Parent & Student Handbook
2021-2022

BHCS
Bishop Hoffman Catholic School
SACRED HEART CAMPUS
SJCC CAMPUS

Mission Statement

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

KINDERGARTEN – 12th GRADE

NON-DISCRIMINATION POLICY

In accordance with Christian principles, Bishop Hoffman Catholic School welcomes and admits students of any gender, race, color, religion, or ethnic origin and affords them all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of gender, race, color, religion, or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, athletics, and extracurricular activities. In addition, the school is not intended to be an alternative to court administered, agency ordered, or public-school district-initiated desegregation.

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, discipline, 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 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 Smart Tuition collection system. Please see Appendix A in the back of the handbook for the latest tuition contract and policies.

RELIGION EXPECTATIONS/REQUIREMENTS

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. 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.

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 make a yearly retreat. If a student is absent or unable to make their class retreat, he/she is required to fulfill his/her retreat obligation through another option. This will be approved through the Director of Faith Formation and Discipleship. A student will be denied graduation if he/she has not made a retreat each year he/she has been enrolled at BHCS.

**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. High School seniors are expected to complete a reflective essay, describing their service experiences from 9th - 12th grade and turn in their Lifetime Meaningful Service-Student Log to the Director of Faith Formation and Discipleship two weeks prior to graduation. These will be placed in Senior Project folders for record. Eighth grade students will also complete a reflective essay prior to Confirmation. The total service hours required for graduation for the Class of 2022 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).

**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 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 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 of 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 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 computer 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 compensations and that you release the school from any claim from its publications.

**HEALTH SERVICES**

**SCHOOL NURSE**

Our school nurse will be available at various times throughout the day at both Campuses.

**IMMUNIZATIONS**

All students entering school must be in compliance with required immunizations of section 3313.67 of the Ohio Revised Code.

**CARE of ILLNESS/INJURY**

Emergency Medical Forms should 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 each child.

If your child is injured or becomes ill at school, after careful assessment, and depending on the severity of the situation, we will take, one of the following appropriate actions:

- Your child will be asked to return to his/her room with the understanding that he/she can return if not feeling better.
- The nurse or the office will call and confer with you or write a note with the child returning to the room as above.
- You, or the person you designated on the Emergency 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.

By law, school personnel **may not** dispense medication without a physician’s order (both prescription and over-the-counter) and parent’s written permission. The school nurse or designated employee will dispense all medication. If a student must take prescription medication at school:
• The appropriate physician request and parent release forms must be on file in the student’s health folder in the nurse’s office before the student will be allowed to begin taking the medication in school.

• Medication is to be brought by a responsible person to the nurse’s office for safe keeping in the same container in which the prescribing physician or pharmacist dispensed the drug.

• 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 pharmacy; name of medication; dosage; frequency and any special handling and storage directions. A student in possession of over-the-counter medication is strictly prohibited.

*Mandatory exclusion periods will be enforced for children who have not been immunized for reasons the law permits (see guidance below). 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.

**SCREENING AND EARLY DETECTION**

Screenings done at the elementary level meet or exceed the guidelines of the State of Ohio. These screenings are not meant to replace regular care by your child’s physician. They are not diagnostic of a health problem. If any time you suspect a problem with hearing, vision, etc., 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: K, 1, 3, 5
• VISION: 1, 3, 5
• SCOLIOSIS: 5, 6

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

Please keep your child at home if faced with the following conditions:

• Vomiting
• Severe coughs
• Undetermined rashes
• Diarrhea
• Severe colds, or
• Fever of 100 degrees F or higher
Children should be kept home for 24 hours after the last episode of vomiting, diarrhea, or temperatures above 100 degrees F (without the use of fever reducing medication). Please help us track the spread of illness by reporting the nature of your child’s illness (especially chickenpox, strep throat, head lice, etc.)

Mandatory Exclusion periods for illness:

- Chickenpox: 5-7 days after the appearance of the first pox. Usually a child is no longer contagious after all the blisters have formed a scab.
- Head lice: Child is excluded until treated with a louse killing preparation and all nits (eggs) are removed from the hair.
- Conjunctivitis (pink eye): Excluded until child has been on an antibiotic treatment for 24 hours.
- Fifths Disease: Exclusion is not appropriate once diagnosis is known, unless child has a fever or is uncomfortable.
- Impetigo: Exclude until 24 hours after treatment has begun and all lesions (sores) are dry.

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.

HABITUAL TRUANCY and EXCESSIVELY ABSENT

(Per The Ohio Department of Education, ODE)

What happens when a student becomes excessively absent from school?

In the event a child of compulsory school age is absent with a nonmedical excuse or without legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month or 65 or more hours in a school year, the following must occur:

- The district will notify the student’s parents in writing within seven days of the triggering absence if the absences are for nonmedical reasons or without legitimate excuse;
- The student will follow the district’s policy for addressing excessive absences; and
- The district may refer the student and family to community resources, as appropriate.

How must the district notify the family when a student becomes excessively absent?
ATTENDANCE POLICY FOR STUDENTS

STUDENT TARDINESS AND ABSENCES

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.

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.

**Excessive Absence**

A student misses 38 hours of school in a single month or 65 hours in one school year with a nonmedical excuse.

**Truancy**

A student is absent 42 hours per month or 72 hours per year without a legitimate excuse.

Civil authorities may hold the parent/guardian or the child liable for violating school attendance laws. After discussing a student’s attendance history with his/her parents or making documented attempts to do so, if the problem persists and is not resolved the proper authorities will be contacted according the schedule outlined as follows:

If a student is unable to come to school parents/guardians must notify the school by phoning the school office. The Missing Child Act requires that the parent/guardian notify the school in case of a student’s absence. If notification is not received, school personnel are required to contact the parent to verify the absence.

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

Upon returning to school, the student must bring a written excuse signed by the parent/guardian.

If a parent/guardian does not call the school and if the school is unable to contact the parent/guardian listed on the Student Information/Emergency Contact form, the student will be marked as unexcused.

If a student misses more than THREE consecutive days of school a physician’s note is recommended and may be requested.

*After FIVE absences without a medical note, a letter reminding the parent/guardian of the attendance policy will be sent via email and postal mail.*

After the TENTH absence without a medical note, the student – parent/guardian may be referred to Sandusky County (or county of residence) Family Court. Continued absences will lead to subsequent referral to the Court.

**STUDENT TARDINESS**

A student who arrives late 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.

**At the SJCC Building:**

• At the SJCC campus a student who has had three unexcused tardies during a quarter will be issued a detention.
• A detention is issued for each unexcused tardy beyond the third in a quarter.

**At the Sacred Heart Building:**

• Students attending the Sacred Heart Campus will not be issued demerits for tardies

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

**CAUSES FOR EXCUSED ABSENCES**

Allowable reasons for which absences will be excused:

• Personal Illness of the Student
• Illness in the student’s family
A district must notify the student’s family in writing within seven days of the triggering absence when the student becomes excessively absent. A district should consider different modes of communication when notifying the family. This may include an email, note home from the teacher or friendly letter in the mail.

**What happens when a student becomes excessively absent from school but has medical excuses?**

Ohio House Bill 166 updated the definition of excessively absent to include absences with nonmedical excuses or without legitimate excuses for 38 hours in a month or 65 hours in a year. If a student is absent for 38 hours in a month or 65 hours in a year with medical excuses, the district is not required to notify the student’s parents in writing.

**What happens when a student becomes habitually truant from school?**

When a student is habitually truant, the following will occur:

- Within **seven school days** of the triggering absence, the district will:
  - Select members of the absence intervention team; and
  - Make three meaningful attempts to secure the participation of the student’s parent, guardian custodian, guardian ad litem, or temporary custodian on the absence intervention team.
- Within **10 calendar days** of the triggering absence, the student will be assigned to the selected absence intervention team;
- Within **14 school days** after the assignment of the team, the district will develop the student’s absence intervention plan;
- Within **seven calendar days** after the plan is developed, the district shall make reasonable efforts to provide written notification to the student’s parent or guardian; and
- The student has **60 calendar days** to participate and make satisfactory progress on the plan. If the student does not participate or make satisfactory progress on the plan, as determined by the absence intervention team, the attendance officer must file a complaint in juvenile court against the student on the **61st calendar day** after the implementation of the absence intervention plan. If at any time during the implementation phase of the absence intervention plan the student is absent without legitimate excuse **30 or more consecutive hours or 42 or more hours** in one school month, the district must have its attendance officer file a complaint against the student. This requirement does not apply if the absence intervention team has determined the student has made substantial progress on the absence intervention plan.
• Death in the family
• Quarantine for contagious disease
• Acts of God such as tornados, earthquakes, hurricanes, etc.

**CALCULATIONS OF ABSENCES**

Absences are calculated as follows for **Sacred Heart Campus**:

• Student arrives after 8:30 am, before 10:00 am  Tardy (excludes late bus)
• Student arrives after 10:00 am, before lunch  AM Absence
• Student arrives after lunch, before 2:40 pm  PM Absence
• Student is dismissed after 2:40 pm  Early Release

Absences are calculated as follows for **SJCC Campus grades 6 – 12**:

• Student arrives after 7:35 am, before 8:35 am  Tardy (excludes late bus)
• Student arrives after 8:35 am, before lunch  AM Absence
• Student arrives after lunch, before 1:40 pm  PM Absence
• Student is dismissed after 1:40 pm  Early Release

NOTE: Students participating in an athletic event or practice must be at school by 8:30am at SJCC or 9:35am at Sacred Heart in order to participate in that day’s event/practice. Friday attendance within these timelines is required to participate in a Saturday/weekend event.

All students arriving late or leaving early MUST report to the school office. Students at the Sacred Heart Campus must be signed out by a parent/guardian. At the SJCC campus, students must sign in/out in the main office upon arrival or leaving the school.

**UNEXCUSED ABSENCES**

Unexcused absences are those not defined in the excused absence category. Unexcused absences result in a failing grade for ALL schoolwork missed the day of the absence. There are no exceptions to this policy. A report will be generated weekly by the attendance officer at each campus and shared with teachers in order to uniformly enforce this policy.

**MAKE-UP WORK POLICY FOR STUDENTS RETURNING FROM AN EXCUSED ABSENCE**

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up the work missed. 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 days upon returning to make up all 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. 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. 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 – again, no exceptions.

**ABSENCE DUE TO EXTENDED TRAVEL**

Students may petition the principal of their building to receive an unexcused absence of up to TEN days for extended travel. Notification of travel/vacation must be made at least three days prior to vacation. If parent/guardian completes the “Application for a Personal Convenience Absence” and the student fulfills the requirements for missed work and tests, the student will not be considered truant. *The principal reserves the right to approve or reject the Personal Convenience Application.*

Because of the possibility of change in teacher plans, schoolwork *may 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. All incomplete work must be made-up within seven 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 parent note). When a student leaves the school building during the day for any reason, he/she must sign out in the school office. When the student returns from an appointment, they must sign in at the school office as well.

**ARRIVAL/DISMISSAL**

**SACRED HEART CAMPUS**

- Extended Day students may enter the building beginning at 6:45 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 am.
- Walkers and students getting picked up 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.
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 pm, SJCC High School students are dismissed at 2:35 p.m.

STUDENT SERVICES

Support services are available to students who qualify. Please contact one of your classroom teachers and/or the principal to inquire.

POWERSCHOOL

Student grades, attendance, scheduling and discipline information 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. 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.

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 or leaving a note for the counselor in the office 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 – 5 conferences will be mandatory for every student as well as for any student in grades 6 – 12 who is in their first year of attendance at Bishop Hoffman Catholic School.
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 48 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. At times, teachers may find that it is best to assign homework that is a preview of the classwork that will be covered in the future. 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, 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 or game playing.

**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 demerits/detention or referral and loss of credit or lowered score in the class. Parents will be notified and made aware of the incident and punishment.

**BHCS EXPECTATIONS FOR ALL STUDENTS**

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 including removal from the school.

**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)

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 98</td>
<td>A+</td>
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<tr>
<td>97 – 93</td>
<td>A</td>
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<tr>
<td>92 – 90</td>
<td>A-</td>
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<tr>
<td>89 – 87</td>
<td>B+</td>
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<td>86 – 83</td>
<td>B</td>
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<td>82 – 80</td>
<td>B-</td>
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<tr>
<td>79 – 77</td>
<td>C+</td>
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<tr>
<td>76 – 73</td>
<td>C</td>
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<tr>
<td>72 – 70</td>
<td>C-</td>
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<tr>
<td>69 – 67</td>
<td>D+</td>
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<td>66 – 63</td>
<td>D</td>
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<tr>
<td>62 – 60</td>
<td>D-</td>
</tr>
<tr>
<td>59 – Below</td>
<td>F</td>
</tr>
</tbody>
</table>

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 envelop 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. The award could include, but is not limited to a dress-down day, special treat, special activity, etc. At the end of the year assembly, those students with perfect attendance for the entire year will receive a certificate.

HONORS – GRADES 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
- Have at least a B+ in all of the following courses:
  - Physical Education
  - Band/Music
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 – 8 will take the MAP test three times per year, in September, January and April. MAP is an acronym for Measures of Academic Progress and was developed by the Northwest Evaluation Association. MAP is a computerized standardized assessment.

SACRED HEART DRESS CODE

PANTS – GIRLS AND BOYS

- Khaki or Navy-Blue Pants
- No cargo, baggy, hip-hugger, wide/bell-bottom pants
- Pants may not sag
- No metal studs (jeans)
- No knit leggings worn as pants

SHORTS – GIRLS AND BOYS

- Khaki or Navy-Blue shorts
- Shorts must be within 4 inches of the knee
- No metal studs (jeans)
- No cargo shorts
- No knit shorts
- May be worn until October 30th
- May be worn after April 1st

JUMPERS/SKIRTS/SKORTS – GIRLS

- Khaki, Plaid or Navy-Blue
- Must not be shorter than 4 inches above the knee
- Tights may be worn under jumpers, skirts or shorts (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 – quarter zip, full zip

SHOES/SOCKS – GIRLS AND BOYS

- No open-toe, open-back, platform shoes, clogs, sandals, nor flip-flops
- Casual, comfortable shoes including athletic shoes are appropriate
- All shoes must be tied/secured
- Shoes must fit the foot – not flop on and off
- Socks/stockings must be worn at all times with all types of shoes
- Heel on footwear must not exceed 1”
- Appropriate shoes must be available for gym class
- Outside boots must be changed for classroom

HAIR

- Must be well-groomed
- Carved hair, or hair with unnatural colors is not permitted

For Boys:

- Hair must not be long enough to touch the ears nor collar

For Girls:

- Headbands must be flat to the head

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):

- Hooded sweatshirts are not permitted after the start of the school day or at Mass
- Scarves/Bandanas
- Suspenders
- Hats Indoors
- Tatoos are NOT permitted
- Boys are NOT permitted to wear earrings in any form
- Girls should not wear dangling/hoop earrings
- Fashion boots of any kind are not permitted
NON-UNIFORM DAYS

Students may wear dress up apparel which may include dresses, skirts, dress pants, dress shorts (within date restrictions)

- Skirts, Shorts, and Dresses must be of appropriate length as mentioned above
- Jeans must be in good condition – no torn/ripped jeans are permitted
- Pajama pants or shorts are not permitted
- Sweatshirts with appropriate logos/language are permitted
- Athletic shoes may be worn on non-uniform days, Crocs are not permitted.
- Students may wear athletic pants/shorts or sweats in good condition.

TEAM SPIRIT/PRIDE SHIRT/HOUSE SHIRT DAYS

- Students may wear their jerseys/team shirt (during their current sports season), House Shirt, or Pride Shirt to school on Tuesday.
- The jersey or team shirt worn must all be of the same type for each team member and must be tucked-in.

Consequences for not following the dress code:

- First Occurrence: Student is sent to the office and the parent is contacted. The student remains in the office until the proper clothing items have been provided.
- Second Occurrence: Student is sent to the office and given a detention. The parent is contacted to bring the proper clothing items.
- Third Occurrence: Student is sent to the office and given a detention. The parent is called to pick up the student.

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

PANTS- GIRLS/BOYS

- Khaki dress pants
- Belts are required
- No cargo, baggy, hip hugger, wide or bell bottom pants or jogger style pants with gathered ankles
• Pants worn at the waist
• No metal studs
• No corduroy
• Pants cannot be tucked into boots.

SHORTS - GIRLS/BOYS
• Khaki Shorts
• Short length no shorter than 4” above the top of the knee
• No cargo shorts
• Shorts may be worn until October 31st and after April 1st

GIRLS ONLY - SKIRTS/SKORTS
• Khaki or school approved plaid
• Skirts should be appropriate length, no shorter than 4” above the top of the knee

COLD WEATHER ATTIRE
• Approved BHCS logo sweatshirt/fleece—quarter zip or full zip

SHOES
• No open-toe, open-back, platform shoes, clogs, sandals, crocs, or flip-flops;
• Casual, comfortable shoes or athletic shoes are appropriate
• Socks or stockings must be worn with all styles of shoes
• No over the knee socks are permitted

HAIR
• Hair must be well groomed
• Carved hair or hair with unnatural colors will not be permitted
• Any hairstyle unacceptable to the administration will not be permitted

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.
• 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 are not permitted after the start of the school day or at Mass
  Tattoos are NOT permitted
• 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

**NON-UNIFORM DAYS**
• Denim skirts, dresses, jumpers, and jeans are permitted
• Jeans must be in good condition - no torn/ripped jeans are permitted
• Yoga pants and leggings are NOT allowed
• 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 open-toe, open-back, or platform shoes

**TEAM SPIRIT/PRIDE SHIRT/HOUSE SHIRT DAYS**
• Students may wear their jerseys/team shirt (during their current sports season), House
  Shirt, or Pride Shirt to school on Tuesday.
• The jersey or team shirt worn must all be of the same type for each team member and
  must be tucked-in.

**Consequences for not following the dress code:**
• First Occurrence: Student is sent to the office and the parent is contacted. The student
  remains in the office until the proper clothing items have been provided.
• Second Occurrence: Student is sent to the office and given a detention. The parent is
  contacted to bring the proper clothing items.
• Third Occurrence: Student is sent to the office and given a detention. The parent is
  called to pick up the student.

**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 at all times.
• Students are encouraged to take advantage of special dress-up days 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**
• Only SJCC or BHCS school sweaters or quarter-zip purchased from the uniform store or Fremont Athletic Supply may be worn when weather appropriate.
  o A white shirt and tie must be worn under the approved sweaters
• The school blazer must be worn with the sweater/quarter-zip.

**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 administration.

**SOCKS AND SHOES**
• **Shoes:** Low-heeled (not to exceed 2") 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, 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 not distract by color, style, logo, or language.
• Socks or stockings must be worn with all styles of shoes.
• Boots are not permitted indoors
• No over the knee socks are permitted

**TATTOOS AND TATTOOING**
• Visible tattoos and brands must be covered completely and NOT visible.

**NON-UNIFORM DAYS**
• Denim skirts, dresses, jumpers, and jeans are permitted
• Jeans must be in good condition, not ripped
• Yoga pants and leggings are NOT allowed
• 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
TEAM SPIRIT/PRIDE SHIRT DAYS

- Students may wear their jerseys/team shirts (during their current sports season) or their pride shirts to school on Tuesdays.
- The jersey or team shirt worn must all be of the same type for each team member and must be tucked-in.
- Elite-3 shirts can be won on Tuesdays.

GIRLS: 9-12 SPECIFIC DRESS CODE GUIDELINES

- Traditional gray dress slacks or skirt are to be worn
- Skirts and pants must be worn at the natural waistline
- Skirts are not to be rolled
- Pants are not to be dragging the ground and must be hemmed
- Slacks are to be dress, not form fitting, nor of a sweat pant or yoga pant material
- Belts are required
- Skirts may be no shorter than four inches above the top of the knee and no longer than mid-calf
- 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
- Tank tops or colored shirts under the blouse are not permitted
- Blouses are to be tucked securely into the slacks or skirt
- Jewelry must be tasteful and not to the excess
- Handkerchiefs, bandanas, or chain wallets are prohibited
- Approved wristbands are allowed
- No open-toe, open-back, sandal, slipper, or Crocs are allowed
- Any hairstyle or artificial color deemed unacceptable to the Administration will not be permitted
- Ear piercing is allowed
- Tongue piercing, facial piercing, and hole retainers are not permitted
- No other visible body piercing or tattoos will 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
- Pants are not to be dragging the ground and must be hemmed
- Belts are required
• 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 and the button must be buttoned.
• Nail polish, visible body piercings, make-up, carved or colored eyebrows or hair, tattoos etc., are not permitted
• Handkerchiefs, bandanas, or chain wallets are prohibited
• Approved wristbands may be worn
• Tongue rings, earrings and hole retainers are prohibited.
• Boy’s 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
• 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 are not permitted after the start of the school day or at Mass
• Tattoos are **NOT** permitted
• 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

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

• First Occurrence: Student is sent to the office and the parent is contacted. The student remains in the office until the proper clothing items have been provided.
• Second Occurrence: Student is sent to the office and given a detention. The parent is contacted to bring the proper clothing items.
• Third Occurrence: Student is sent to the office and given a detention. The parent is called to pick up the student.
SJCC AND SJJHA 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
4 units Religion
4 units Math
3 units Social Studies
4 units Science
1 unit Health & Physical Education
1 unit Humanities
0.5 unit Computer Efficiency
0.5 unit Financial Literacy
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.

ATHLETIC ELIGIBILITY

Eligibility to participate in sports will be checked every Friday to verify he/she has the grades to participate in games/practices the following week. To be eligible:

- Athletes must have at least a 1.5 GPA and be passing FIVE credit units during the season.
- Athletes must maintain acceptable grades. He/she cannot have an “F” in 2 or more subjects or playing time the following week will be impacted.
- Athletes must complete homework throughout every week. He/she cannot be missing 2 or more assignments in 2 or more classes or playing time will be impacted.
- Athletes must serve all detentions. If missing any detentions, eligibility will be impacted the following week.
- When a student is not in school the day of a game due to illness, the student may not participate in games that evening.
- Any student serving an out-of-school suspension will not be allowed to participate in practice and/or games during the suspension period.
- Any student may be placed on athletic 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.

**HOMESCHOOL STUDENTS**

Graduation Ceremonies
- Students will not “walk” nor participate in any other way in ceremonies. Students are invited to attend and support his/her teammates/course mates but will not wear a cap and gown because Bishop Hoffman Catholic School Saint Joseph Central Catholic is not issuing/conferring/granting the diploma.

Rewards/Scholarships
- Students will not be eligible to apply for nor be awarded BHCS/SJCC scholarships and are not eligible to represent him or herself as a BHCS/SJCC student (not primary school of attendance) on college or scholarship applications. Student(s) will not receive ranking recognition, nor will they receive conduct/attendance/grade recognition.

Retreats and/or Service Groups/Activities
- Student(s) are welcome and encouraged to participate in these events as they will be enrolled in BHCS/SJCC religion courses. The service hour requirement is mandatory.

**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, ½ 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.

Grade 6 – 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.

**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.

**COLLEGE CREDIT PLUS (CCP)**

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 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.

**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 school counselor.
- Planning should take place at least two weeks prior to the term in which student 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.

**SPRING HONORS BANQUET (9 – 12)**

In order to attend the Spring Honors Banquet, a student must receive first or second honors for each of the first three quarters of the academic year.

**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.

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 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.

ATHLETIC ELIGIBILITY

- SJCC high school student-athletes must have at least a 1.5 GPA and be passing FIVE credit units to be eligible to participate in his/her sport until the next eligibility report is run (at the end of each nine weeks).
- Students, including athletes, are required to serve detentions when assigned.
- Any student serving an out-of-school suspension will not be allowed to participate in practice and/or games during the suspension period.
- If a student is not in school the day of a game due to illness, the student may not participate in an athletic event that day.
- Any student may be placed on athletic 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 approved by the Head of School.
CELL PHONE, APPLE WATCH, SMART WATCH, FITBIT, GIZMO,
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,
iPods, Apple watches, 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
turned off.

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.

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. A detention/referral/demerit is issued at the discretion of the Principal.
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.

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. BHCS promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. School employees and volunteers who have direct contact with students shall receive training and the complaint procedure established by the Head of School shall be followed.

BHCS uses the Ohio Department of Education ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING Model Policy. This policy can be found online at: http://education.ohio.gov/getattachment/Topics/Other-Resources/School-Safety/SchoolSafety-Resources/Anti-Harassment-Intimidation-and-Bullying-Model-Po/Anti-HIBModel-Policy-FINAL-update-incl-HB116-100912.pdf.aspx
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 is “Zero Tolerance” for students in possession of, selling of, dispensing of, or use of drugs, or of drug paraphernalia in the school building 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. 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 drugs are found in school. 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.

Any student needing to take prescription medication or “over the counter” medication must clear this with the school nurse and fill out all required forms. A student is never to share their medication with any other student.

**ALCOHOL, TOBACCO, VAPING POLICY**

The policy of BHCS is “zero tolerance” for students for the possession of, selling of, dispensing of, or use of alcohol, tobacco and/or vaping in the school building 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 suspended for up to five days.

A second violation within the academic school year will result in a five-day suspension with recommendation for expulsion. Other actions may be taken if deemed necessary at the sole discretion of the administration of BHCS.

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.

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 requires suspension.

**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

Because it is for the safety and protection of all students within our care and custody, certified staff members may legally check desks, books, book bags, gym bags, lockers, and coatrooms to search for and seize weapons, dangerous objects, or illegal substances. This is done if there is a reasonable suspicion to believe that such objects are in the possession of the student, especially where the student has no reasonable expectation of privacy (lockers, coatrooms, desks, coats, book bags, and books).

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
   - 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 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 3-5 who receive three demerits within one quarter will result in a 40-minute detention and five points are deducted from their conduct grade. Detention is held from 3:20 - 4:00 p.m. For K-2 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 3-5 who receive six demerits within one quarter will serve two consecutive 40-minute detentions and K-2 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 within one quarter will 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 beginning of each quarter.

SJCC AND SJJHA DISCIPLINE POLICY

DISCIPLINARY PROCEDURES
Individual teachers establish basic guidelines concerning conduct in their classrooms. Teachers may assign detentions or referrals for violation(s) of these guidelines. Any student directed to leave the classroom for misconduct is to report to the Principal’s office. All actions will be reviewed by the Principal and/or Head of School and are subject to suspension and/or expulsion.

DETENTIONS
Detention is held on Tuesday mornings from 7:00-7:30 and on Thursdays from 2:40-3:10. 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 while serving detention. Failure to meet this responsibility by the date given will result in a meeting with the Principal and/or Head of School resulting in additional disciplinary actions.

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.
- Unexcused Tardies (3 +)
- Inappropriate Behavior
- Public Display of Affection
- Dress Code
- Excessive Talking
- Incomplete Classwork
- Littering
- Disobedience
- Mischief
- Violation of Class Rules
- Disrespect
- Lack of Class Materials
- Disturbing Class
- Profanity
- Poor Attitude
- Uniform Violation

REFERRALS
Referrals are given for behavior that is deemed more serious than that which merits a detention. One referral equals three detentions. Failure to meet this responsibility by the date given will result in a meeting with the Principal and/or Head of School resulting in additional disciplinary actions.

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
DISCIPLINARY PROCEDURES AND DUE PROCESS AS RELATED TO SUSPENSION AND EXPULSION

SUSPENSION or EXPULSION
Immediate suspension may be imposed for violations. The Principal and/or Head of School reserve the right to suspend/expel a student. In-school and out-of-school suspensions are given at the discretion of the Principal and/or Head of School. Membership in the National Honor Society or other school leadership positions, as well as consideration for school and departmental awards, etc. may be affected.

Due Process as Related to Suspension and Expulsion:
In order to ensure and protect the rights of all individuals, the procedures outlined below will be used in all cases involving suspension or expulsion. All suspensions and expulsions shall result in exclusion from all school-related activities during the period of suspension or expulsion unless specifically excepted.

- At the time of suspension or expulsion notice will be given to the student and parent/guardians and the specific reasons for the suspension or expulsion will be given.
- Student and parents/guardians shall be given an opportunity for a conference with the BHCS Administration to discuss the reasons for the suspension or recommended expulsion.
- A conference will be convened as soon as possible after the notice has been given.

DISCIPLINARY REVIEW BOARD
A student or parent may request that the Disciplinary Review Board review matters of serious consequence and any other discipline problem recommended by the Principal or Dean of Discipline. The Disciplinary Review Board recommends to the Principal the exact consequence for those students appearing before it. The Principal and/or Head of School can overrule a Disciplinary Review Board’s recommendation. The Disciplinary Review Board is made up of four members: an individual selected by the Principal to act as the chairperson, the Lead Teacher, and two teachers selected by the faculty. In the case of possible expulsion, a teacher may be appointed by the student or parent if this representation is so desired. In all discipline reviews, all student records will be considered. The decision to expel a student or offer an option “in lieu of” an expulsion will be made by the Principal and/or Head of School.
BISHOP HOFFMAN CATHOLIC SCHOOL EXTENDED DAY AT SH 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 mailed in August and are available at either school office throughout the school year.

HOURS OF OPERATION
The hours of operation for Extended Day at Sacred Heart Campus are Monday thru Friday 6:30-8:30 am and 3:15 -5:30pm. 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 the extended day is closed.
- School Closed - When school is closed the extended day is closed.

FEES
The Extended day fees are as follows:
- 1-child. $4.00/hour
- 2-children $5.50/hour
- 3-children $7.50/hour
- Each additional child is $3.00 per hour. (These fees are subject to change as directed by the Administration and Finance Committee). The payment schedule for Extended Day is monthly unless prior arrangements are made with the Program Director. Each invoice will be through the last Friday of the month. Outstanding balances will be subject to a finance charge (10%). Failure to pay fees will result in your child's report card being held until payment in full is received, or could result in denial of services until balance is paid in full. If you have questions about your bill contact the Extended Day Director. Breakfast is provided for the children between 7:30 - 8:15am. Snack will be served between 4:00 - 4:30 pm. Please make sure to sign your child in and out every time you use the program. If you do not sign-in in the morning, you will be charged for 6:30 to 8:30. If you do not sign out after school, you will be charged for 3:15 to 5:30.

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. A heads-up also helps us to pre-plan activities, art projects and snacks.

**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 selfrespect 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 occurs. 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.

FIELD TRIPS

- Occasionally the Extended Day will schedule short field trips within walking distance. When field trips are scheduled, newsletters will be sent out to notify the parents. A general permission slip needs to be signed at the time of registration allowing us to do these trips.

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.

Appendix A

Tuition Contract – Bishop Hoffman Catholic School

This agreement dated ________________ is made and entered into between Bishop Hoffman Catholic School (BJCS) and __________________________________________ who is/are the student(s)’ ________ Parent(s), ________ Guardian(s), ________ Other.
Payment of Tuition

- The undersigned agrees to pay tuition and fees for the ____________ school-year (August thru June). Parents, Guardians, or other shall select a payment plan for tuition (1 full-payment, 2 half-payments, 4 quarterly-payments, 11 monthly-payments) through the SmartTuition system. Payments may be made online using SmartTuition, in person at the Enrollment Coordinator’s office, or at the SJCC Campus office.
  - If a tuition payment is 3 days overdue, unless special payment arrangements have been made and signed in writing be a BHCS school administrator, BHCS may impose the following sanctions at BHCS’ sole discretion.
    - Assessing a $40.00 late fee
  - If a tuition payment is 30 days overdue, unless special payment arrangements have been made and signed in writing be a BHCS school administrator, BHCS may impose any or all of the following sanctions at BHCS’ sole discretion.
    - Withholding academic records.
    - Disallowing a student’s participation in sports or other school activities.
    - Withdrawing a student from class participation.
    - Withdrawing a student from school.
    - Using a collection agency.
    - Filing a claim in court.
  - A family not current with a payment plan previously agreed upon with BHCS may not register for the following school year until the tuition for the current year is paid in full, unless special payment arrangements have been in writing and are signed by a BHCS school administrator. School records, diplomas, or transcripts will not be released until all tuition and other charges are paid in full.

Refunds

- If a student is withdrawn, for any reason other than request by BHCS or by mutual agreement, during the school year, remaining tuition for the rest of the school year must be paid in full unless a BHCS school administrator agrees in writing to refund a portion of the remaining tuition. Otherwise, no refund, credit, or reduction for withdrawal, absences, (excused or unexcused), vacations, holidays, moving, illnesses, or calamity days (weather, power, etc.).
  - If a student is asked to leave or withdraw from BHCS, the undersigned will be responsible for the prorated annual tuition through the rest of the semester in which the student withdraws.
  - Prepaid tuition will be refunded only if cancellation is made in writing to BHCS, within 60 days prior to the first day classes are scheduled to start.

General Terms and Conditions

- Prior to completing the registration process, payment of a nonrefundable registration fee of $50.00 per student when registering by the deadline, and $100.00 per student after the deadline must be made. Failure to pay the registration fee will mean an incomplete registration for the ____________ school-year and your student(s) will not be registered to begin classes. The registration fee is nonrefundable for any reason, including but not limited to, denial of a student’s application.
  - The terms and conditions of the BHCS enrollment and other policy information which may be provided to the student are hereby incorporated into this Agreement by reference.
  - It is further understood that the student and the student’s parents/guardians/other, till abide by policies and guidelines as documented in the BHCS handbook.
• Returned checks  All returned checks will incur a fee of $25.00. If two checks are returned for insufficient funds, BHCS will no longer accept personal checks, and you will be required to pay cash, or with a check from a local bank or through SmartTuition.

• I/We understand that a place will be reserved for our student(s) only if this form, online registration, and the registration fee are completed and submitted by the deadline. I/we understand that acceptance of enrollment depends on the student’s successful completion of the current school year and on full payment of all tuition and fees of the current and/or prior school years.

• I/We understand that BHCS reserves the right to deny enrollment and/or dismiss or expel a student whom it determines is unsuitable for enrollment.

*I/We, the undersigned, have read and understand the Terms and Conditions of this Agreement, for the enrollment of my/our student(s) for the ______________ school year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment to tuition and fees as set forth herein.*

Signature of Parent/Guardian/Other ______________________  Date ________________

Address

Signature of Parent/Guardian/Other ______________________  Date ________________

Address

Please List Your Student(s) Who Will Attend BHCS Next School Year

1. ______________________________________________
2. ______________________________________________
3. ______________________________________________
4. ______________________________________________
5. ______________________________________________
6. ______________________________________________