campus that are service oriented. Failure to serve the detention on the date given will result in an additional detention. Parents are asked to sign the detention slip whether they agree with the detention or not.

### ***DETENTION VIOLATIONS***

The following are violations that will result in a detention. This is *not* an all-inclusive list and a detention may be issued that is outside those listed below.

- Inappropriate Behavior
- Public Display of Affection
- Excessive Talking
- Incomplete Classwork
- Littering
- Mischief
- Violation of Class Rules
- Disrespect
- Lack of Class Materials
- Disturbing Class
- Profanity
- Obscene Gestures
- Poor Attitude
- Uniform Violation

### **Accumulation of Detentions per Semester:**

#### **CONDUCT GRADES Per QUARTER:**

0-1 Detention = Grade A

- 2 Detentions = Grade B
- 3 Detentions = Grade C
- 4-5 Detentions = Grade D
- 6 or more Detentions = Grade F

Students who have received a certain number of detentions each quarter, as included below, will earn an In-School Suspension.

1st Quarter = 4 detentions

2nd Quarter = 4 detentions

3rd quarter = 4 detentions

4th quarter = 4 detentions

Students will be required to complete all assignments and will receive at minimum 50% credit

### ***REFERRALS***

Referrals are given for behavior that is deemed more serious than that which merits a detention. The list below contains examples of behavior that may result in a referral to the school office to meet with the principal.

When a classroom teacher deems a student's behavior to be more severe than a detention, an 'Office Referral' will be completed and the student will immediately be sent to the office. At this time, the student and principal will discuss the behavior(s), contact the parent, and next steps will be determined which may include detentions, suspensions, and/or possible expulsion.

### ***REFERRAL VIOLATIONS***

The following is a list of examples of behavior that will result in a referral. Again, this is not an all-inclusive list and a referral may be issued for behavior not included below.

- Gross Disrespect to Staff
- Lying
- Cheating
- Gambling
- Skipping/Cutting Class
- Forging a Signature
- Plagiarism
- Repeated Violations
- Damaging School Property
- Leaving Grounds Without Permission
- Altering Records, Notes, or Permission Slips
- Cyber bullying or bullying of any kind
- Deliberately making false reports of harassment, intimidation, or bullying

### ***SUSPENSION or EXPULSION***

Immediate suspension may be imposed for violations. The Principal reserves the right to suspend/expel a student. In-school and out-of-school suspensions are given at the discretion of the Principal. Membership in the National Honor Society or other school leadership positions, as well as consideration for school and departmental awards, etc. may be affected. When suspended or expelled, the student is not allowed to attend any sporting practices/events or extracurricular activities including band and theater, until the suspension is served.

### ***CHRISTIAN DUE PROCESS AS RELATED TO SUSPENSION AND EXPULSION (BHCS)***

In order to insure and protect the rights of all individuals, the procedures outlined below are offered to students that receive either a suspension or expulsion from school. All expulsions and suspensions shall result in exclusion from all school related activities during the period of expulsion or suspension. Membership in the National Honor Society or other school leadership positions, as well as consideration for school and departmental awards, etc. may be affected.

1. Prior to the suspension or expulsion the student and parent(s) shall be notified of the intention to suspend or expel and the specific reasons for the suspension or expulsion.
  2. The student and parent(s) shall be given the opportunity to appeal the suspension or expulsion at an informal hearing before the administration, or a disciplinary appeal group to challenge the reasons for the suspension or expulsion. Parents and legal guardians are the only representatives of the student who are able to participate in the process.
- The disciplinary appeal group** shall consist of one (1) teacher representing the staff, one (1) teacher representing the student (chosen by the parent and student), the principal and one (1) Governing Board member.
3. If suspension or expulsion is upheld after the hearing, the administration will give written notice to the student and parent(s) stating the length of the suspension or expulsion, the reasons for it, and the steps necessary to effectuate the student's return if the student is allowed to re-enter.
  4. An appeal can be made to the Head of School (HOS), or the Governing Board President in the absence of a HOS.
  5. An appeal to the Governing Board President may be made within twenty-four hours after the disciplinary appeal decision.
  6. The Catholic School Services Office shall be notified in all cases of expulsion.

**Right to Amend** BHCS administration reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents through e-mail communication.

## ***BHCS Extended Day at Sacred Heart Campus***

### ***ADMISSIONS AND ENROLLMENT***

All students of Bishop Hoffman Catholic School may enroll in the Extended Day Program. Sacred Heart Campus admits students in Kindergarten through fifth grade. Enrollment forms are available in the school office and are available throughout the school year.

### ***HOURS OF OPERATION***

The hours of operation for Extended Day at Sacred Heart Campus are Monday thru Friday 7:00am-8:30am. Extended Day will follow the Bishop Hoffman School calendar for closing dates throughout the school year.

### ***EXTENDED DAY SCHOOL DELAYS AND CANCELLATIONS***

- 2 Hour Delay – When there is a two-hour delay extended day is closed.
- School Closed - When school is closed extended day is closed.

### ***EXTENDED DAY STAFF***

The staff of Extended Day is professional and caring. All employees are trained in first aid, communicable disease, and child abuse. Each year those employed by this program are required to continue their education in the Early Childhood and School Age Childcare field.

### ***ABSENCES***

If your child will be absent or there is a change in your child's schedule please call Extended Day at 419-332-7102 to inform us of the change. Sometimes children get scared or confused as to what they are to do on a daily basis. If we know your child's schedule we can then help to ease their fears, get to the right place, and make their day as enjoyable as possible.

### ***TOYS FROM HOME***

Students who attend the Extended Day program are not to bring their toys from home. When toys are brought to Extended Day, they often get lost or broken because of the many hands they may pass through. Please do not allow your children to bring toys from home. We will not be responsible for these items if they are lost, broken or come up missing.

### ***DISCIPLINE***

Children will be expected to respect the staff, each other and the materials in the center. A positive discipline will help the child grow in self-respect and help them gain control of his/her actions. If a child is disruptive or out of control, he or she will receive a verbal warning with one on one guidance. If the behavior continues, the child may be placed in a chair or directed to an



activity so that the child has time to gain control. This is usually 3- 5 minutes. If the behavior continues after this "time-out" period, other techniques will be used to guide the child through his/her frustration. These techniques include redirection, alternative consequences, behavior modification, and problem solving.

### ***MEDICAL AND DENTAL EMERGENCY PLAN***

The school personnel give sick or injured children care. The family will be notified at once if the child needs to be sent home or have further medical attention. The BHCS Medical and Dental Emergency Plan will be used during the Extended Day hours.

### ***MEDICATION***

According to the Ohio Revised Code section 3313.713, prescription medicine necessary to keep a student in a center may be administered provided certain provisions are met. The BHCS Medication Policy will be used during the Extended Day hours.

### ***SAFETY POLICY***

In all programs, no child will be left alone or unsupervised. Each child will be released only to an authorized person. An authorized parent/guardian or person must be listed on the child's emergency form as having permission to pick up the child. The parent or guardian must notify us before the child will be released to anyone other than those listed. Evacuation route diagrams and fire emergency and weather alert plans will be posted in each room. In case of an emergency, the Extended Day will be evacuated to The Fremont Recreation Center on St. Joseph Street. The local radio station, Eagle99, would carry the announcements if anything such as building structure damage, gas leaks, would occur. An incident report will be completed when an accident or injury occurs.

### ***GOALS***

- In keeping with our Extended Day Philosophy, our goals are designed to help each child... To develop an awareness of being a child of God.
- Develop a positive image of themselves.
- Encourage "creativity" through dramatic play, and art projects.
- Promote respect for others and their individuality
- Encourage learning in a relaxed, safe, fun-filled environment.

### ***OTHER IMPORTANT NOTES***

Please label all of your child's belongings. Inform us of any changes made to your home address, phone number or emergency contact information. This information is used to contact someone if your child becomes ill or is injured. Students may bring extra clothes to change into after school. Please be sure that items are weather appropriate as we try to get outside.