

BISHOP HARTLEY HIGH SCHOOL

OUR MISSION

Our mission is to provide a quality Catholic education emphasizing Christ's teaching in all phases of the educational process and to empower each student to mature spiritually, morally, intellectually, physically, and socially.

Bishop Hartley is a school of faith, preparation, community, service, and spirit and we believe:

1. Jesus Christ and the Gospel message are central to all phases of the learning process.
2. The Hartley experience teaches students to become life-long learners who are capable as adults of fully participating in their faith life and community.
3. Challenging expectations increase individual student performance.
4. The purpose of each discipline is to develop: creativity, problem solving skills, and critical thinking skills.
5. Students, parents, teachers, administrators, and our community share the responsibility for advancing our mission.
6. The Hartley experience teaches students the ability to make ethical decisions and to take moral action.
7. Every student is a valuable individual who can learn.



Dear Parents:

Welcome to the 2008-2009 school year. This handbook is meant to be a comprehensive guide to all facets of life and learning at Bishop Hartley. We want to ensure in this one book that parents, students, staff, and friends have all the pertinent information concerning the philosophy of our school, as well as the specific operations necessary for the running of any Catholic school. Every year brings change and this year's handbook is no exception. **Please Read It Carefully.**

This August, Bishop Hartley will open its doors for the fifty-second year with the same resolve in Catholic education as in year one. All of us at Bishop Hartley reaffirm our unwavering commitment to the spiritual, moral, intellectual, physical, and social growth of all of our students - and to the Catholicity, values, and hard work that has separated us from other schools. Our school's reputation and success will always rest, in large measure, on parental involvement and a collaborative effort among school, church, and family.

Last years theme – We are the Light of the World, May our Light Shine before ALL – served as a reminder to light the way for others by being role models and representatives of the love of Jesus Christ.

Make All That We Do Be a Gift of Love and Thanksgiving

Taken from the prayer of Gabriel's Third Order, this one line provides us with this year's theme. May it remind us that the best way to thank God for our blessings is to serve others with love and humility.

May all gifts – whether they be time, talent, or treasure – honor the blessings that have been bestowed upon the Bishop Hartley community. We invite students, parents, teachers, coaches, and staff workers to join us in creating an environment where gifts of love, caring, and gratitude are both abundant and commonplace.

I wish you the very best during the 2008-2009 school year. Let the Bishop Hartley community be resolved in providing gifts of love and thanksgiving.

Sincerely,

Michael R. Winters Principal

Bishop Hartley High School is a Roman Catholic secondary school in the Diocese of Columbus. We celebrate the sacred liturgy of the Eucharist monthly as a school. All students attend the liturgies and are encouraged to participate. Our non-Catholic students attend along with our Catholic students. All students, Catholic and non-Catholic, are expected to show their respect for the sacredness of our Liturgies. While we cannot extend to non-Catholics an invitation to receive communion, we invite all our students to unite in prayer to and in praise of Jesus Christ, our Lord.

RIGHT TO A CATHOLIC EDUCATION

Catholic schools exist to reinforce parental efforts to share faith values with their children and to serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus are open to children of parent(s) or guardian(s) who seek the religious oriented education which Catholic schools can provide.

Schools recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of gender, race, or ethnicity in the administration of its educational programs and extracurricular activities. Preference is given to members of Catholic parishes. Others are to be welcomed on a space available basis at the discretion of the pastor and/or principal.

Pastors and principals must exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who in their opinion seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked to leave the school by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level.

THE COMMUNITY

Bishop Hartley High School is located in East Columbus and serves a diverse socioeconomic and sociocultural community.

THE SCHOOL

Founded in 1957, Bishop Hartley High School is a four-year, diocesan Roman Catholic high school for boys and girls. The school is accredited by the State of Ohio and the Diocese of Columbus. School is in session 180 days a year, and the school day is from 7:50 a.m. until 2:35 p.m. with seven 50-minute class periods. An 8th period has been added for enrichment, activities, and tutorials. Its current enrollment is approximately 700, and the Senior Class numbers 157. The ratio of students to teachers is 16:1 and counselors to students is 230:1. The 2008-2009 per pupil expenditure is budgeted at \$7,900 excluding state assistance.

ADMINISTRATION, SUPPORT STAFF, AND FACULTY

(press # and extension number for voicemail)

Kathy Acklin (ext. 227) Admissions
 Pam Brauner (ext. 454) Religion
 Brad Burchfield (ext.) English
 Sheila Cafmeyer (ext. 461) Choir
 Jennifer Cobler (ext. 440) Art
 Ken Collura (ext. 230) Business Manager;
 Director of Technology
 Cindy Currie (ext. 229) Development
 Vince DePaoli (ext. 421) Religion
 Dominic Dinovo (ext. 449) Social Studies; Religion
 Ilona Ferris (ext. 222) Guidance Secretary
 Anita Foraker (ext. 442) Mathematics
 Fulvia Fowler (ext. 428) Foreign Language
 Chairperson
 Julie Gerdeman (ext. 431) Mathematics
 Dick Geyer (ext. 424) Social Studies
 Dr. Adriana Golumbeanu (ext. 446) Foreign Language
 Cindy Goodburn (ext. 0) Receptionist
 Mike Graham (ext. 426) Social Studies
 Tim Grannan (ext. 243) Guidance Counselor
 Bob Grove (ext. 425) Science Chairperson
 Mary Gruber (ext. 420) Mathematics
 Curt Hansen (ext. 451) Social Studies
 Tiffiney Hatem (ext. 250) Development Director
 Regina Hinterschied School Nurse
 Kelly Holcomb (ext. 435) Biology
 Richard Jones (ext. 488) Computer Science;
 Business
 Dr. William Kinnison (ext. 429) English
 Randy Kortokrax (ext. 233) Dean of Students;
 Health
 Chris Kowalski (ext.) Math; Religion
 Judith Manley (ext. 433) English; Drama
 Stefanie Marshall (ext. 224) Guidance Counselor
 Cynthia Mayo (ext. 231) Media; Library

Mary McCarthy (ext. 242) Cafeteria Manager
 Beth Motter (ext. 438) Mathematics Chairperson
 Marsha Naunheimer (ext. 214) Bookkeeper
 Andrea Niswander (ext. 423) Foreign Language
 Kittie Palm-Hauser (ext. 439) Art Chairperson
 Hannah Paschall (ext.) Intervention Specialist
 Kevin Petrella (ext.) Math
 Robert Prokop School Psychologist
 Vince Porretta (ext. 487) Foreign Language
 Jenny Prout (ext. 252) Special Events;
 Student Activities
 Barbara Recchie (ext. 215) Assistant Principal;
 Academic Dean; Admissions Director
 Sarah Reichley (ext. 436) Foreign Language
 Mary Ann Rees (ext. 223) Guidance Dept. Director
 Bill Richards (ext. 453) Religion
 Megan Rowlands (ext. 441) English
 Kevin Ryan (ext. 443) English; Religion
 Sharon Samuelson (ext. 211) School Secretary
 Kathy Servick (ext. 445) English Chairperson
 Alida Sfalcin (ext. 444) Home Economics; Reading
 Ann Smith (ext. 486) Health; Mathematics
 Frank Sullivan (ext. 226) ... Dir. of Religious Ed.; Religion
 Kristin Thomas (ext. 225) Technology
 Dave Thompson (ext. 213) Athletic Director
 Heather Thompson (ext. 228) Marketing
 Nathan Trimner (ext. 432) Science
 J.T. Triplett (ext. 455) Health; Physical Education
 Jennifer Ulrich (ext. 430) Science; Physics
 Kim VanDerMolen (ext. 434) Foreign Language
 Evan Wagner (ext. 427) Science
 Kathryn Rodenberger (ext.) Music
 Mike Winters (ext. 212) Principal; English
 Paul Yanok (ext. 448) English
 Michelle Zuccarrelli (ext. 229) Development

GUIDANCE COUNSELOR ASSIGNMENTS

Mary Ann Rees A-G Tim Grannan H-N Stefanie Marshall O-Z

STUDENT COUNCIL - 2008-2009

President: Megan Mackessy **Secretary:** Sara Reis
Vice President: Katie Dawes **Treasurer:** Adam Girard
Sergeant at Arms: Patrick Charlesworth

Class of 2009

President: Sam Baird
Vice President: Victoria Vincent
Representatives:
John Lamotte
Elizabeth Palmieri
Lindsey Cannon
Matt Hoelker
Sarah Ahler
Tricia Ryan
Tim Heinmiller
Marai Allen

Class of 2010

President: Jillian Knox
Vice President: Caitlin McGullicuddy
Representatives:
Ben Currie
Joe Bizjak
Allie Holehouse
Bryan Buechner
Tim Schmitz
Jackie Morbitzer
Corey McSweeney
Kathleen Ryan
Bella Cockerell

Class of 2011

President: Khoa Nguyen
Vice President: Robin Kraus
Representatives:
Leah Welsh
Emily Strapp
Karlenna Lombardi
Ryan Girard
A.J. Talerico
Aric Lindsay
Connor Callahan
Molly Albert

Class of 2012

To Be Elected

ACADEMIC INFORMATION

GRADING

Report Cards

Evaluation is an important part of the educational process. Reports of academic progress are made four times during the year at Bishop Hartley. These reports are mailed home each quarter by the school office.

Interim Reports

At the midway point in each grading period, progress reports (interims) of all scheduled subjects are issued to students through the regularly scheduled classes. The calendar provided at the beginning of the year will indicate these dates. Interim notices may include a request from the teacher for a parent conference.

Grading System

The following are the criteria for grades at Bishop Hartley:

COLLEGE PREP AND GENERAL COURSES

A	93-100	4.00	C	73-76	2.00
A-	90-92	3.70	C-	70-72	1.70
B+	87-89	3.30	D+	67-69	1.30
B	83-86	3.00	D	65-66	1.00
B-	80-82	2.70	F	Below 65	0.00
C+	77-79	2.30			

ADVANCED PLACEMENT AND HONORS COURSES

A	90-100	4.00	C+	73-76	2.30
A-	87-89	3.70	C	70-72	2.00
B+	83-86	3.30	C-	67-69	1.70
B	80-82	3.00	D	65-66	1.00
B-	77-79	2.70	F	Below 65	0.00

Grade Point Average for All Courses Except Foreign Language

The year average for each course is calculated in the following matter:

Semester Course:	First Quarter	40%
	Second Quarter	40%
	Semester Final	20%

Year Course:	First Quarter	40%
	Second Quarter	40%
	Semester Exam	20%

Semester 1 Average 50% of final average

Third Quarter	40%
Fourth Quarter	40%
Semester Exam	20%

Semester 2 Average 50% of final average

Foreign Language Courses

The Foreign Language Department is participating in a program for the Ohio Department of Education in implementing the national standards of the American Conference of Teachers of Foreign Languages (ACTFL). Students must demonstrate proficiency in each of four separate areas -- Reading, Writing, Listening and Speaking -- in order to receive credit and move to the next level.

Because assessment is unfamiliar to many, we have developed a separate handout that explains assessment, evaluation and grading for the 2008-2009 school year. Each student in a foreign language class will receive this handout; each student will receive instruction to understand this system; each student will be required to obtain his/her parents' signature indicating that it was shared at home. (Additional copies will be available throughout the year from the Guidance Office and the Department Chair).

The grade point system and requirements for receiving credit as outlined in the handout should be considered school policy and not subject to change/disregard/omission unless approved by the principal.

Academic Excellence

Regardless of curriculum choice, each student's Grade Point Average is calculated regularly. (See Grade Point Average). Each quarter the Honor Roll publishes the names of those students who have excelled by achieving a G.P.A. of 3.5 or above and whose conduct grade is 85 or above. In addition, each month departments nominate students who have demonstrated outstanding work to be recognized as "Student of the Month."

SPECIAL PROGRAMS

Advanced Placement and Honors Courses

Honors level courses are offered in Science 9, Biology, Chemistry, English 9-12, and Mathematics 9-12.

Advanced Placement courses are offered in Art, American History, Calculus, English Language and Composition, and English Literature and Composition.

Dual Enrollment programs with Ohio Dominican University, The Ohio State University, and Columbus State are currently available through the Post-Secondary option program.

Notre Dame Program

The goal of the Notre Dame Program is to coordinate support for students with service plans or academic support plans. The Notre Dame team consists of the Intervention Specialist, part-time tutor, reading specialist, guidance counselors and the school psychologist who will work together to track student progress, enable teachers to address specific needs, and communicate with the parents.

Students in our Catholic feeder schools on service plans or academic support plans are automatically accepted to Bishop Hartley with conditions. Before acceptance is confirmed, parents of a student with special needs must meet with representatives of the Intervention team to discuss their student's educational plan in order to determine if Bishop Hartley can provide the support system necessary to ensure their student's success.

Catholic students attending parish schools of religion who have service plans and academic support plans at their public schools may be considered for admission if:

- The school has openings in the class;
- The student meets the general criteria for Admissions; and
- After consultation with the parents, it is determined that Bishop Hartley can provide the support system necessary to ensure the student's success.

At this time, the Notre Dame Program is not open to students who do not meet the above criteria.

Intervention for Students Failing Portions of the Ohio Graduation Tests

Bishop Hartley's faculty and guidance counselors are committed to providing intervention opportunities and advice for students who need to pass one or more of the Ohio Graduation Tests. The school will

1. Use the results of the OGT, 8th Terra Nova scores, classroom assessments and teacher and counselor input to design the focus of the student's remedial practice;
2. Provide tutoring in several formats to meet the needs of the student (after-school tutoring, weekend workshops, summer workshops); and
3. Provide guidance to families about home support.

College Statistics

Historically, 98% of Bishop Hartley's graduates have entered college.

National Honor Society Bishop Hartley Chapter

Membership

1. A committee composed of 5 or more faculty representatives, and the N.H.S. advisors will determine student acceptance in N.H.S.
2. Membership is an honor bestowed and all students received into N.H.S. are admitted with probationary status.
3. Procedures for the selection of qualified students begin at the end of the third quarter interim.
4. The Induction Ceremony will be held in the Fall after Spring acceptance.

Selection is based on the following; each candidate must:

1. Be a sophomore or junior in good standing;
2. Have 1 semester of residency at Bishop Hartley; this will be waived if the student has already been inducted into NHS in another school (written verification needed);
3. Have earned and hold a cumulative G.P.A. of 3.5 or above;
4. Complete and submit a candidate verification form;
5. Provide evidence of significant and consistent voluntary service to church, school, or charitable institution;
6. Be evaluated by the entire faculty on the basis of demonstrated leadership and overall character; and
7. Be recommended by majority vote of the faculty committee after consideration of demonstrated leadership, service, and character.

Academic Probation

Students who earn below 2.0 G.P.A. at the end of each quarter will be subject to review by the administration and guidance department for determination of the appropriate intervention measures.

A student whose cumulative G.P.A. at the end of the year is below 2.0 may return to Bishop Hartley on a conditional basis only. In order to remain enrolled, the student must improve sufficiently to achieve a cumulative point average of 2.0 at the end of the following year. Academic dismissal occurs when a student fails to achieve this requirement. Any student who fails Religion during the school year, and either does not take or fails Religion in the summer, will not be readmitted to Bishop Hartley in the fall. In addition, any student who fails Religion two consecutive academic years may not be readmitted to Bishop Hartley the following fall.

Incomplete Grades

At the end of the quarter, a grade of "Incomplete" is given for missing work due to an excused absence. This work may be made up upon the student's return to class. As a rule, in cases of extended absence, no more than one week will be allowed for students to make up such work. (See also Make-up Study after Absence)

- **Work missing due to unexcused absence or unexcused failure to meet course requirements may not be made up.** Such work is considered as a failure when averages are computed.
- **Students who miss more than 7 classes per quarter in any subject will receive a failing grade of no higher than 64% for that quarter in that subject.**
- **Enrollment for the next grade level requires makeup of all required courses failures (including Religion) prior to readmission to Bishop Hartley.**

Academic Standard

The goal of the academic programs at Bishop Hartley is to provide opportunities for students to achieve their maximum academic potential and to master accepted learning techniques. For this reason, there are several curricular designs. The selection of courses by students is monitored carefully by the guidance department which counsel students in the registration process. A student's previous performance and potential are considered in the light of course requirements. Parental approval of course selection is required. Interims and report cards on academic performance are regular vehicles for communication between school and home. In addition, parent/teacher conferences are scheduled twice yearly at the request of either party.

Course Selection

Students are reminded that the responsibility for their high school education and graduation rests with them. If the student fails to complete these requirements, he/she will not be eligible for graduation. The student will receive advice and direction from the guidance department in the selection of appropriate courses.

Full Time Student

A full time student is one who is: a traditional student taking at least 5 classes during the day at Bishop Hartley; a vocational student taking his/her required courses at Bishop Hartley; or a student taking college courses but receiving high school credit for them by Bishop Hartley.

Vocational Education

Bishop Hartley High School students have the opportunity to attend vocational programs in the Columbus high schools and career centers. Generally, these programs are two years in length and are for the eleventh and twelfth grades. Students attend the Columbus school for a half day and Hartley for a half day.

In order to continue as a Hartley student and ultimately receive a Hartley diploma, the following conditions must be met:

1. The time schedule of the vocational school and Hartley must be compatible.
2. The student must complete all the courses required by both schools for graduation. Students or parents having questions about this policy are urged to contact our guidance department.

Physical Education Requirement

All students are required by law to earn 1/2 credit in Physical Education. A student is excused from Physical Education participation only upon written notice of the family doctor.

Transfer Credit Policy

When necessary, adjustments in credit requirements will be made for students who transfer to Bishop Hartley.

In order for appropriate course selection to be determined, a student who enrolls at Bishop Hartley is required to have a current transcript and standardized test performance scores on file.

Religion Requirement Transfer Policy

Any student transferring to Bishop Hartley High School after the ninth grade from another Catholic high school must have passed his or her religion credit requirement or successfully complete Religion in summer school in order to be admitted to Bishop Hartley.

PUBLISHING STUDENT INFORMATION

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following.

If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, date of graduation, and parent e-mail address.

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

Directory Information Notice

Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, date of graduation, and parent e-mail address.

Student Records – Elementary and Secondary Education

Diocesan Policy 5125.0

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older. Schools shall establish procedures to verify the accuracy of data and to remove information no longer needed. Those who are permitted to view and individual student's records are:

1. School personnel;
2. Parent(s)/guardian(s) of a minor student;
3. The student who is 18 years of age or older;
4. Non-custodial parent of an individual minor student unless denied access by a court order;
5. Officials of other schools to which the student transfers.

Parent(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file. All others are denied access unless they have subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

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

PERSONALLY IDENTIFIABLE INFORMATION RELEASE FORM

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

Parents' Consent For Release of Personally Identifiable Information

The undersigned parent(s) and/or guardian(s) of _____, a student at *Bishop Hartley High School* hereby consent to the release of the following personally identifiable information.

Specific information to be released:

Reason for release:

Information to be released via

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

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

Sample

PLANNING FOR THE FUTURE

College Admission Planning

College admission planning begins in junior high when students select courses for their first year in high school. Bishop Hartley administrators and counselors visit feeder grade schools each January to discuss with current teachers placement levels for incoming students in the areas of English, Math, and Science. Whether or not a student will take a visual or performing art class and/or foreign language class in ninth grade is also discussed. These recommendations are then communicated in writing to prospective students and their parents. Proper course selection, which is paramount in college admission planning, is systematically provided by the guidance staff. Although this is an on-going process, counselors meet with students each February specifically for this purpose.

College Admission Standards

Public universities in Ohio endorse "The Minimum Core Curriculum" for college preparation in Ohio. This curriculum includes:

English:	4 units	Social Studies:	3 units
Math:	3 units	Foreign Language:	2 units
Science:	3 units	The Arts:	1 unit

* Some programs may require more extensive preparation in specific subject areas. A student can check with his guidance counselor and the state university of his choice for additional information.

Schools with selective admission policies prefer the following high school credits:

English:	4 units	Foreign Language:	3-4 units of one FL or 2 units each of 2 different FLs
Math:	4 units		
Science:	4 units		
Social Studies:	3 units		

College Entrance Testing

Careful planning for college entrance examinations is essential to successful college admission. Students are strongly encouraged to take the ACT and/or SAT for the first time during the spring or in June of the Junior year and again during the fall of the Senior year. SAT II Subject Tests, when required, are to be taken as soon as possible after the completion of the related course. If the course is being taken in the senior year, the SAT II test should be taken, in most cases, in December. A student can check with his guidance counselor for clarification. Registration materials for these tests are available in the guidance office. It is the responsibility of the student to register and take appropriate tests. However, guidance counselors actively assist students with planning. Bishop Hartley administers the PSAT to all juniors and the PLAN to all sophomores to help prepare students for the SAT and ACT.

PLAN

PLAN is a comprehensive assessment program which consists of an interest inventory, a study skills assessment and four tests of educational development. The experience of taking PLAN combined with good course selection, also helps students perform their best when they take the ACT, the college admissions test used by all Ohio colleges and universities. PLAN has the same format as the ACT but is a shorter version.

PSAT

The PSAT has the same format as the SAT but is a shorter version. Students taking the PSAT can use the scores to estimate what their performance will be on the SAT, a test required for admission to some colleges. Having an idea of possible SAT scores is a valuable tool in making realistic college selections. This score report can also serve as a guide to help students selectively prepare for the SAT. The PSAT is the qualifying test for National Merit Scholarship Program.

ACT

The ACT is a college entrance exam consisting of four curriculum-based tests: English, Math, Reading and Science reasoning. Scores for each test and an ACT composite score are reported on a scale of 1-36. There is also an ACT-Plus Writing Exam. The writing score is a 2-12 scale. We recommend our students take the ACT-Plus Writing Exam at least once. The ACT is administered on five national testing dates annually at several testing centers in Columbus. Bishop Hartley is a test site each October and June.

SAT

The SAT is a college entrance exam consisting of critical reading, math, and writing sections. All scores are reported on a scale from 200-800. The SAT is administered on seven national testing dates annually at several testing centers in Columbus.

SAT II

Some selective colleges require applicants to take one to three of the 22 one-hour SAT II Subject Tests for admission or placement purposes. These exams are administered on six of the seven national testing dates on which the SAT is administered. Students may take up to three Subject Tests on a single testing date, but they cannot take them on the same day they are taking the SAT. Scores are reported in the same way as SAT scores, on a scale of 200-800.

Advanced Placement

Advanced Placement Tests are given to provide students the opportunity to earn college credit by examination. Bishop Hartley administers four AP exams each May: AP Art, AP Calculus, AP American History, AP Language and Composition and AP Literature and Composition. Scores are reported on a scale from 1-5. Each college establishes its own policy regarding the awarding of credit. It is Bishop Hartley's policy to require all AP students to take the AP examination.

GRADUATION REQUIREMENTS

Required Credits		Credits
English		4
Mathematics		3
Science		3
Social Studies		3
Religion		4
Health		.5
Physical Education		.5
Art (visual or performing)		.5
Electives		4.5
Minimum credits required for graduation		23

In addition, students must pass the reading, writing, math science and social studies sections of the Ohio Graduation Test.

Class Rank

Class rank is determined by the cumulative grade point average (G.P.A.) at the end of the 6th, 7th, and 8th semesters. With the exception of courses taken at a post-secondary institution, all courses in which a letter grade is assigned are included in the GPA computation. Grades earn the following points:

A	=	4.0	C+	=	2.3
A-	=	3.7	C	=	2.0
B+	=	3.3	C-	=	1.7
B	=	3.0	D+	=	1.3
B-	=	2.7	D	=	1.0
			F	=	0.0

Grade Point Average

The grade point average for each semester is calculated by multiplying the credit value of each course by the point value of the grade earned. The quality points generated by this calculation are divided by the total number of credits attempted.

SPECIAL OPPORTUNITIES

In addition to taking AP classes, students can participate in two programs to earn college credit:

Dual Enrollment and Ohio's Post-Secondary Enrollment Options Program (PSEOP)

Bishop Hartley students enrolled in AP Calculus, Calculus II, Spanish IV and/or French IV can earn both high school and college credit through the Dual Enrollment Program with Ohio Dominican University. These courses are taught at Bishop Hartley by Bishop Hartley teachers. For each class students earn one unit of high school credit and can earn up to eight semester hours of college credit. A fee is assessed for the college credit.

The Post-Secondary Enrollment Options Program is intended to provide expanded opportunities for qualified high school students to experience coursework at the college or university level. These courses are taught at the college or university by college/university instructors.

This program provides two enrollment options for students:

Option A The student takes course work for college credit only and is responsible for paying all incurred costs, including tuition, books, materials, and fees.

Option B The student takes course work for both high school and college credit. The local school district is responsible for paying the costs.

According to the Ohio Department of Education, the maximum number of Carnegie Units that a student is permitted to earn during an academic school year is the sum of the Carnegie Units scheduled at the high school and university, and may not exceed the number of units that might be earned by a student at his/her high school in one year. At Hartley, the maximum number of Carnegie Units that a student can earn in one year is seven. Since Bishop Hartley students must take Religion 12, English 12, and Government in their senior year and each of these classes earns one Carnegie Unit, the maximum number of Carnegie Units that can be earned at the University is four. College courses for which five semester hours (seven and one-half quarter hours) of credit are earned will be awarded one Carnegie Unit. Fractional Carnegie Units will be awarded proportionally.

Since Hartley students typically enroll under Option B when participating in a post-secondary enrollment program and, therefore, earn both high school and college credit, they have been charged full tuition at Bishop Hartley. This tuition policy is consistent among Catholic high schools in Columbus.

GUIDANCE DEPARTMENT

The chief duties of the guidance counselors include:

A. All Students

1. Provide personal, academic and career counseling
2. Provide guidance in the selection of courses
3. Organize and interpret the testing program
4. Arrange for tutoring when needed
5. Get assignments for students when they are absent for three or more days
6. Make schedule adjustments when necessary
7. Keep an activities-honors form for each student
8. Manage the Peer Mediation Program
9. Conduct Kids at Risk support group
10. Conduct Students of Divorce support group
11. Assist students in applying for leadership conferences
12. Assist students in applying for summer institutes for the gifted and talented

B. Freshmen

1. Conduct freshman orientation to facilitate a successful transition to high school
2. Conduct a career seminar including
 - a. Introduction to the world of work
 - b. Choosing a career
 - 1) Values
 - 2) Interests (an interest survey is given and interpreted)
 - 3) Abilities (an abilities test is given and interpreted)
 - c. Learning to use the Education and Career Opportunities System (ECOS)

C. Sophomores

1. Schedule monthly career presentations sponsored by the Explorers' Division of the Boy Scouts of America
2. Administer and interpret the PLAN Test and the PSAT
3. Organize Parents' Night on early college planning
4. Assist those interested in selecting a vocational program

D. Juniors

1. Interpret PSAT and ASVAB
2. Conduct group meetings on post-high-school planning and college
3. Organize college fair

E. Seniors

1. Conduct one-on-one interviews with each senior
2. Conduct group meetings on applying for college and other post-secondary programs as well as financial aid and scholarships
3. Organize Parents' Night on applying for education beyond high school
4. Schedule visits of admission staff from 50-60 colleges and universities to Hartley
5. Organize parents' financial aid workshop
6. Complete necessary recommendations, forms, and transcripts for college and other post-secondary admission and scholarships

Schedule Changes

Since a student, together with his parents, teachers, and counselors, expends a great deal of time and effort to select appropriate courses, the following schedule change policy has been established and will be enforced.

1. No schedule changes will be made during the first week of school unless initiated by a guidance Counselor because of recognized conflicts.
2. A student may drop an elective (no science, math or a foreign language) for another elective or a study hall if he does not already have a study hall that semester. However, the elective or study hall must be scheduled the same period as the original course or study hall. The schedule cannot be rearranged to make this change. There is a fee to make this type of schedule change.
3. Major subject (English, religion, math, science, social studies and foreign language) schedule changes can be initiated only by counselor and/or teacher in consultation with each other when the student is unable to do the work.
4. It is the policy at Hartley not to change a schedule so that a student may have a particular teacher or lunch period.
5. There will be a \$15 charge for all schedule changes. This fee will be waived for any schedule change initiated by a faculty member.

Summer School Policy

With the exception of physical education classes and PSEOP classes that are taken in the summer, Bishop Hartley views summer school as remedial in nature. The only classes that are to be scheduled in summer school are those courses that have already been taken the regular school year. These classes may be repeated to earn credit or to raise the grade. Bishop Hartley offers only religion in summer school. Students who need to repeat another subject, such as English, Science, Math and Social Studies, will work with their counselors to schedule these classes at area public schools. In order for Bishop Hartley to recognize credit for any other class taken during the summer, a student must first receive approval from his/her counselor before registering for the class.

CURRICULUM

The high school, through its faculty and counselors, will recommend specific courses for individual pupils depending upon assessed academic potential and past achievement records. Final course selection, however, is always subject to parental approval.

ART

Art Appreciation

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: None

- This is an academic course for students who are interested in learning about art rather than making art. Much reading and writing will be expected of the student, including regular homework assignments and a research paper. Basic concepts of art, culture, and the creative process are introduced along with Western Art History and an exploration of multi-cultural art.
- May not be taken in same year with Art Fundamentals

Art Fundamentals

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Art Fundamentals is a course emphasizing color theory and beginning painting. Students will do projects using various media. In addition to studio work, students can expect academic and homework assignments.
- This course, together with Drawing, is a prerequisite for all other studio art classes.
- Fee and equipment required. (Approximately \$28.00)
- May not be taken in same year with Art Appreciation

Drawing (Freehand)

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: None

- This course is an introduction to freehand drawing. The laws of visual perception as they apply to realistic representation will be explored and employed. Several drawing media will be used. Students will draw still life, head, face, and figure compositions and landscape. Students should expect homework and written assignments.
- This course together with Art Fundamentals is a prerequisite for all other studio art classes.
- Fee and equipment required. (Approximately \$10.00)

Continuing Art: Drawing

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: Art Fundamentals, Drawing, and minimum grade of B- in each or permission

- Students will continue the exploration of drawing subjects, methods, and techniques begun in Drawing.
- Pastels, inks, and graphite will be used.
- Out of class assignments (homework) and a research paper project are to be expected.

Continuing Art: 2-Dimensional Art

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: Art Fundamentals, Drawing, and minimum grade of B- in each or permission

- Students will develop in greater depth the skills and concepts of drawing, painting, and printmaking learned in Art Fundamentals. Acrylic paints will be introduced, and 20th century art will be studied in depth. The student should expect out of class assignments (homework) and a paper.
- Fee and equipment required. (Approximately \$30.00)

Continuing Art: 3-Dimensional Design

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: Art Fundamentals, Drawing, and minimum grade of B- in each or permission

- Student will explore concepts and skills in sculpture and hand-built ceramics, building on the foundations established in Art Fundamentals.
- Many media will be used. Students should expect homework and a paper.
- Fee and equipment required. (Approximately \$25.00)

AP Art/Portfolio Art

2 Semesters 1 Credit Grade: 12 Prerequisite: Invitation of department chairman

- This course enables select students to prepare portfolios for submission to colleges of art and departments of art to meet admissions and/or scholarship requirements. Students may also submit portfolios for examination to be granted college credit.

Continuing Art: Painting

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: Art Fundamentals, Drawing, and minimum grade of B- in each or permission

- Students will explore pastels, watercolors, and oil painting. Emphasis will be on understanding technical processes involved, the application of color theory, the application of the laws of linear and atmospheric perspective, the principles of recession, the use of color as value, and successful compositions. Students should expect homework and a paper.
- Fee and equipment required. (Approximately \$30.00)

Yearbook

2 Semesters 1 Credit Grades: 10, 11, 12 Prerequisite: Interview

- Elective
- This class explores all aspects of publishing a yearbook. Through our study, we will be creating an entire yearbook that will document the history of our school year.
- Students will experience the process of creating a publication through reporting, taking photos, creating layouts, and editing.
- Students must have access to a camera and will be expected to develop and purchase their own film.
- All students will be interviewed before acceptance into this class.
- Class size: limited

Computer Art: Print & Photo

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: None

- Art Credit
- Class size limited.
- Combination of photography (black & white and color) and photo-editing using computer programs.
- Students will learn the photographic aspects of the elements of art and principles of design.
- Students will be required to purchase film and pay processing costs at a local camera store on their own time. Time outside of school will be required for taking photos.
- Students must provide their own camera.
- Readings and a paper required on an academic study of photography

Applied Art

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: Art Fundamentals

- Art Credit
- Students will explore the use of design elements and color theory in making of graphics, paper and textile arts, such as calligraphy, batik, and pottery. Students should expect out of class assignments including a paper.
- Many media will be used.
- Fee and equipment required. (Approximately \$30.00)

BUSINESS & COMPUTER SCIENCE**General Business**

2 Semesters 1 Credit Grades: 10, 11, 12 Prerequisite: None

- This course serves as an introduction to basic business concepts such as: our economic system and how it works, types of businesses and how they are organized, labor and government in our economy, working with technology, as well as banking, credit and insurance. This course provides students the opportunity to explore many of the different careers available in business as well as obtaining the basics for everyday financial planning.

Accounting I

2 Semesters 1 Credit Grades: 10, 11, 12 Prerequisite: None

- Elective
- This is a good course for those who like to work with figures and are interested in accounting careers (keeping financial records in business). It provides basic background knowledge of accounting principles and procedures which will contribute to a person's ability to earn a living, to understanding economic activities of the business world and to manage personal money affairs more competently. It also provides basic knowledge needed for careers in the accounting field. Evaluation is based on problem-oriented tests and practice sets, as well as the ability to complete automated accounting units.

Accounting II

1 Semester 1/2 Credit Grade: 12 Prerequisite: Accounting I

- Elective
- A continuation of the principles of accounting covered in the first year; this course builds upon the basic fundamentals while expanding into many areas covered in post-high school accounting classes. Suggested for any student planning on pursuing business as a career.

Business Law

1 Semester 1/2 Credit Grades: 11, 12 Prerequisite: None

- Elective
- The course outline incorporates practical coverage of the law as it relates to the student's personal business use. Through the study of this course students should adapt themselves more readily to legal situations which arise and to recognize the importance of obtaining professional legal advice when necessary. Evaluation is based on daily class work, homework, and testing.

Economics

1 Semester 1/2 Credit Grades: 11, 12 Prerequisite: None

- This course is designed to introduce students to the basic characteristics of the American economic system. Students will also learn how markets, economic incentives, and opportunity costs operate in economic systems, as well as getting an understanding of government's role in the market economy. Using a hands-on approach students will operate their own corporation from start up to liquidation.

Computer Applications

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Elective
- This course is designed to present the 4 major applications in the Microsoft Office Suite: Word Processing, Spreadsheet, Presentation and Database. This instruction will be at an entry level and not presupposed any prior knowledge of these applications.

Investigations into Technology

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: Permission of instructor

- Elective
- This course is designed to give the student an opportunity to pursue individual specialized interests in Computer Science.
- May be repeated.

ENGLISH

English 9

2 Semesters 1 Credit Grade: 9 Prerequisite: None

- Required
- The freshman English program focuses on the following general areas of the language arts: grammar and usage; written composition: short compositions of the creative or expository nature; a broad view of types of literature and basic literary terminology; oral expression and drama with experience working in front or a group; study skills - an emphasis on writing responses to essay questions on tests and assignments; and vocabulary enrichment.

Honors English 9

- In order to enter this program, the student must be recommended by the eighth grade teacher and achieve a superior rating on the Hartley placement test.

English 10

2 Semesters 1 Credit Grade: 10 Prerequisite: English 9

- Required
- The sophomore English program focuses on the following areas: grammar - concentration on sentence structure and diction; instruction and practice in writing narration, description, exposition, and persuasion; a thematic and/or genre approach to literature depending on the individual class; theater - an historic introduction to theater; oral expression; presentations to class and informal speeches; vocabulary enrichment.

Honors English 10

2 Semesters 1 Credit Grade: 10 Prerequisite: A- or above in Honors English 9 or A in English 9 and/or teacher recommendation

- Selection for honors course is based on superior grades, recommendation of teacher, and superior performance on the English placement test. Entrance into the program also carries the prerequisite of an A in an English 9 course or a minimum of a B- in honors English 9.

English 11

2 Semesters 1 Credit Grade: 11 Prerequisite: English 10

- Required
- The junior English program is divided into three major units: the study of American literature, the development of critical thinking and reading skills, and written composition. The literature study includes interpretation and oral and written responses to improve reading proficiency and to expand vocabulary. Writing assignments may include the personal essay, the informative essay, and the critical essay. A major research paper is an important component of the junior English program. Failure to participate in this research process will result in a failing grade for the quarter. In order to be permitted to English 12, a student must complete the research paper to the teacher's satisfaction.

Honors English 11

2 Semesters 1 Credit Grade: 11 Prerequisite: A in English 10 or B- or above in Honors English 10 and the recommendation of the teacher

- The junior English program is divided into three major units : the study of American literature, the development of critical thinking and reading skills, and written composition. The literature study includes interpretation and oral and written responses to improve reading proficiency and to expand vocabulary. Writing assignments may include the personal essay, the informative essay, and the critical essay. A major research paper is an important component of the junior English program. Failure to participate in this research process will result in a failing grade for the quarter. In order to be permitted to English 12 levels, student must complete the research paper to the teacher's satisfaction.
- Honors English 11 differs from English 11 in that it is an accelerated program focusing primarily on literary analysis. Reading and writing assignments for this course are more advanced than those in English 11.

Junior Advanced Placement: English Language and Composition

2 Semesters 1 Credit Grade: 11 Prerequisite: B- or above in Honors English, teacher recommendation, and Superior achievement on placement test

- The major aim of the course is to help students develop critical thinking skills in both oral and written responses. The syllabus focuses on significant themes of major works in American literary tradition. Composition will stress literary analysis as well as analysis of rhetorical structure, the language of argument, and stylistics of language. Evaluation is based on class discussion and written responses. A major research paper is required. Entrance and continuation in the program also carries the prerequisite of an A in a regular English course or a minimum of a B- in an Honors or Advanced Placement English course. The Advanced Placement Language and Composition test administered in May is a requirement of the course. In order to be permitted to English 12 levels, a student must complete the research paper to the teacher's satisfaction.

English 12

2 Semesters 1 Credit Grade: 12 Prerequisite: English 11, completed English 11 research paper

- Required
- The senior English program emphasizes the study of British literature; a unit on the psychology of language and advertising is also included. Written composition stresses critical writing. Speech activities emphasize persuasive speaking and discussion.

Honors English 12

2 Semesters 1 Credit Grade: 12 Prerequisite: A in English 11 or B- or above in Honors English 11, recommendation of the teacher, and completed English 11 research paper

- The senior English program is divided into four major units: the study of British literature; the development of critical reading and thinking skills; development of composition and research skills; and the study of the psychology of language. Literature study includes interpretation of literature, poetry, and drama as well as non-fiction essays. Writing assignments may include personal, informative, and critical essays. A research paper is part of the Honors English 12 program.

Senior Advanced Placement: English Literature and Composition

2 Semesters 1 Credit Grade: 12 Prerequisite: B+ or above in AP English 11, teacher recommendation, and completed English 11 research paper

- Teaching material covers a wide variety of literary classics that stress universal themes and philosophical content with emphasis on British and world literature. Evaluation is based on class discussion and compositions that stress literary analysis. Selection is based on superior grades, teacher recommendation, PSAT scores, and writing samples. Entrance and continuation in the program also carries the prerequisite of an A in a regular English course or a minimum of a B- in an Honors or Advanced Placement English course. The Advanced Placement Literature and Composition test is administered in May as a requirement of the course.

Speech

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Elective
- Speech is a basic course in speaking and the principles of human communication. The course provides opportunities to express ideas clearly through a variety of speeches. Students also learn critical thinking skills and the practical skills of sales, interviewing and the use of audiovisual materials.

Language Arts Enrichment I

2 Semesters 1 Credit Grade: 9 Prerequisite: None

- Elective
- Recommended for students reading below grade level
- Language Arts Enrichment offers an integrated program of testing, instruction, and practice designed to help the individual student mature as a reader and writer. Students receive continued reinforcement of study skills with an emphasis on reading for content. There is close cooperation with the student's current English class, providing extra help with reading and writing assignments.

Language Arts Enrichment II

2 Semesters 1 Credit Grade: 10 Prerequisite: None

- Elective
- Recommended for students reading below grade level.
- Reading Enrichment offers a program of reading designed to help individual students become more mature readers. Emphasis is placed on reading and writing as it relates to their English classes so that the student may become more successful.

Writing Workshop

1 Semester 1/2 Credit Grades: 11, 12 Prerequisite: None

- This course is designed to give additional writing practice to students who need or want to improve their writing skills. Instruction is geared toward the writing process: pre-writing, proofreading; revision; mechanics; coherence and unity; creative vision, thought, and expression.

Drama I

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Elective
- This half credit semester course is designed to further the student's knowledge and appreciation of the theater (from the Greeks to the present) and on-stage performing (including mime and scene exercises). Evaluation will be based on a combination of work habits, effort, class attendance, participation, test scores and attitude/improvement.

Drama II

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: Drama I and permission of instructor

- Elective
- This course is planned with the advanced theater student in mind. It will include advanced scene work, makeup and costume design, culminating in a production for actual presentation. Advanced theater history will provide a sound basis for the college-bound student. Students will learn to write critiques, read criticism and plays and produce a play.

Creative Writing

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: Writing proficiency and submission of student's current creative writing samples

- Teacher recommendation
- This course is designed to encourage the interest and to enhance the quality of the writing of the student who is seriously interested in creative writing. Techniques and styles of poetry and short story will be examined, practiced and produced, with the option for drama as well. Instruction will also include reading, understanding and discussing published contemporary creative writing genres.

Journalism

1 or 2 Semesters 1/2 or 1 Credit Grades: 10, 11, 12 Prerequisite: Recommendation of English teacher

- The goals of this course are learning about the history of written journalism, exploring types of journalistic writing, and mastering newspaper and magazine composition and formats. Students will write everyday and will have ongoing writing assignments. The publication of the school newspaper The Hawkeye will be a major focus of the course.

FAMILY AND CONSUMER SCIENCES

Nutrition and Wellness

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: None

- Elective
- This course includes the study of nutrition, food groups, meal planning and cooking. After an in-depth study of food topics, students work in small groups preparing foods related to the topic. Evaluation is based on assignments, tests and food preparation. Lab fee required.

Parenting and Child Development

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Elective
- This course covers the development of children from infancy to adolescence in the areas of socialization, physical growth, and psychological growth. Various parenting techniques are explained as well. Minimal lab fee.

Clothing and Design

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Elective
- This course includes the study of art elements and principles related to clothing design. Hand sewing and machine sewing are covered. After completing an initial project, students select additional sewing projects. Students work daily to complete projects. Evaluation is based on class work, tests, and projects. Students must purchase materials for all projects.
- This course may be counted as a Fine Arts credit at some colleges/universities.

Interior Design

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Elective
- This course includes the studying of home and furniture from ancient times to the present. It covers structures, elements, principles and influences of design, home sites, and costs. Evaluation is based on homework assignments, tests, and major projects.
- This course may be counted as a Fine Arts credit at some colleges/universities.

Life Planning

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: None

- Elective
- During this course, students learn the skills necessary to live independently or build a family life. The student will become familiar with the use of resource materials for home management, sound nutrition and food preparation. Other areas discussed are clothing, fashion, buying hints, job searching, planning a pleasing living environment and building financial stability. Evaluation is based on assignments, tests, and quizzes. Lab fee required.

Practical Living

1 Semester 1/2 Credit Grades: 9, 10 Prerequisite: None

- Elective
- Initial skills in family science are covered. Interpersonal relationships, decision-making, clothing design and construction, foods, nutrition and interior design are all areas introduced. Evaluation is based on assignments, tests, quizzes and projects. Lab fee required.

FOREIGN LANGUAGE

French Novice

2 Semesters 1 Credit Grades: 9, 10, 11, 12 Prerequisite: B- average or better in English (8th grade)

- Elective
- In this course the student will learn the basic concepts of the language with emphasis on proficiency in each of the four language skills: listening, speaking, reading and writing. There is also great emphasis on learning about French speaking countries and the culture of the peoples that speak French.
- This course requires daily work outside of class for written exercises, pronunciation practice, memorizing vocabulary, learning the language structure and/or preparing for quizzes or tests.

Beginning French Intermediate

2 Semesters 1 Credit Grades: 10, 11, 12 Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening or Teacher Recommendation (See "Foreign Language Courses" page 6)

- Elective
- Continues the objectives of French I: proficiency in the four language skills, plus emphasis on the culture of French speaking countries and its peoples. The course begins with a review of French I and continues with new grammar structures, especially verb tenses. There is also extensive work in vocabulary. Pronunciation and oral work are stressed in class. Reading with understanding and written composition are also emphasized.
- As in French I, this course requires daily work outside of class for written exercises, pronunciation practice, memorizing vocabulary, learning language structure and/or preparing for quizzes and tests.

French Intermediate Mid

2 Semesters

1 Credit

Grades: 11, 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- In class, a variety of activities will be used in order that students achieve proficiency in speaking In French III, the emphasis is on fluency in conversation and the sharpening of listening skills. Reading skills will be emphasized through an introduction to French literature in short stories and texts. Frequent, short compositions will improve writing skills. French will be used extensively in class.
- In class, a variety of activities will be used in order that students achieve proficiency in speaking, listening, reading and writing skills. Further understanding of French culture will be emphasized.
- As in previous courses, this course requires daily work outside of class for written and oral assignments and for preparation for class as well as for tests and quizzes.

French Intermediate High/Advanced

2 Semesters

1 Credit

Grade: 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- This class is designed for the serious student of French. Proficiency in the four basic skills of listening, speaking, reading and writing are emphasized at an advanced level. Students will study French history, art, music and literature. Novels, plays, short stories, magazine and newspaper articles are read and discussed in the target language. Strong emphasis is placed on fluency or conversation. Composition is also stressed.

Spanish Novice

2 Semesters

1 Credit

Grades: 9, 10, 11, 12

Prerequisite: B- average or better in English (8th grade)

- Elective
- In this course the student will learn the basic concepts of the language with emphasis on proficiency in each of the four language skills: listening, speaking, reading and writing. There is also great emphasis on learning about Spanish-speaking countries and the culture of the peoples that speak Spanish.
- This course requires daily work outside of class for written exercises, pronunciation practice, memorizing vocabulary, learning the language structure and/or preparing for quizzes or tests.

Beginning Spanish Intermediate

2 Semesters

1 Credit

Grades: 10, 11, 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- This course continues the objective of Spanish I: proficiency in the four language skills of listening, speaking, reading and writing plus emphasis on the culture of Spanish-speaking countries and its peoples. The course begins with a review of Spanish I and continues with new grammar structures, especially verb tenses. There is also extensive work in vocabulary. Pronunciation and oral work are stressed in class. Reading with understanding and written composition are also emphasized. Students will have the opportunity to correspond with other Spanish students throughout the state of Ohio in Spanish via computer.
- As in Spanish I, this course requires daily work outside of class for written exercises, pronunciation practice, memorizing vocabulary, learning language structure and/or preparing for quizzes and tests.

Spanish Intermediate Mid

2 Semesters

1 Credit

Grades: 11, 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- In Spanish III, the emphasis is on fluency in conversation and sharpening of listening skills. Reading skills will be emphasized through an introduction to Spanish literature in short stories and texts. Frequent, short compositions will improve writing skills. Spanish will be used extensively in class.
- In class, a variety of activities will be used in order that students achieve proficiency in speaking, listening, reading and writing skills. Further understanding of Spanish and Latin American cultures will be emphasized. Students will have the opportunity to correspond with other Spanish students throughout the state of Ohio in Spanish via computer.
- As in previous courses, this course requires daily work outside of class for written and oral assignments and for preparation for class as well as for tests and quizzes.

Spanish Intermediate High/Advanced

2 Semesters

1 Credit

Grade: 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening, or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- This class is designed for the serious student of Spanish. Proficiency in the four basic skills of listening, speaking, reading and writing is emphasized at an advanced level. Students will study Spanish and Latin American history, art, music and literature. Novels, plays, short stories, magazine and newspaper articles are read and discussed in the target language. Strong emphasis is placed on fluency of conversation. Composition is also stressed. This course is conducted in Spanish.

Latin Novice

2 Semesters

1 Credit

Grades: 9, 10, 11, 12

Prerequisite: B- average or better in English (8th grade)

- Elective
- Latin I students learn the basic grammar, forms and vocabulary of the Latin language. Emphasis is placed on learning declensions, conjugations, and reading Verse-Latin, Classical Greek and Roman/Culture and History.

Beginning Latin Intermediate

2 Semesters

1 Credit

Grades: 10, 11, 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening, or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- Latin I forms are reviewed. More advanced complex grammar and verse-Latin are learned. The Histories of Livy and the Gallic War of Julius Caesar are read. Classical Greek and Roman culture and History are also studied.

Latin Intermediate Mid

2 Semesters

1 Credit

Grades: 11, 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening, or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- Latin II forms are reviewed. Continued work is advanced complex grammar and verse-Latin are learned. Classic Roman writers are studied. Students will explore classical Greek and Roman culture and history.

Latin Intermediate High

2 Semesters

1 Credit

Grade: 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening, or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- Latin III forms are reviewed. Students will read advanced classical history and literature written by the giants of Roman letters. Culture and history will be explored.

Italian Novice

2 Semesters

1 Credit

Grades: 9, 10, 11, 12

Prerequisite: B- average or better in English (8th grade)

- Elective
- The student will learn the basic concepts of the language with an emphasis on proficiency in each of the four language skills: listening, speaking, reading, and writing. There is also an emphasis on learning about Italy and its culture.
- This course requires daily work outside of class for written exercises, pronunciation practice, memorizing vocabulary, learning the language structure and/or preparing for quizzes or tests.

Beginning Italian Intermediate

2 Semesters

1 Credit

Grades: 10, 11, 12

Prerequisite: 81% Cumulative English (8th grade)

- Elective
- This course continues the objectives of Italian I: proficiency in the four language skills of listening, speaking, reading, and writing plus emphasis on the culture of Italy and its people. The course begins with a review of Italian Novice skills and continues with new grammar structures, especially verb tenses. There is also extensive work in vocabulary. Pronunciation and oral work are stressed in class. Reading with understanding and written composition is emphasized.
- This course requires daily work outside of class for written exercises, pronunciation practice, memorizing vocabulary, and learning the language structure and/or preparation for quizzes or tests.

Italian Intermediate Mid

2 Semesters

1 Credit

Grades: 11, 12

Prerequisite: 81% Cumulative grade or better in Italian Intermediate Low in each of the four language skills (See “Foreign Language Courses” page 6)

- Elective
- In Italian Intermediate Mid, the emphasis is on fluency in conversation and the sharpening of listening skills. Reading skills will be emphasized through an introduction to Italian literature in short stories and texts. Frequent, short compositions will improve writing skills. Italian will be used extensively in class to communicate.
- In class, a variety of activities will be used in order that students achieve proficiency in speaking, listening, reading, and writing skills. Further understanding of Italian culture will be emphasized.
- As in previous courses, the course requires daily work outside of the class for written and oral assignments, for preparation as well as for tests and quizzes.

Italian Intermediate High/Advanced

2 Semesters

1 Credit

Grade: 12

Prerequisite: 81% Cumulative grade or better in **each** of the four language skills- Reading, Writing, Speaking, Listening, or Teacher Recommendation (See “Foreign Language Courses” page 6)

- Elective
- This class is designed for the serious student of Italian. Proficiency in the four basic skills of listening, speaking, reading, and writing is emphasized at an advanced level. Students will study Italian history, art, music, and literature. Novels, plays, short stories, magazine and newspaper articles are read and discussed in the target language. Strong emphasis is placed on fluency of conversation. Composition is also stressed. This course is conducted in Italian.

MATHEMATICS

Pre-Algebra

2 Semesters 1 Credit Grade: 9 Prerequisite: 8th grade placement

- Students will build a strong foundation for Algebra by exploring the language of mathematics, including reading and writing math. Students will have practice in skills, concepts and problem-solving. Real-world applications, career explorations, and the use of technology will be included.

Algebra I

2 Semesters 1 Credit Grades: 9, 10, 11 Prerequisite: 8th grade placement or credit in Pre-Algebra

- Students will practice the use of Real numbers, linear equations, inequalities, relations, functions, polynomials, factoring, rational expressions and equations, radical expressions, and probability. Problem solving will be emphasized in every topic.

Geometry

2 Semesters 1 Credit Grades: 9, 10, 11, 12 Prerequisite: 73% in Algebra I or mastery on the Diocesan Algebra I Test

- Students will integrate arithmetic and algebra to develop inductive and deductive reasoning in two and three dimensional geometry. Students will do proof writing. Problem solving will be emphasized in every topic.

Honors Geometry

2 Semesters 1 Credit Grades: 9, 10 Prerequisite: 95% in Algebra I and teacher recommendation or A+ on the Diocesan Algebra I Test

- Students will integrate arithmetic and algebra to develop inductive and deductive reasoning in two and three dimensional geometry. Students will do proof writing and solve problems using trigonometry, coordinate, and transformational geometry. Problem solving will be emphasized in every topic. This class includes a more in-depth study with more challenging problems for the better student.

Algebra II

2 Semesters 1 Credit Grades: 10, 11, 12 Prerequisite: Credit in Geometry

- Students will review the basic concepts covered in Algebra I. Their study then extends to include quadratic equations with complex solutions, systems in two and three variables, polynomial equations and functions of degree greater than two, exponential equations and functions, logarithms, and sequences and series. Problem solving will be emphasized in every topic.

Honors Algebra II/Trigonometry

2 Semesters 1 Credit Grades: 10, 11 Prerequisite: B- in Honors Geometry or 95% in Algebra I and Geometry and teacher recommendation

- Students will do an in-depth study of the topics listed for Algebra II as well as Trigonometry. This is a faster moving course for the better and highly motivated student.

Pre-Calculus

2 Semesters 1 Credit Grades: 11, 12 Prerequisite: 73% in Algebra II

- Students will study functions, matrices, vectors, sequences and series, limits and derivatives. Students will do an in-depth study of trigonometric functions and their applications. Problem solving will be emphasized in every topic.

Honors Pre-Calculus

2 Semesters 1 Credit Grades: 11, 12 Prerequisite: B- in Honors Alg II/Trig

- Students will study abstract algebra, as well as all topics covered in Pre-Calculus. This course provides more in-depth study with more challenging problems for the better student. Problem solving will be emphasized in every topic.

Advanced Placement Calculus AB

2 Semesters

1 Credit

Grades: 11, 12

Prerequisite: A in Hon Alg II/Trig or B+ in Pre-Calculus

- Students will follow the curriculum written by the College Board for AP Calculus AB. All material covered in college level differential and integral Calculus classes are studied. The AP test may be taken in May which may result in the student earning college credit. Dual enrollment with Ohio Dominican College while taking AP Calculus here is also an option.

Calculus II

1 Semester

1/2 Credit

Grade: 12

Prerequisite: Credit in AP Calculus AB

- Students will continue the study of Integral Calculus. Students will be able to compute limits and integrals, and interpret their numerical, algebraic, and geometric significance. Topics of study include: integration of exponential, logarithmic, trigonometric, inverse trigonometric, and hyperbolic functions, application of integration, indeterminate forms, improper integrals, parametric curves, polar graphs, sequences and series, and applications. Problem solving will be emphasized in every topic. Students may earn college credit from Ohio Dominican University while taking Calculus II here.

Statistics

1 Semester

1/2 Credit

Grade: 12

Prerequisite: Calculus II or Pre-Calc and teacher recommendation

- Students will study concepts and computations used in statistical analysis as well as their applications to problems in other disciplines especially biology, business, education, and social sciences. Topics include: the description of data graphically and numerically, the collection of data via samples and experiments, and the process of drawing inferences or conclusions from data. Students will be able to understand distributions of numbers and evaluate them in terms descriptive and inferential statistics. They will be able to use quantitative methods in order to express relevant quantities of distributions and to perform and interpret appropriate statistical tests. Students may earn college credit from Ohio Dominican University while taking Statistics here.

Senior Transition Math

2 Semesters

1 Credit

Grade: 12

Prerequisite: This course is limited to college bound seniors testing at Levels 4 or 5 on the Early Placement Test or scoring below 73% in Algebra II or Geometry

- This course studies topics from algebra and geometry that must be mastered by the college-bound senior. The calculator is used extensively in this course. Problem solving is stressed in every topic.

MUSIC

Concert Choir

2 Semesters

1 Credit

Grades: 10, 11, 12

Prerequisite: Selected by audition

- Elective
- This advanced level choir is open to those students who demonstrate sufficient interest, ability and musical knowledge. The choir constantly works for improved choral sound and technique. Stage presence and professional performance skills are stressed. Music of commensurate difficulty will be performed in concerts, OMEA adjudicated events, and performances in the feeder schools. This class is for students with self-discipline and a genuine interest in singing. The group may be divided into a treble (SA) choir or a mixed choir (SAB/SATB) depending on enrollment. Some before/after school rehearsals will be required.
- With new music opportunities every year, a student could be enrolled for all four years and each year will provide new experiences.

Instrumental Music

2 Semesters 1 Credit Grades: 9, 10, 11, 12 Prerequisite: Minimum of one year prior participation and/or private lessons and permission of the instructor

- Elective
- This course will provide the student with an opportunity to increase technical and creative music skills through performance in various musical styles. A strong emphasis is given to learning the skills of jazz/blues/rock improvisational techniques in addition to the learning of traditional instrumental literature. The first semester would include marching band, this ensemble will perform at all football games and pep rallies. Before school rehearsal is required, the ensembles meet starting in early August through October.

Music Theory/Music History I

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Elective
- This course will provide the student with an opportunity to increase technical and creative music skills through the in-depth study of various music topics. **It is highly recommended to those students who would like to participate in an ensemble (instructional or vocal), but have had no prior musical studies.**
- Written, aural, and keyboard skills are taught in the music theory portion of the class. In addition to these skills, students are given an introduction to ranges and transpositions of the major instrument families (strings, woodwinds, brass, percussion). MIDI synthesizers and sequencers will be used in teaching compositional techniques.
- An overview of all musical style periods is the focus of the music history portion of the class. Topics covered include music from ancient times to 20th century music styles including orchestral music, chamber music, opera, jazz, rock, and music from various world cultures.

Music Theory/Music History II

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: Music Theory/Music History I

- Elective
- In-depth continuation of topics in Level I

Mixed Chorus

1 or 2 Semesters 1/2 or 1 Credit Grades: 9, 10, 11, 12 Prerequisite: Permission of the instructor, determined by audition

- Elective
- Vocal Music is a vocal performance ensemble. Skills taught include improvement of vocal intonation, part singing, and poise in performance. The student will be exposed to many styles of choral music including classical, sacred, jazz, Broadway show tunes, and popular music. Required performances include school concerts and Masses.

Music Appreciation

1 Semester 1/2 Credit Grades: 9, 10, 11, 12 Prerequisite: None

- Elective
- This course will provide students with an opportunity to increase their creative music skills and gain knowledge through the in-depth study in various musical styles.
- An overview of all musical style periods is the focus of the music appreciation class. Topics covered include music from ancient times to 20th century music including jazz, rock, country, folk, R and B, Rap, and music from different cultures.

Electronic Composition

1 Semester 1/2 Credit Grades: 10, 11, 12 Prerequisite: Music Appreciation

- Elective
- This course will provide students with an opportunity to increase their creative music skills through the composition of music.
- The students will also have the opportunity to further their ability on the computer by using various programs, and midi software.
- **It is highly recommended that those students who would like to participate have instrumental or vocal skills.**

Music History

1 or 2 Semesters 1/2 or 1 Credit Grades: 10, 11, 12 Prerequisite: Music Appreciation

- Elective
- This course will provide students with an opportunity to increase their knowledge on the subject of music history through an in-depth study of various composers.
- An overview of all musical style periods is the focus of the music history class, from Medieval to 20th century music. Topics range from Gregorian Chant, Motets, Chansons, Sonatas, to complete Symphonies.

HEALTH AND PHYSICAL EDUCATION

Health

2 Semesters 1 Credit Grade: 9 Prerequisite: None

- Required
- The intent of the Health course is to help students make independent and informed decisions concerning their mental, physical, and emotional well-being. It encourages the student to identify his/her core values and unique gifts to develop attitudes and patterns of behavior that will promote a full, healthy, and satisfying life. Individual, family, and community health concerns and issues are explored. In addition, students will have the opportunity to explore a rudimentary understanding of their learning and work styles in conjunction with acquiring organization skills, study skills, and test-taking strategies.

Physical Education A

1 Semester 1/4 Credit Grades: 9, 10 Prerequisite: None

- Required
- Physical Education A classes are scheduled 5 days a week. Physical Education A is designed to provide meaningful physical activities for students to enjoy now and in the future. Students will be exposed to a variety of activities. Students are expected to dress appropriately. The proper attire is T-shirt, shorts, socks, and tennis shoes. The gym shirt must be purchased at the school bookstore. A student is graded on his/her level of participation, knowledge, skills and dress.

Physical Education B

1 Semester 1/4 Credit Grades: 9, 10 Prerequisite: None

- Required
- Physical Education B classes are scheduled 5 days a week. All requirements are the same while the range of the individual and team activities is expanded.

SCIENCE

Comprehensive Science

2 Semesters 1 Credit Grade: 9 Prerequisite: None

- An activity-oriented introduction to the Physical, Earth and Environmental sciences. The course integrates the study of matter and energy with a variety of topics in Earth and Space science, including applications to a variety of environmental issues.

Honors Comprehensive Science

2 Semesters 1 Credit Grade: 9 Prerequisite: Math placement in Algebra I, Honors Algebra I or Geometry and recommendation of a grade school teacher

- Elective
- An introduction to the Physical, Earth and Environmental sciences. The course integrates a quantitative study of matter and energy with a variety of topics in Earth and Space science, including applications to a variety of environmental issues.

Astronomy

1 Semester 1/2 Credit Grades: 11, 12 Prerequisites: Teacher approval and a grade of B in previous Science and Geometry

- Elective
- This course is designed for students interested in pursuing the study of the formation and life of stars and lessons of science derived from this study of the solar system.

Biology

2 Semesters 1 Credit Grade: 10 Prerequisite: None

- Required
- A general course in modern biology. Through lecture/discussion, demonstration and laboratory activities, students explore the study of the cell, cellular processes of membrane transport, energy transformations and reproduction, classical and modern genetics, the changes in life forms on earth, a survey of major taxonomic groups, a study of ecological relationships and a brief introduction to human biology.

Honors Biology

2 Semesters 1 Credit Grade: 10 Prerequisite: Teacher recommendation and A in Comprehensive Science or A- in Honors Comprehensive Science

- An accelerated, in-depth study of modern biological concepts. The course includes a study of the cell, the cellular processes of membrane transport, energy transformations and reproduction, genetics with emphasis on current DNA technology, the changes in life forms on earth, a survey of taxonomic groups, a study of ecological relationships and an introduction to human biology.

Human Physiology

2 Semesters 1 Credit Grades: 11, 12 Prerequisite: Biology

- Elective
- An advanced course in biology with primary emphasis on the human organism. Through lecture, discussion, demonstration and laboratory experiences, students study the cell as the fundamental life unit, the transition from single cell to complex multicellular organism, and the anatomy and physiology of human organ systems. Detailed dissection of a representative mammal is included among the laboratory experiences.

Earth Science

2 Semesters 1 Credit Grades: 11, 12 Prerequisite: Biology and Algebra I (minimum grade of C)

- Elective
- An introduction to the study of the earth's surface and interior, its atmosphere, its oceans, and the universe. The course includes consideration of the impact that human activity has had on the earth.

Chemistry

2 Semesters 1 Credit Grades: 11, 12 Prerequisite: Biology (minimum grade of C), Algebra II or Algebra II/Trig (may be taken concurrently)

- Elective
- Chemistry is a mathematical, theoretical and laboratory approach to the study of matter and energy. Students investigate matter and energy, atomic structure, periodic tables, chemical bonding, chemical reactions and stoichiometry, solutions, acids and bases, kinetics and equilibrium.

Honors Chemistry

2 Semesters 1 Credit Grades: 11, 12 Prerequisite: A in Biology, A- in Honors Biology and teacher recommendation

- Elective
- An accelerated, in-depth, mathematical, theoretical and laboratory approach to the study of matter and energy. Students investigate matter and energy, atomic structure, the periodic table, chemical bonding, nuclear chemistry, chemical reactions and stoichiometry, solutions, acids and bases, kinetics and equilibrium.

Physics

2 Semesters 1 Credit Grade: 12 Prerequisite: B or above in Chemistry and B in Alg II/Trig or B in Honors Geometry; or B in Pre-Calculus or B in AP Pre-Calculus (or Pre-Calculus or AP Calculus can be taken concurrently); and recommendation of teacher

- Elective
- The study of physics includes units of mechanics, heat, electricity and magnetism, wave motion, electron and nuclear theory, and electronics. Basic themes such as the conservation laws, the concept of fields, energy, force, and motion are explored in each of these units through lecture and through student laboratory experience.

Honors Physics

2 Semesters 1 Credit Grade 12 Prerequisite: A- or above in Honors Chemistry, A- or about in Honors Pre-Calculus or AP Calculus, or taking one concurrently; recommendation of teacher

- Students in Honors Physics are expected to have excellent math skills.
- An accelerated and in-depth study of topics listed above will allow the time for the inclusion of additional topics taken from an Advanced Placement curriculum.
- Students will be expected to complete additional reading, writing, and research assignments.

SOCIAL STUDIES

History 10

2 Semesters 1 Credit Grade: 10 Prerequisite: None

- Required
- Beginning in the 2004-05 academic year, this class will study the development of political, economic and cultural systems and the influence of geography and religion in historical terms.

American History

2 Semesters 1 Credit Grade: 11 Prerequisite: None

- Required
- A study of the important topics in American history: cause and effect and their relationship to American life as it is today.

Advanced Placement American History

2 Semesters 1 Credit Grade: 11 Prerequisite: Teacher permission

- Elective
- The Advanced Placement History program presents a college level survey course of the important topics of American History, their cause and effect, and their relationship to American life today. In May students will take a National Advanced Placement Examination and depending of student's examination grade, colleges may grant advanced placement and/or credit.

General Psychology

1 Semester 1/2 Credit Grades: 11, 12 Prerequisite: None

- Elective
- An analysis of some of the major areas in this field, such as behaviorism, learning motivation, emotion, personality, mental illness, and mental retardation.

American Government

2 Semesters 1 Credit Grade: 12 Prerequisite: None

- Required
- In depth study of the Constitution, the three branches of government and the system of checks and balances. Additional studies in the origin and function of government, state and local government, political parties and interest groups. Other subject areas such, as current events, economics, geography and U.S. foreign policy will be covered.

Sociology

1 Semester

1/2 Credit

Grades: 11, 12

Prerequisite: Social Studies teacher approval

- Elective
- Sociology is the study of human relationships. It examines the ways in which people interact with one another within basic groups of society. Family, religious, and other social organizations, along with vital and social issues which affect them, are studied. Man's group behavior as he reacts within his environment is studied with the goal of promoting an individual's understanding of himself in relationship with others.

Contemporary Issues / Special Topics

1 Semester

1/2 Credit

Grades: 11, 12

Prerequisite: Social Studies teacher approval

- Elective
- Contemporary Issues / Special Topics is a course offered to explore current issues rather extensively. The course will involve readings from various periodicals and weekly quizzes over articles assigned. A few themes will be explored in depth and debates over controversial issues will be attempted. Classroom discussions of various issues and critical thinking skills will be emphasized.
- Fee - May have to cover cost of periodicals used.

American Military History

1 Semester

1/2 Credit

Grades: 11, 12

Prerequisite: Social Studies teacher approval

- Elective
- This course will concentrate on the major military conflicts that the United States has been involved in from the Revolutionary Period to the present. There will be a concentration on tactics, leadership, and specific battles.
- Students will come to understand how leadership, terrain, climate, and even chance played in the outcome of battles. Students will be given the opportunity to discover what war meant to the individual soldier through the use of diaries (primary resources), reenactments, hands-on-activities and guest speakers.

World Cultures

1 Semester

1/2 Credit

Grades: 9, 10, 11, 12

Prerequisite: None

- Elective
- Students will explore people in different regions of the world, how their customs, beliefs, and traditions have developed over thousands of years, and how geography has contributed to their cultures.

RELIGION CURRICULUM

Philosophy Statement

The philosophy of the high school religion classroom program is founded on the basic premise of the philosophy of all Catholic education.

To proclaim the good news of Jesus Christ to all, to transform humankind into new life in Christ, to train individuals to live consciously faith-filled lives as children of God

Bishop Hartley is a Roman Catholic High School. To enrich our students with the fullness of this tradition there are certain activities which are considered integral to our religious atmosphere and religious curriculum. Among these are the celebration of the Eucharist, the celebration of the Sacrament of Reconciliation, retreat opportunities, and service to the community.

ALL STUDENTS, regardless of their religious affiliation, are required to be present for these opportunities and to respond in a manner which is befitting and respectful of any religious activity or service.

The religion classroom program shares with the entire school community the tasks to proclaim Christ's message, to participate in efforts to develop community, to lead people to worship and prayer, and to motivate to service.

While it is the task of the entire school community, the religion classroom program plays a special role in this mission. The program provides opportunities whereby a student can:

1. explore and challenge his or her intellectual understanding of the Catholic Faith;
2. reflect and grow in his or her religious development; and
3. develop skills which will aid his or her intellectual and religious development.

FRESHMAN SERVICE LEARNING

The purpose of the Freshmen Service Learning is to prepare students academically on the importance of service in their faith life and to provide opportunities for them to discover the positive aspects of service.

Requirements of the Freshmen Service Learning Program

Each student will be responsible to:

1. Choose 2 service activities totaling 5 hours per semester and which meets the standards set by the freshmen religion teachers;
2. Arrive at the assigned activity promptly and report to the leader;
3. Create a Service Learning Portfolio worth 200 points per semester which:
 - a. is due in December to check for progress;
 - b. is due in May to check for completion;
 - c. include forms signed by activity leaders confirming student's service hours
 - d. includes photographs of student participating in service activities
 - e. includes log (daily, weekly, or monthly depending on nature of project) with time, date and descriptions of activities on the form provided
 - f. includes a 3 page reflection which
 - is double-spaced and employs 12 point Times New Roman font
 - addresses self-examination questions which will be given to students when introduced to the Service Learning Project

SOPHOMORE SERVICE LEARNING

The purpose of the Sophomore Service Learning program is to provide a structured opportunity for students to put their Christian beliefs into action. Sophomores are required to participate in service activities as outlined below for a minimum of **fifteen hours** are required to be completed between June prior to Sophomore year and March 1 of sophomore year. For students transferring to Hartley at semester, the requirement is **seven hours** by a date assigned by the sophomore teacher).

Requirements of the Sophomore Service Learning Program

Each student will be responsible for:

1. Choosing service activities at a "non-profit organization" with guidance from the Service Learning Coordinator;
2. Arrive promptly to organization and report to leader of activity;
3. Obtain signed evaluation on the organization's letterhead by the director of the organization (or his designee) which includes:
 - a. the student's name
 - b. service rendered
 - c. number of hours
4. Producing a two page reflection paper which relates the service hours to one of the "Seven Themes of Social Justice" of the Catholic Church.

Students not completing this requirement by March 1 will fail Religion 10 3rd Quarter. Students not completing this assignment by May 30 will fail Religion 10 and may not be allowed to return to Bishop Hartley as a junior.

Students who complete service beyond the required fifteen will be able to "bank" their hours for future requirements.

JUNIOR SERVICE LEARNING

Following in the spirit of Catholic Christian service learning, which began in their freshman year, juniors will expand their experiences and depth of understanding of service as part of their faith-filled lives. Students will realize that service is not an individual but a shared experience as the church community is called and chosen to be Christ to the world. This Junior Service Learning begins with the junior retreat led by the Office of Social Concerns.

Requirements of the Junior Service Learning Experience:

1. Participation in the Junior Retreat, which will include group service at an assigned site.
2. Participation in discussion of experience with classmates.
3. Submission of a written report of the service retreat which
 - a. is 2 pages in length, double spaced, Time New Roman 12 font, 1" margins with correct grammar and spelling;
 - b. due 5 school days after the completion of the retreat, submitted to the student's junior religion teacher;
 - c. will reflect how their understanding of Catholic Christian service has been affected by this experience; and
 - d. will reflect the social teachings of the Catholic church and how these teachings contribute to Building the Reign of God.
4. Presentation of the written report to classmates (presentation dates to be determined by teacher).

Students who do not attend the service retreat for whatever reason will be required to perform 4 hours of service at a site approved by the service coordinator (student will need to make arrangements independently for this opportunity) and submit a written report following the above listed requirements #3 and #4. This alternative experience must be completed within 4 weeks of the student's assigned junior retreat.

Fulfilling these requirements is a condition for a passing grade in Junior Religion. Students who do not submit their papers in the given time frame will be given demerits and a Saturday school during which time they will complete the assigned paper.

Service Agencies

Besides the agencies listed below, students may work in other service organizations within the community which are of interest to them. Since this experience is to broaden the student's experience of service within the community, service to family members is not acceptable to fulfill this requirement. Normal parish service in which a student already participates, such as lecturing, will not count for this requirement. Special parish youth outreach programs which take the student beyond the parish would be acceptable.

It would be best to pre-approve the service chosen if you are in doubt as to whether or not it fits the guidelines.

Note: If a student misses a day of service at the agency it will be necessary for him to make arrangements with the agency to make it up

- The Salesian Center
- Center for Science and Industry
- J.O.I.N. (Joint Organization for Inner City Needs)
- The Community Kitchen
- The Huckleberry House
- Children's Hospital
- FIRSTLINK Food Lines
- Lifecare Alliance Mid-Ohio
- Food Band Columbus Urban League
- Habitat for Humanity
- Doctor's Hospital
- The Villa's at St. Therese
- Mt. Carmel East and Mt. Carmel Medical Center – (a 50 hour minimum is required after training as a volunteer)

Retreats

All students will participate in an annual retreat with students of their grade level. The dates of these retreats are noted in the school calendar. If some unforeseen circumstance should require the dates to change, the same expectations and requirements remain.

The following minimal requirements and expectations are noted:

1. All students, regardless of religious affiliation, are expected to attend the annual retreat. It is understood that your attendance at Bishop Hartley is indicative of your agreement with our school philosophy and policy.
2. No appointments of any kind are to be set up on the day of the retreat.
3. Appropriate behavior by each student is expected while being transported to and from the retreat site as well as during all activities of the retreat day.
4. Permission slips and other information to be filled out for the retreat must be returned one day prior to the retreat date.
5. Any student not meeting these requirements may be subject to failing religion for the quarter in which the retreat takes place.

Following the direction from the National Catechetical Director, Sharing the Light of Faith, the religion classroom program is based on the following principles:

1. A person's human development is the key to his or her capacity to form a faith relationship and intellectually understand the implications of that relationship.
2. The four tasks of message, community, service, prayer and worship are one interlocking ministry.
3. The program draws upon the four signs of sources of catechesis - biblical, ecclesial, liturgical and natural signs.
4. The program strives to enhance the school's academic nature, and develop the spiritual, personal, social and physical development of the student.

RELIGION COURSE OF STUDY: Units of Study by Grade Level

GRADE NINE

Part One - Introduction to High School Religion/Human Growth and Development

Part Two - Hebrew Scriptures

Part Three - The Church and Church History

GRADE TEN

Part One - Worship and Sacraments

Part Two - Morality

GRADE ELEVEN

Part One - New Testament/Christology

Part Two - Social Justice and the Church's Social Teaching

GRADE TWELVE

Part One - Faith and Religion

Part Two - Belief/Creed

Part Three - Lifestyles

The Diocesan Religion Course of Study is available upon request at Bishop Hartley's school office.

GENERAL GUIDELINES FOR BEHAVIOR

Philosophy

The purpose of Bishop Hartley High School is the formation of educated Christian American men and women. Students are expected to behave appropriately and respectfully at all times. Wherever they are, they represent their family, their school, and their Church. Therefore, they are responsible to be a good example in conduct, words, manner, and attire at all times. Any student, therefore, whose conduct at anytime or place is such that it seriously violates the purpose of the school is subject to dismissal.

Rules and Regulations

In order to achieve its goals in an orderly manner every school must establish certain policies and procedures, including those relating to student behavior. This section is provided to define the policies and guidelines which govern the responsibilities and modes of conduct expected of Bishop Hartley students. It is also intended to provide information for parents regarding the day-to-day operation of the school. *This section is not all-inclusive.* The administration will make decisions as necessary based on the best interests of the students, the school, and the community.

Parents and Students Agreement to Comply with School Policies

A student is required to know in substance all of the information, policies, and regulations. Ignorance can never be accepted as an excuse for their violation. Each year an updated Handbook will be given to Freshmen and New Students. All other students and parents should refer to the updated handbook on our website.

Acceptance of admission/ enrollment to Bishop Hartley High School entails agreement to comply with all school rules, policies, and regulations as published or as may be enacted during the school year by either the Advisory Board or the administration. A statement indicating agreement by student and family to be governed by this Section is to be returned to Bishop Hartley at the beginning of each school year or upon the publication of a section revision.

Respect

Within the school community, it is especially important that students treat one another and all school personnel with respect. Any student who displays disrespectful behavior or refuses to obey a direct order of any teacher or administrator will be suspended from school for a minimum of two (2) school days and assessed 15 demerits. Any deliberate act or threat of violence toward any student or any member of the school staff will render the violator(s) subject to expulsion.

Peer Mediation

Mediation is a process used to get disputing parties together talking about their problems. A neutral third-party assists them. During the phases of mediation the two parties begin to communicate and are encouraged to find their own solutions to their problems. In school mediation programs, mediators generally work in teams of two. In mediation a problem is solved non-violently in a win-win situation with each side getting its needs met. Mediation is appropriate when:

- The disputants want to solve the problem.
- The solution is negotiable.
- The disputants can mediate as equals.

Mediators are facilitators of the process. Mediators are not judges, detectives or counselors. Effective mediators:

- remain calm in stressful situations.
- remain impartial.
- help without judging.
- work as a part of a team.
- are good listeners.
- are able to read body language.
- remain in control.
- keep things confidential.
- are able to direct the mediation without rushing or delaying it.

The Mentor Program promotes a chemical-free way of life among students. Mentors are students who are committed to helping other students avoid using alcohol, tobacco, and other drugs. They accept the responsibility of presenting drug-free alternatives through interaction and role-modeling. In addition, the mentors agree to help their peers work through their problems with discussion or by directing them to the appropriate Hartley staff member.

Mentors are tapped or self-selected; mentors are given training in drug and alcohol abuse and in leadership skills. The group is moderated by Mrs. Ann Smith and Mr. Bob Prokop.

Conduct During or Outside of the School Day

Students whose conduct during or outside of the school day and outside of school events is demonstrated to be out of keeping of the general philosophies and behaviors of Bishop Hartley High School and the Diocese of Columbus may be subject to school punishments including, but not limited to demerits, Saturday School, suspension and expulsion.

Students charged or indicted by a law enforcement agency may be suspended or expelled from Bishop Hartley High School if it is found that the nature of the violation is not in keeping with the general philosophies and behaviors of Bishop Hartley High School and the Diocese of Columbus and if it is reasonably certain that the student will be found guilty or plead no contest to the violation.

Students arrested by a law enforcement agency will be evaluated to see if his or her presence in the school will be a distraction to the academic environment. After evaluation by the school administration, the student may be suspended, expelled, asked to withdraw, or asked at the end of the year not to return.

Fighting Policy

Fighting is a violent, disruptive, illegal form of behavior and will not be tolerated. Any violation of this policy renders the violators subject to a *minimum* 5 days out of school suspension and 25 demerits. Depending on the circumstances, fighting may result in expulsion and the filing of criminal charges.

Personal Property Policy

Students shall respect school property and the property of others, including lockers and belongings and vehicles whether parked in the Hartley lot or on the street. The personal property of faculty, staff, or administrators is strictly off limits. This includes, but is not limited to automobiles, purses, briefcases, homes, clothing articles, and any items in any classroom or work station. Any violation of this regulation (stealing, defacing, or otherwise altering, littering, damaging, trespassing, etc.) renders the violator(s) subject to expulsion.

Theft Policy

Stealing is against the law and will not be tolerated. Any violation of this policy renders the violator subject to a minimum 5 days out of school suspension, 25 demerits, and full restitution. Depending on the circumstances, stealing may result in expulsion and the filing of criminal charges.

Vandalism Policy

Any student guilty of deliberately defacing or damaging school property will be required to pay for the repair or replacement necessary. Any violation of this policy renders the violator(s) subject to suspension, an expulsion hearing, and possible filing of criminal charges.

Weapons Policy

No weapon of any kind is permitted on the property of Bishop Hartley High School. Any violation of this regulation renders the violator(s) subject to expulsion and the filing of criminal charges.

Plagiarism/Cheating Policy

One of the stated goals of Bishop Hartley High School is to provide opportunities for students to achieve their maximum academic potential and to master various learning techniques. The achievement of academic potential and the mastery of learning techniques require honest and consistent effort by the student. These goals are undermined by plagiarism and other forms of cheating. Therefore, each student is expected to submit only his or her own work on tests and assignments (including daily homework). The student should acknowledge all sources of information on research assignments. The student should neither give nor receive assistance on tests.

Bishop Hartley teachers encourage students to participate in cooperative learning experiences. Such experiences nevertheless require effort on the part of each participant to share the responsibility for learning by contributing to the best of his/her ability.

First violation will result in a zero for the work or test, 10 demerits, 1 Saturday School and parental notification by the teacher. The second violation will result in a zero for the work or test, a 2 day suspension, 25 demerits, and parental notification by the teacher. Repeat offenders will be subject to expulsion. All offenses are cumulative over 4 years.

Tobacco Policy

Possession and/or use of tobacco in any form (cigarettes, chewing tobacco, or snuff) is prohibited on school grounds and during school related activities. Any violation of this policy renders the violator subject to a one (1) day out-of-school suspension and 15 demerits. In addition, cigarette lighters and matches are not permitted on school property. They will be confiscated and the violator will receive 10 demerits and a detention. All offenses are cumulative over 4 years.

Harassment Policy

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member - male or female - should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to the following:
 - Offensive sexual flirtations, advances, propositions;
 - Continued or repeated verbal abuse of a sexual nature;
 - Explicit or degrading sexual or gender-based comments about another individual or his or appearance;
 - The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - Graffiti of a sexual nature;
 - Fondling oneself sexually or talking about one's sexual activity in front of others; and
 - Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment also includes the taking of, or refusal to take, any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school or at the superintendent's office. Any person who believes he/she is subject to harassment or intimidation should contact either the principal, assistant principal or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.
A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.
6. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.
8. Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

School Responsibilities

1. Annually at the start of the school year each school shall make available to parents and students the Diocesan Student Harassment Policy.
2. Each school shall follow Diocesan procedures for timely investigation and response to complaints.
3. Each school shall periodically train administrators, teachers, staff, and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
4. Each school shall also include the Diocesan Harassment Policy for Students in the school's faculty and student handbooks.

Filing of Harassment Information

1. The investigator (principal, assistant principal, pastor, or superintendent) must keep extensive notes of all aspects of the investigation as outlined in process packet provided by the Diocesan Legal Advisors.
2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion.
3. These notes must include any verbal statements made by persons questioned and any written statements.
4. All of the above details must be summarized to include:
 - a. how the investigation was conducted;
 - b. what conclusion was reached and why;
 - c. what action was taken; and
 - d. how, when, and to whom the conclusion was communicated and the warning against retaliation was given (Diocese of Columbus Administrative Summary Form)
5. All of the above is kept only in the investigator's file.
6. If no action is taken, nothing is placed in the student's personnel file.
7. If an action is taken against the accused i.e. warning, restrictions, leave, or release from contract in case of personnel, or warning, restrictions, suspension, or expulsion in the case of students:
 - a. the action taken is put in writing;
 - b. a copy is given to the person or student against whom the action is taken; and
 - c. a copy is placed in the personnel of student file.

BULLYING

Diocesan Policy 5140.02

The Diocese of Columbus schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus.

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

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation.

ATTENDANCE, ABSENCE, TARDINESS AND TRUANCY

Attendance

1. Section 3321.01 of the Revised Code of Ohio states that a child between six and eighteen years of age is of compulsory school age. Section 3321.04 further stipulates that the parent of any child of compulsory school age must send the child to a school which conforms to the minimum standards prescribed by the State Board of Education. The State of Ohio requires schools to be in session for 178 days unless through some act of God or other emergency this quota cannot be fulfilled.
2. Attendance in class is a basic requirement for academic success. Any absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for scholastic work.
3. The Bishop Hartley High School day begins with a warning bell at 7:45 a.m. and a tardy bell at 7:50 a.m. The day ends at 2:35 p.m.

Absence

1. The parent or guardian of a student who will be absent from school for a valid reason must call the office between 7:30 a.m. and 8:30 a.m. with a daily explanation of the student's absence.
2. In addition, on the day of the student's return to school, the parent or guardian must send a note explaining the reason for the absence, the duration of the absence, and the date on which the student is returning to school. ***This note must be sent even though the parent or guardian has previously phoned the school.***
3. The school office will call the home/work number of any parent who has failed to call the school and account for a student's absence. In the event that the school authorities are not satisfactorily informed about the absence, the student will be considered truant.
4. Absence amounting to three and one half periods will be counted as a full day's absence. Absence from any class for more than 20 minutes is considered absence from the entire period.
5. Absence for reasons other than illness, such as baby-sitting, housework, shopping, athletic events, or out-of-town trips are not normally considered valid reasons for missing any part of a school day.
6. College visits and family emergencies, while acceptable reasons for absence, still constitute absence on the student's permanent record.
7. Reasonable and infrequent requests for late entry or early dismissals may be allowed. However, permission will not be given for regular dental or doctor appointments. The following procedure for such requests is to be followed:
 - a. **Requests for an early dismissal must be in writing and signed by a parent/guardian. Requests by phone cannot be honored.** The student is to present the request to the school office for approval at the beginning of the day. The student will be issued an early dismissal slip.
 - b. The student must have the early dismissal slip signed by the classroom teacher at the time of his/her early dismissal, then report to the school office and be properly signed out.
 - c. Upon return to the school, the student must report to the office and be signed in by the office clerk.
 - d. The school office will call the parents to verify any questionable early dismissal or late entry.
 - e. A student may not be dismissed on the basis of a phone call from a parent. The school must have a written note or fax.

Excessive Absence

1. Absence from school and/or specific class of more than 7 times in a quarter will result in a student's failing the subject missed for the quarter. A student will receive a failing grade of no higher than 64% for each course in which this occurs. Sick days (even with doctor's note), while acceptable reasons for missing a class, nevertheless count in the total 7 days.
2. A student who is absent for any reason for more than 28 days is subject to the denial of credit for the year and may not be readmitted the following year.
3. Each student is responsible for tracking his/her class absences.

Make-up Study after Absence

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

1. The student must contact each of his/her teachers on the first day upon returning to school. The student must find out what long- or short-term assignments were made/missed during his/her absence.

2. Full make-up can be required for credit. One day will be granted to make up assignments or tests for each day of absence.

Example: 1 day's absence = 1 day to make up assignment

5 days absence = 5 days to make up assignments

The length of time to make up work can not be extended without permission from the administration.

3. Students who are absent the day of a test (other than semester examination), but present the previous day, are responsible for making up the missed test the day they return to school. If a student is absent the day before the test, but present the day of the test, the student may be given one day grace time for make-up.

Vacation Policy

We strongly discourage families from planning vacations during scheduled school time. Vacation days other than those that appear on the Diocesan approved Bishop Hartley school calendar are unexcused absences. Unexcused absences negatively impact a student's performance due to the loss of instructional time. This loss can result in failure for the quarter and loss of course credit. ***However, if a parent chooses to remove a student from school, he must contact Mr. Winters by phone at least three weeks before the proposed vacation date.*** Mr. Winters will then schedule an appointment during which the parent will receive specific information regarding the guidelines for the student in completing make-up work.

1. Parents may request work in advance but the teachers may not be able to provide any or all of it.
2. It is the responsibility of the student to pick up the assignments from his teachers on the last day prior to departure.
3. On the day the student returns to school, he is responsible for giving his teachers all the work that was assigned prior to his departure and for requesting from the teacher any additional work that was assigned while he was absent.
4. This additional work, plus any tests or quizzes, must be made up within three days of the student's return. Students should plan to stay after school during the 8th period the three days upon his return to gather assignments, and to make up quizzes and tests.
5. Students may be unable to make up some work that was completed as part of a group project or as part of a class activity. They may have to take a 0 for this work.
6. The student is responsible for contacting his teachers to schedule a time to complete all missed tests or quizzes. Any work that is not completed within three days will be assigned a grade of 0.
7. Parents need to be prepared to hire a tutor in cases where a student is not able to master, on his own, new material.
8. If Semester or Final exam is missed, there will be a fee charged for proctoring services.

Tardiness

The day begins at 7:50 a.m. with the reporting of the student directly to his/her first period class. A student who enters the building after the 7:50 a.m. bell must report directly to the office and receive an admit slip to class. Late students may be asked to report to the Dean for investigation into possible truancy.

Morning Tardies

A student is permitted 3 emergency tardies to school per quarter without penalty.

1. When a student reaches his/her fourth tardy, parents will be notified and the student will receive 5 demerits and one (1) Saturday School.
2. When a student reaches his/her fifth tardy, parents will be notified and the student will receive 10 demerits, and one (1) Saturday School.
3. When a student reaches his/her sixth tardy, the student will receive 15 demerits and a 2 (two) day suspension.
4. Parents will be contacted with a date and time for a hearing with the Dean of Students about possible further action.
5. Further tardies will result in greater disciplinary action.

Class Tardies

A student is tardy for class when he/she is not in the proper room at the appropriately scheduled time. Four minutes are scheduled for class changes. Students who arrive late to class must go to the office for a tardy slip in order to be admitted to class. Students are asked not to stop at lockers between classes except after second period and lunch where additional time has been allotted. Penalties are as follows:

First Tardy:	2 Demerits
Second Tardy:	4 Demerits
Third Tardy:	10 Demerits, Saturday School and parental notification

After the third tardy per quarter, students may be suspended and given additional demerits.

Truancy

1. A student is considered truant when absent without prior knowledge or permission of parent or guardian. Truancy is considered a serious infraction and will lead to strict disciplinary actions.
2. A student who leaves the school grounds without official permission is truant.
3. A student guilty of cutting a class who remains on the school grounds is truant.
4. A student who is truant will not be permitted to make up any missed school work.
5. A student who is truant from class will receive a one (1) day out-of-school suspension and 15 demerits.
6. A student who is truant from school will receive a three (3) day out-of-school suspension and 25 demerits.

Closed Campus

The academic nature of the school requires minimum interruption to the school day. For this reason, Bishop Hartley is a closed campus. Students are expected to remain on the campus from the time they arrive until dismissal. Students may not leave the campus during school hours except under the following pre-approved circumstances: a field trip under faculty supervision, enrollment in a special program, i.e. vocational training, emergency medical, dental, or personal appointments, or designated activities. In all cases, students may not leave the school campus unless they have written permission from their parents/guardians. Telephone calls will not suffice. For all school activities, such as field trips or service projects, an official school permission form will be provided in advance.

DRUG AND SUBSTANCE ABUSE POLICY

Statement of Policy

A student shall not knowingly possess, use, consume, sell, give, or otherwise transmit, or be under the influence of any drug, the possession of which is prohibited by law. This includes narcotic or hallucinogenic drugs, alcohol, or intoxicants of any kind while on school property or while attending a school function at any time.

Drug paraphernalia and any item normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted in or on any school property; any such item will be subject to confiscation.

"Parent-to-Parent"

All parents must attend a "Parent-to-Parent" session before their student finishes his or her sophomore year.

Student Responsibilities

All students are responsible for understanding the drug and alcohol policy and the counseling services available to them. A student who voluntarily requests assistance or counseling in situations where no offense has been detected by school officials may not be deemed to be in violation of school policy based on information divulged and will be offered whatever assistance the school can provide.

Policy Governing Offenses and Disciplinary Action

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accord with the policies and regulations of Bishop Hartley High School. By "routine disciplinary measures" it is intended that the penalties below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspension, expulsion, or other appropriate measures.

The following are the types of offenses prohibited:

Selling*, supplying* or transmitting, application of or being under the influence of, use, purchase, possession, transmission or sharing of the following substances:

1. Alcohol in any form;
2. Mood-altering chemicals, unless under the care of a physician; and
3. Build-altering chemicals

**Selling or supplying will constitute a suspension with an expulsion hearing.*

General Guidelines

1. Upon any student offense, a parent will be contacted.
2. The principal retains the option to suspend or expel the student at any time. Additional input, however, is sought.
3. A parental/guardian conference to decide options is held before the student is re-admitted.
4. The Substance Abuse Policy is a freshman through senior year "career" policy.
5. Failure to comply with the policy results in the severity of the offense being increased to the next level of offense. Suspension or expulsion can also result with failure to comply.
6. In the case of an underclassman, offenses which occur at the end of the year carry over to the following academic year unless treatment by a professional is documented during the summer and the principal is notified on the foregoing. A student who fails to complete the contract will have transcripts and (in the case of a senior) diploma withheld until contractual obligations are fulfilled.
7. The student's parent or guardian will be required to sign an Evaluation for Treatment Agreement and an Authorization for Release of Information, if requested by the school.
8. Any parent or guardian who chooses not to support the school policy faces the possibility of the student being suspended or expelled.

THESE FOLLOWING CONSEQUENCES ARE BOTH CUMULATIVE AND PROGRESSIVE OVER THE COURSE OF 4 YEARS:

Self Referral

Approved and completed Family Educational Chemical Awareness Program

First Offense

- Any violation of the previously mentioned policies will render the violator(s) subject to a minimum five (5) day or a maximum ten (10) day out-of-school suspension, and 50 demerits. In all instances, police officers may be called to the scene.
- Approved and completed Family Educational Awareness Program.
- No leadership capacity for academic year.

Second Offense

- Mandatory ten (10) day out-of-school suspension, and 50 demerits. In all instances, police officers may be called to the scene.
- Professional assessment with completion of recommended treatment plan. (A list of approved chemical dependency counselors or licensed physicians specifically trained in chemical dependency will be provided).
- Contacted agency will notify school that client is in assessment process.
- After-Care Support Group (including, but not limited to, required attendance at an after-care support group).
- No leadership capacity for academic year or extracurricular activity for one calendar year.

Third Offense

- Suspension with an expulsion hearing

Use and Storage of Alcohol by Adults on School Grounds

The use of alcohol at adult functions at Bishop Hartley High School will not be allowed unless specific approval is given by the Advisory Board of Bishop Hartley.

Alcohol will not be stored on the school grounds except in short-term preparation for such pre-approved events. This short-term storage will be securely locked in a location where only the principal and person in charge of the event shall have access.

It is the belief of the Advisory Board that events at which alcohol is served at Bishop Hartley High School should be kept to a minimum and reserved to adult-only functions.

STUDENT PREGNANCY, UNWED PARENTS, AND MARRIED STUDENTS POLICIES

Pregnancy

Diocesan school policy #5138 regarding a student pregnancy reads as follows:

"In consideration for the sacredness of life and Christ's example of compassion and forgiveness, no Catholic school shall suspend or expel a student on the grounds of pregnancy.

"The religious instruction given in a Catholic school shall make clear that any act involving procreation is the exclusive right of those who are married. If, in the case of an unmarried student, the faculty has an attitude of compassion rather than approval, and if the school offers appropriate religious instruction, there is every reasonable hope that the attitude of the student body will, likewise, be a rational and Christian one."

"At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion and counsel. It is the Christian community's responsibility to give support and aid to those involved. For both the boy and the girl, counseling by those who may be of assistance is strongly recommended."

Married Students

Although each case is always handled on an individual basis and judged on its own merits and extenuations, the Bishop Hartley High School board and administration in general strongly oppose teenage marriages and would, if circumstances warrant, request that the married student(s) withdraw from Bishop Hartley. The emphasis in each case is placed on Christian fairness and consideration for all parties involved in a married student situation.

CONDUCT/DISCIPLINE

Conduct Grading

Each grading period, students will receive a mark for conduct. The highest grade will be 100.

1. Any student who receives a conduct grade of 75 or below in any one quarter will be immediately placed on probation for the remainder of the school year.
2. Any student who receives a conduct grade of 75 or below while on disciplinary probation will be subject to suspension and an expulsion hearing.
3. Any student who receives three (3) grades of 75 or below, even though not consecutive, will not be readmitted to Bishop Hartley the following year.
4. A student must receive a conduct grade of 85 or above to be eligible for the Honor Roll.

Student Evaluation

At the end of each quarter, the Faculty/Administrative Council may review the disciplinary records of all students whose conduct or attendance merit attention. Parents will be notified of any remedial action taken by the administration. These actions may take the form of a conditional contract that must be signed by the student and his/her parents. In addition, at the end of the school year, all students whose conduct or attendance histories warrant are reviewed by the Faculty/Administrative Council. The Council will make recommendations to the principal regarding remedial actions. These actions may take the form of conditional contracts or the Council may recommend that a student not be readmitted to Bishop Hartley the following school year.

Classroom Discipline/Detention

A teacher may give up to 5 demerits per quarter for each student which will be reported to the Dean of Students. These demerits are to be used at the discretion of the teacher for reasons such as lack of appropriate materials and general misbehavior. In addition, teachers may assign after-school detentions to students for the above-mentioned reasons. At least one demerit must be assigned for each detention given by an individual teacher. Once a student has exceeded five classroom demerits for the quarter, he/she will be referred to the Dean's office for further actions.

Enforcement of Discipline

1. Obligations exist on the part of students to obey school rules and policies and to respect the rights of other persons. These obligations constitute the common law of the school. It would be impossible to frame rules which govern all cases of student behavior. Therefore, it must be understood that the *Handbook* is not all-inclusive.
2. Students are obliged to know and observe the rules and guidelines outlined in the *Handbook*, as well as any forthcoming during the school year. Failure to do so renders the violator subject to whatever sanctions the school authorities decide are appropriate. The establishment of sanctions will depend upon the seriousness of the offense.

3. In all cases, Bishop Hartley is concerned not only that discipline be administered, but more importantly, that the cause of the problem be determined and corrected. It is a school goal that students will develop such responsible attitudes that self-discipline will be the directing motive.
3. All employees of Bishop Hartley High School are entrusted with the responsibility of enforcing all school rules and policies.

Saturday School

When a student is assigned a Saturday School he/she must report by 8:00 a.m. sharp to the school cafeteria. Saturday School will last a full three hours and will be conducted as a quiet study hall. Students should bring school work or reading material. No food or sleeping is permitted. Failure to attend Saturday School will result in a 1 day suspension and 10 demerits. Parents are advised that the only acceptable excuse for missing Saturday School is a bona fide medical appointment.

Suspension-Out of School

In cases of violation of conduct, students may be assigned an out-of-school suspension. In such instances,

1. A student who has been suspended from the building for any reason may not return to school property or participate in any extra-curricular activities until the suspension has expired.
2. Suspended students will not be permitted to make up any graded work such as quizzes, homework, lab reports, etc. missed during the periods of suspension.
3. Suspended students will be permitted to make up tests or exams missed during the period of suspension or to hand in major papers or projects due during the period of suspension within one (1) school day after returning to class.
4. A parent/guardian conference may be required before the student may return to class.
5. Emergency removal from the building does not count towards the suspension.
6. There are no in-school suspensions.

Senior Privileges

Seniors, through their leadership and good behavior, earn Senior Privileges. Consequently, any or all of these privileges can be revoked if an individual violates school rules and/or accrued excessive absences. Senior Privileges can include but are not limited to:

1. Washington, D.C. trip
2. Dress down days
3. Senior Open Lunches
4. Prom
5. Month of May privileges, e.g. out-of-uniform days and early dismissals
6. Use of PC Tablets
7. Baccalaureate and Graduation ceremonies

Expulsion/Withdrawal for Disciplinary Reasons

Any student who has been expelled from Bishop Hartley or has been withdrawn for disciplinary reasons, or has been asked not to return at the end of an academic year may not return to school property at any time or participate in or attend any extra-curricular activities including Prom. Former students who violate this policy will be considered a trespassers and will be subject to arrest.

GENERAL INFORMATION

Assemblies

Assembly programs are an important part of school life as long as they contribute to the total educational process of the entire student body. All school assemblies are held in the gym.

Students are expected to move quickly and quietly to their proper seating places in order that sufficient time may be given for the scheduled program. An atmosphere of respect is to be maintained throughout all assemblies whether these are formal in nature, e.g., a liturgy, or informal, e.g., a pep rally.

Athletic Facilities

No one, including unauthorized staff members, will use any of the athletic facilities without verbal or written permission from the principal, assistant principal or athletic director. This includes use both during and after school hours.

Automobiles/Motor Vehicles

Driving an automobile is a serious responsibility. In addition to the customary legal requirements, any student who drives an automobile to school must observe the following regulations:

1. Parking tag must be hung from the rear view mirror so that it is visible from the front of the car. There will be no exceptions to the placement of the tag. You will be issued a \$10.00 fine will be issued if your tag is not properly displayed. A car parked on Hartley property without a tag will be towed.
2. If a student uses more than one car, the tag may be moved from one vehicle to another. Please note, however, that every vehicle which uses the tag must be registered in the Main Office.
3. A car must be locked. If the car tag is lost or stolen, report this to the Main Office immediately.
4. Students must park *only in their* designated, numbered spot.
5. Any student driving to Bishop Hartley High School, whether parking on or off school grounds, is required to register the vehicle through the Main Office by purchasing or receiving a vehicle registration tag.
6. The school will endeavor to protect automobiles on Hartley property but cannot be responsible for damage or theft while student cars are parked on school grounds.

Bicycles and Motorcycles

Students may ride bicycles and motorcycles to school. Bicycles and motorcycles must be parked and locked in the designated area provided by the school. The school will endeavor to protect their safekeeping but cannot be responsible for damage or theft while such vehicles are parked on the school grounds.

Bulletin Boards

Announcements or posters must be approved by an administrator or the appropriate faculty advisor/moderator before being placed on bulletin boards or cafeteria walls. Announcements or posters within the classroom must have the approval of the respective teacher. Announcements or posters may not be placed on doors and painted walls.

Cell Phones

Cell phones have become an integral part of the fabric of society and an important tool for communication between parent and child. However, because cell phones have video, photographic, and text-messaging components, use during the school day can be, at best, a distraction, and at worst, a violation of school rules.

Therefore, use of cell phones is not permitted between 7:45am and 2:35pm, including lunch periods. Cell phones must be kept in the student's locker.

- First Offense: Phone is confiscated and given to the Dean of Students.
10 Demerits
Saturday School
- Second Offense: Phone is confiscated and given to the Dean of Students
Phone will not be returned until the parents have met with the Dean of Students.
20 Demerits
2 Saturday Schools
- Third Offense: Phone is confiscated and given to the Dean of Students and not returned until the 2nd day of suspension is served for respect issues.
20 Demerits
- Further violations may result in a longer suspension or expulsion.

**Criminal Background Check and "Protecting God's Children"
Diocesan Policy 4110.0**

All school staff and volunteers who have care, custody and concern for/of students must have on file a current Bureau of Criminal Investigation criminal background check and have successfully completed the child abuse awareness and prevention program, "Protecting God's Children"

Custodial Parent/Guardian

Diocesan policy requires that a copy of the court order establishing custody or guardianship of a child be a part of that child's permanent record. If at any time during the school year a change occurs in the marital status of the parents, the custodial parent must notify the School and provide a certified copy of the Court order stating that he/she has custody. School communications with non-custodial parent(s) will conform to the judicial guidelines.

Electronic Devices

Electronic devices such as pagers, CD or MP3 players may not be used in the school building during school hours, detention, or Saturday School. Such items will be confiscated if found and returned at the discretion of the Dean of Students. Continued violation could result in a student's suspension or expulsion.

Field Trips/Off-Campus Approved Activities

Notification in writing of school-sponsored field trips or volunteer service projects will be provided by the teacher or appropriate school sponsor. The forms provided for parent/guardian permission are to be on file in the office at least one day prior to the event. No permission forms will be accepted on the day of an event nor will telephone calls suffice for parental approval. Students are expected to make up work missed in any class according to the Make-Up Study After Absence Policy. Students currently on probation or on contract may be excluded from attending off-campus activities.

Gambling and Game Playing

Gambling and game playing by students are not permitted on the school campus.

Gum Chewing

Effective immediately, students found chewing gum during school will be subjected to the following penalties:

- First Offense: \$5 fine and 2 demerits
- Second Offense: \$ 10 fine and 4 demerits
- Third Offense: \$ 15 fine and 10 demerits

Additional offenses per quarter will result in greater fines, demerits and suspension.

Hall Passes

Students in the hall, restrooms or other public areas during class time need to have an official hall pass. Students not having such a pass are subject to the following penalties:

- First Offense: \$5 fine and 2 demerits
- Second Offense: \$ 10 fine and 4 demerits
- Third Offense: \$ 15 fine and 10 demerits

Additional offenses per quarter will result in greater fines, demerits and suspension.

Insurance

All students who attend Bishop Hartley High School are automatically covered by accident insurance which is in force during the school day and extracurricular activities.

Library

The library is open for student use during regular school hours.

Lockers

A hall locker is assigned to each student by the Administration for his/her use only. A gym unit will be issued by the Physical Education teacher. Lockers are the property of the school; the administration reserves the right to open any locker when circumstances warrant. Defacement of the exterior or interior of the locker is considered vandalism. Students should not share lockers. Students should not go to lockers between periods except for designated opportunities.

Lost and Found

Report of articles lost or found should be made to the office personnel. All "found" items are routinely turned in to the office; students may recover lost items during normal office hours.

Lunch

Bishop Hartley High School operates its own independent lunch program. Lunches are priced a la carte and combo. Milk or other beverages can also be purchased. Students may also bring lunches from home.

1. Students are not permitted to leave the school property during the lunch period. To do so without permission from the administration will be treated as truancy.
2. Students may not order out for food delivery.
3. Food and beverages may be consumed only in the cafeteria.
4. Students are expected to leave the tables and floor clean and orderly, to push chairs back in place, to place trays on the top of trash containers and refuse inside them.
5. When students are involved in lengthy after-school activities, such as athletics, drama, and journalism, snacks are permitted in these areas under the moderator's supervision. Poor housekeeping in these places may result in denial of this privilege. **At no time, however, is any food or drink permitted in the gym or the hallways.**

Organizations

No organization is to be formed within the school unless it is approved by the administration.

Restricted Areas

Students may enter restricted areas only at the express permission of an adult school employee. Such areas are the boiler room, cafeteria kitchen, storage rooms, school office, copier room and mail room. The computer resource center and computer classroom are accessible during school hours to those students who observe the appropriate regulations for their use.

School Crisis Management Plan

Diocesan Policy 5140.13

Each school will develop, print, distribute, and implement a plan to address school safety. A copy of this current plan will be on file with the Office of Catholic Schools. The plan will be reflective of the involvement of appropriate stakeholders and in coordination with local community services.

Social Events/Fund-Raising Campaigns/Logo

Any social event or fund-raising campaign associated with the name of Bishop Hartley High School or its student body must be approved by the school administration. Likewise, the official logo of Bishop Hartley H.S. cannot be used without approval by the school administration.

Solicitation

Students may not sell any item on school property without specific permission from the administration. This includes snacks before or after school hours. School-sponsored organizations must clear their fundraiser through the administration before engaging in sales or solicitations.

Storm Days

In the case of severe weather conditions, students and parents should listen to their local radio station for reports of school closing. When the closing of "Columbus Catholic Schools" is announced, Bishop Hartley will be closed.

Telephone/Messages

Public telephones in the office are available for use by students before school, during lunch, and after school. Office telephones are not available for student use. Students will not be called out of class to the telephone. Only in an emergency situation will a message from a parent or guardian be delivered which interrupts class. Messages from home, forgotten lunches, or various items provided by thoughtful parents will be forwarded to students at lunch period through the cafeteria monitors or through the call down list at the beginning of seventh period. Telephone calls from parents will not be sufficient to allow students to leave school early. Students will be allowed to leave early only if parents have sent in written excuses, hand-delivered or faxed to the Main Office.

Study Hall Guidelines

Study halls are scheduled for the benefit of students who need a period for productivity within the school day. Study hall moderators ensure an environment in which this can take place. In most instances, study halls are to be periods of quiet study for students.

The following policies shall govern study hall:

1. Students are expected to be in their assigned seats. Attendance is taken at the start of the period. Absentees are reported to the Office.
2. Students are expected to bring all study materials with them; locker use during study hall disrupts other classes in session.
3. Quiet reading or study is expected. Behavior which detracts from this atmosphere is not permitted.
4. Students may be excused to another location only upon presentation of a note from that person or Office. Such notes are to be presented at the beginning of the period only.
5. Students who need to use the library will be excused to go there at the beginning of the period; they are to check in with the Librarians and remain at the library until the end of the period. While in the library, students are expected to observe the Library procedures.
6. Students may sign out for the rest room for emergency purposes only.
7. Students are to leave the area which they use during Study Hall in clean, orderly condition.
8. Students are expected to observe the no food, beverage, candy, or gum restrictions in the areas they use during Study Hall.

Uniforms

Students must be in uniform (except on authorized spirit days or team dress days) at all times during the day when on school grounds, before and after school until time to change for an extra-curricular activity.

Visitors

Bishop Hartley welcomes any visitors who have legitimate business at Bishop Hartley. Parents, visitors and guests are expected to register at the Office immediately upon entering the building. Please call ahead for an appointment with the administrator, teacher, or counselor with whom you want to meet.

Students who are interested in Bishop Hartley as an educational option are welcome to attend classes provided advance arrangements are made through the Admissions Office.

1. The parent of a prospective student must call the Admissions Office at least five days in advance of visit. A Bishop Hartley student host may be requested or assigned.
2. A visiting student should report directly to the Office where he/she will be assigned a guest pass and a schedule and will meet the host student who will introduce the guest to the teacher in each class.
3. Any visiting student is expected to be properly attired and to follow Bishop Hartley school rules.

When Bishop Hartley students are welcomed as visitors to other schools, they are expected to observe the regulations of those schools. In the absence of any specific directions, the student should observe a procedure similar to that outlined above.

THE BISHOP HARTLEY SCHOOL HEALTH PROGRAM

In accordance with the Catholic Diocese of Columbus

1. ILLNESS

A student who becomes too ill to continue attending classes during the school day must report to the school nurse, or in her absence, to the Main Office. A student must have a pass from the classroom teacher to give to the nurse. A student reporting to the nurse without a classroom teacher's permission will be considered truant from class.

No student will be permitted to remain in the nurse's office for more than one period per day. At the end of the period, the nurse will decide to send the student to class or will call to arrange transportation for the student.

2. MEDICATION

A student who is required to take prescription drugs during the school day must report to the nurse, or in her absence, to the school secretary and comply with the diocesan directives in this regard.

Most medications can and should be scheduled to be taken outside of school hours. In those situations requiring students to take medication during the school day the following guidelines must be followed:

A Medication Authorization Form must be completed and signed by the parent/guardian as well as the prescribing physician.

Ohio law requires that all medication be sent to school in the bottle in which the medication was dispensed with the correct name, dosage, and instructions on the label.

The school does not dispense any medication without a parent's signature and doctor's order, this includes over the counter medications such as Tylenol, antacids, or cold remedies. If your student anticipates the need for such medications during the school day they are permitted to bring one or two doses of the medication for their own personal use that day.

Medication should never be shared with other students.

For further questions/concerns regarding the school medication policy or to obtain a Medication Authorization form contact the school nurse.

3. PHYSICAL EXAMINATION

A physical examination is required for all incoming freshman and transfer students. This examination should be a positive procedure to appraise the child's over all health and fitness for academic studies and physical education. In addition, those students participating in extracurricular sports must provide the Athletic Director with a new sports physical each year.

Ohio Law requires that students new to a school (ninth grade and above) have a physical examination by a physician. Physical examination cards should be turned in to the school office the first week of school. The physical card requires three signatures: parents, student, and physician. Enrollees who enter after the first day of school have thirty days in which to meet this requirement.

4. IMMUNIZATIONS

Students are in compliance with the State mandated immunization requirements if they have received the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, and Hepatitis B. Each student must provide the Catholic School System with a current immunization record at the time of entry. To obtain a schedule of required immunizations or for questions/concerns regarding your child's immunizations contact the school nurse.

5. EMERGENCY MEDICAL FORMS

All students must have a new Emergency Medical Form on file at the beginning of each new school year. If your child should become ill or injured at school it is imperative that we know how to reach parents or a designated contact person.

Mrs. Hinterschied, our school nurse, is normally at Bishop Hartley during school hours on Tuesday, Thursday, and Friday. She can be contacted by calling 365-8167 or feel free to visit her office anytime during the school day.

6. ADMINISTERING MEDICATIONS TO STUDENTS

Diocesan Policy 5141.0

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

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs, such as Tylenol and Datriil) should be determined on the local school level, if the school judges that adequate personnel are available, and as long as appropriate permission forms on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

Employees of the schools of the diocese, and public school employees (e.g., school nurses) working in schools are permitted to administer prescribed medication to a student when conditions exist, which is the judgment of the employee, merit giving assistance to the student (e.g., immaturity of the student, nature of the medication). Employees of the schools of the diocese and public school employees working in schools of the diocese are not required to administer medication to students. At the discretion of the principal, the school may require that the medication be kept by school personnel until the student needs to use it.

7. WELLNESS

Diocesan Policy 5145.0

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

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

Nutrition Education:

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study (2002).
2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

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

Physical Education:

1. Physical fitness is supported through the Diocesan Physical Education Course of Study (2005).
2. All elementary students and designated grade levels in high school shall participate in Physical Education.
3. All appropriate grade levels will have scheduled recess times.
4. Discipline should not include loss of recess time except in rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

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



514.1.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

STUDENTS

ADMINISTERING MEDICATIONS TO STUDENTS

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

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

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

Medication must be in the original containers and have affixed label including student's name.

Accurate records of the medication given must be kept in the student file.

The possession or use of non-prescription, over the counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril) should be determined on the local school level, if the school judges that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

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

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 5/85
Reviewed 2/90, 8/96, 8/01, 8/06
Revised 5/87

School Based Activities

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

All schools with a lunch program must follow nutritional guidelines.

Nutrition Guidelines

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

All schools are required to measure and evaluate their wellness policy.

Measurement and Evaluation:

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

Extracurricular Activities

Extra-curricular activities are the educational activities of organizations extending beyond normal school hours. Activities which meet the needs and interests of Hartley students are encouraged and supported. Student interest and the availability of an approved moderator determine the viability of a club. Some organizations follow written bylaws; others function under more informal guidelines. Parents are always responsible to arrange transportation for their students for extra curricular activities, including athletics.

Attendance at Athletic Events and Dances

There will be a no readmittance policy in effect for all athletic events and dances. In other words, no student will be allowed to leave the building.

General Eligibility for Extracurricular Activities

To be eligible to participate in athletics, the student must be in class before 4th period, under the regular class schedule, or 10:30 am and must remain in school for the rest of the day. This rule applies to practices as well as contests. If a student/ athlete is involved in legitimate school related activities or is absent due to activities related to the death of a family member, or is not present due to some unforeseen extenuation which is recognized by the school administration, the student may participate.

Eligibility for Participation in Drama Productions

In the interests of the academic and artistic success of our students, the following policy has been developed for participation in drama activities: before the cast is chosen, the director will ascertain that actors are passing at least four (4) academic courses and that they are not conduct problems in their classes. A student who meets these criteria is eligible for casting.

The director will circulate an eligibility list each week of the rehearsal period. If a student fails to meet the above-mentioned criteria for more than two weeks, he/she will perform in the current production but will not be eligible for the next play.

Athletics — Interscholastic Sports and Cheerleading

1. In order to participate in interscholastic athletics, a 10th, 11th, or 12th grade student must have received a grade point average (G.P.A.) of 1.5 or higher in the preceding grading period AND not have failed more than 2 subjects. Additionally the student must have passed 5 one credit courses in the preceding grading period. The entering 9th grade student must have passed 75% of those subjects carried the previous grading period (the last quarter of their 8th grade year).
2. Each athlete is subject to weekly academic and conduct reports from each of their teachers that determine the athlete's eligibility. **If an athlete receives 3 grades below C-, 2 grades of "F", or 2 conduct marks, that athlete will be declared ineligible for one week (7 days).** "Ineligible" means that the athlete may not practice during that week and must be dressed in street clothes and sitting on the bench for all contests during the week. Any violation of this academic ineligibility will result in an additional week of ineligibility.
3. An athlete declared ineligible for academics and/or conduct is subject to suspension for one week (7 days) and may not participate in any interscholastic contests at any level, regardless of the number of contests in the week.
4. Academic eligibility for athletics is determined by the following procedure: the athletic director will provide to the faculty at the beginning of each quarter, a list of students participating in athletics for that quarter. Each Thursday a form will be given to each teacher who will complete a report listing student/ athletes with grades below C-. This report will be distributed to the principal, assistant principal, guidance counselors and coaches. Those student/athletes that fall below the academic/conduct requirements in #2 above will be declared "ineligible". The athletic director will send a letter home to the parents of the student/athlete informing them of the ineligibility of their student. This weekly "ineligibility" period will begin on the Tuesday immediately following the Friday report from the teachers and continue THROUGH the next Monday (7 days).
5. Each individual trying out for a team must be informed of any additional rules and regulations pertaining to that team.
6. Depending on the nature and seriousness of a violation of rules or regulations specific to that team, the coach has the delegated right to determine the nature and length of any reprimands or suspensions.
7. The opportunity to tryout for a team is open to all students provided they meet the eligibility requirements as set forth above in number 1.
8. Freshmen may not participate in a sport at the varsity level in which there is a reserve or freshman team without the prior approval of the principal.
9. Playing on a team at Bishop Hartley is not an automatic right by virtue of enrollment. The administration reserves the right to disallow any student from trying out for a team and to remove a student from a team if the administration feels that it will be in the best interest of the student, the team and/or the school.
10. These regulations are not at all inclusive in the governing of athletics at Bishop Hartley, and all students are subject to any and all rules and regulations set forth by the Ohio High School Athletic Association (OHSAA).
11. **Hazing of any type on athletic teams is strictly prohibited. Hazing is defined as any act of coercion of another. This includes acts of initiation toward individuals or team members that cause mental or physical harm. Any person participating in hazing faces denied participation from athletics as well as disciplinary action by the Bishop Hartley Administration including but not limited to suspension and/or expulsion.**
12. You may attend any public or non-public high school in which you are accepted when you enter high school (grade 9) from a 7th-8th grade school. Eligibility at that school is established by:
 - a. Participating in a contest (scrimmage, preview, or regular season game) prior to the first day of school, or
 - b. Attending the first day of school at any high school.

Once you establish eligibility at a high school, a transfer to a different high school is subject to the rules and regulations as set forth by the Columbus Diocese and the OHSAA.

There are exceptions to this regulation. To see if you qualify for an exception, you and your parents should arrange a meeting with your principal or athletic administrator.

If your parent or legal guardian lives outside of Ohio, you are ineligible unless one of the exceptions to the regulations is met. These exceptions to the out-of-state residency rules are found in Bylaw 4-6 at www.ohsaa.org.

Note: Changing custody to a person in Ohio will not provide eligibility to a student who parents live in another state. If additional questions concerning these regulations remain, school administrators should be contacted.

13. Refer to Athletic Handbook for further criteria with regard to athletic participation.

Fan Behavior Policy

Any parent or student who is removed from a game for unsportsmanlike behavior will not be allowed to attend any school function until a meeting with the Principal and Athletic Director is held. Upon the first offense expectations will be explained. Probation and possible suspension from school functions can be levied. A second offense will bar the fan from attending school functions for 1 calendar year.

Bishop Hartley currently offers 23 varsity sports and 14 activities.

Sports and activities are offered when interest warrants.

Over eighty-nine percent of all Bishop Hartley students participate in at least one extra-curricular activity.

SPORTS

	Boys	Girls
Fall	Cross Country Football Golf Soccer	Cross Country Field Hockey Soccer Tennis Volleyball Cheerleading
Winter	Basketball Wrestling Bowling Swimming	Basketball Swimming Cheerleading
Spring	Baseball Track Tennis	Softball Track Lacrosse

ACTIVITIES

Drama Club	Band
Language Clubs	Ski Club
HARTS Club	Yearbook
In The Know	Youth to Youth
Book Club	Peer Mediation
Student Council	Model United Nations
Mentoring	Student Newspaper

DRESS CODE

The purpose of a dress code is to maximize identity with Bishop Hartley High School. The code is adopted to minimize certain influences that distract from the purpose of the school, to forestall competition among students, and to equalize regulations for young men and women.

Students are expected to be neat and well-groomed and to wear uniform attire in a manner consistent with good taste and decency. *The interpretation of the code is left to the discretion of the administration.*

DRESS CODE FOR YOUNG MEN

Slacks: Only navy blue or khaki slacks will be permitted. All slacks must be purchased through School Days or Roberta's Uniform Suppliers. All slacks will have the Hartley swoosh on the back pocket. **A dark belt with a conservative buckle must be worn and visible at all times.**

Shirts: Tailored, oxford-style dress shirt with collar and sleeves. Shirts must be **tucked in**. Solid white or pastel blue color only.

Ties: Ties are mandatory. **Any color of tie is permitted**, however, they must contain no offensive, inappropriate, graphic wording or design. No gimmicky ties are permitted. *The knot of the tie must be covering the top button of the shirt.*

Facial Hair: All young men must be clean shaven.

Earrings: No earrings are to be worn during school hours. This includes dress down days, Spirit days and Team days.

Hair: Boys are to wear short or moderately cropped hair. No extreme hairstyle or designs in the hair are permitted; these include but are not limited to pony tails, corn rows, two tone hair, and braids. *Final decisions regarding hair is left at the sole discretion of the administration.*

DRESS CODE FOR YOUNG WOMEN

Jumpers: Navy blue jumper **with Hartley emblem**. (New jumpers *must* be purchased through School Days Uniforms.) *Jumpers may not be shorter than 1 inch above the top of the knee.*

Blouses: Tailored, oxford style blouse with collar and sleeves. Solid white or pastel blue color only.

Sweaters & Sweatshirts: Only Bishop Hartley sweaters and sweatshirts sold in the Bishop Hartley bookstore are permitted. No hooded sweatshirts may be worn as part of the school uniform.

Slacks: Only navy blue or khaki slacks will be permitted from November 1 until April 1 and must be purchased through School Day's or Roberta's Uniform suppliers. All slacks must have the Hartley Swoosh on the back pocket. Slacks must be worn with a blouse and a Bishop Hartley sweater or sweatshirt.

DRESS CODE FOR YOUNG MEN AND WOMEN

Shoes: Dress shoes may be worn and must be black, navy or dark brown. Clean tennis shoes may be worn. No backless shoes are permitted.

Socks: Socks must be worn and be visible. With slacks, socks must be *solid* navy, white, brown, or black. With the uniform jumper, girls may wear *solid* navy, white, or red socks, or navy or nude nylons or tights.

OTHER DRESS ITEMS FOR YOUNG MEN AND WOMEN

- Sweater:** Cardigan, V-neck, or crew neck in red, white, or blue.
Must be purchased through School Days Uniforms or Bishop Hartley Bookstore.
- T-Shirts:** Worn under dress blouse or shirt. They must be white only-no writing or logos on shirts permitted.
- Hats:** No hats, bandanas, head bands, or other head coverings may be worn during school hours.
- Sweatshirts:** Bishop Hartley approved sweatshirts are worn from **November 1 until April 1.**
These sweatshirts must be purchased through School Days Uniforms or from the Bishop Hartley Bookstore. Bishop Hartley athletic, ski club, or team hooded sweatshirts are NOT permitted.
- Jewelry:** No body piercings (other than ears for girls) are permitted.
No excessive jewelry which includes earrings, necklaces, and bracelets is permitted.

DRESS CODE VIOLATIONS

These violations are cumulative over the school year.

- First Offense: \$ 5 fine and 2 demerits
- Second Offense: \$ 10 fine and 4 demerits
- Third Offense: \$ 15 fine and 10 demerits and one (1) day suspension

Each additional offense will result in a \$25 fine, 25 demerits and a two day out-of-school suspension. Failure to pay a dress code fine will result in the removal of the student from the building until such time as the fine has been paid in full.

Spirit Days

Periodically spirit days are declared on which students may wear red and/or blue clothing in keeping with the designated theme. Clothing worn on spirit days should contain no offensive or inappropriate wording or graphic and should be clean and in good repair. No hats can be worn by students and no earrings can be worn by young men during these days.

Team Days

Any co-curricular activity who has **received prior permission from the administration** may dress as a team two times during their respective season. For example, the golf team may dress as a team the day of a particular big match or the cast and crew of the musical during the week of their performance. Team dress must be uniformed i.e. warm-ups, t-shirts and khakis etc. Check with the administration for date and if there are questions. No hats can be worn by students and no earrings can be worn by young men during these days. *This is a Varsity team privilege only.*

COLUMBUS DIOCESAN ADMISSIONS POLICY

Catholic schools exist to serve the community, particularly the Catholic community of the diocese, and to reinforce parental efforts to share faith values with their children. Catholic schools of the Diocese of Columbus are open to children of parents who sincerely seek the religiously-oriented education which Catholic schools can provide. No child shall be denied admission to a Catholic school in the diocese on the basis of race, color, or national origin. While preference is given to members of Catholic parishes, others are normally to be welcomed on a space-available basis. Pastors and principals must exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who in their opinion seeks to enroll for the purpose of circumventing the laws or court orders affecting integration in public schools.

Guidelines for Admission to Catholic Schools

To assist Catholic school administrators in selecting students the following principles and priorities regarding school admissions are outlined.

Principles

1. The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students should not apply unless they desire and intend to participate as fully as possible in the religious program of the school. If Catholic schools should accept transfer of students from public schools either to avoid inconvenience, e.g., that the busing to other neighborhood schools or to magnet schools, or to avoid integration itself, they would violate their own principles and damage community efforts to foster the common good of our city, state and nation.
2. Catholic schools should emphasize the broadening and enriching educational opportunities afforded in culturally and racially mixed school situations.
3. Catholic schools should continue and, where needed, intensify their efforts to recruit teachers and enroll students to achieve integration while maintaining the Catholic character of the school.
4. Catholic schools must not become havens for those trying to escape integrated public schools.

Priorities for High Schools

In the admission of students to high schools, the order of priority shall be as follows:

1. Incoming ninth and tenth graders as follows:
 - a. Applicants whose brothers and sisters are already enrolled in or graduated from Catholic high schools.
 - b. Other graduates of parish elementary schools.
 - c. Applicants from parishes without an 8th grade, whose families have traditionally chosen Catholic schools.
2. Students from Catholic families relocating from other communities who have been attending Catholic schools.
3. Other Catholic students from area parishes may be admitted if, on the basis of a personal interview, the principal or his/her designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.
4. Other student transfers (children of another faith) may be admitted if, on the basis of a personal interview, the principal or his/her designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.

Non-Catholic Students

In accepting non-Catholic students, Catholic schools shall be directed by the guidelines for admission contained within diocesan regulations. During the pre-admission interview, parents and students should be informed about the school's philosophy, program (particularly the program of religious education), expectations for parents and students, and religious activities. Since the Catholic school is defined by its religious character, enrollment in a Catholic school assumes involvement in the religious life of the school. Therefore, non-Catholic pupils shall participate in religion classes, attend liturgical and paraliturgical services, and take part in the school's program of service. However, such participation shall not belie the fundamental Christian principle of the individual person's freedom and dignity.

Educational Choices (EdChoice) Program Applicants

Students applying for admission through the EdChoice Program will follow the steps outlined below in the Registration Procedures. PLEASE NOTE: The EdChoice option is only available to Eighth grade students currently in schools designated by the State of Ohio in "Academic Emergency." The rules for this voucher program are designed by law and Bishop Hartley has no authority to change or modify the rules.

However, we have the right to accept or decline an applicant based on our stated registration procedures (which include evaluating an applicant's academic and personal potential and adhering to Bishop Hartley deadlines) for all students from non-Catholic, private, or public schools.

Registration Procedures for Bishop Hartley High School

1. Incoming ninth graders from Catholic feeder schools may register from October 1 to January 31. Registrations, according to diocesan guidelines as outlined above, will be accepted until the freshmen class is full. Incoming ninth graders from Catholic feeder schools may register by mail. Registration will be processed only with the completion of
 - a. application form and
 - b. a check, cash, or money order for the \$100 registration fee. This is non-refundable; receipt of this fee guarantees the student a place in the class.
 - c. a \$125 registration fee will be required after the January 31 deadline.
2. Incoming ninth grades from private or public schools and students transferring at grades 10 and 11 from Catholic, private or public schools for the following year need to contact the Admissions Office to begin the application process. We begin to accept these applications in October for the following school year. These students and families must:
 - a. complete and application form;
 - b. provide a copy of the student's most recent report card and any standardized testing report current within the previous two years;
 - c. provide completed reference forms from teachers who know the students;
 - d. successfully complete the entrance test;
 - e. attend an interview with the principal and/or other administrators.

The Admissions Office and Administration will fill open positions with applicants who appear to be able to benefit the most from a Bishop Hartley education. The decision will be based on both academic and personal potential demonstrated by the applicant.

3. Registration for non-Catholic/non-feeder school students will not be processed by the date of application.
4. For students who request to transfer to Hartley after the school year has begun, the following will apply:
 - a. applicants from other Catholic, private, or public schools in Columbus will follow the procedures listed in number 2 above.
 - b. applicants from other Catholic, private, or public schools in Columbus will only be admitted at the semester;
 - c. applications for admission after the second semester of junior year will not be accepted;
 - d. applicants in good standing from Catholic high schools outside of Central Ohio will be admitted at any time of the school year.
5. Applications for transfers from Catholic, private, or non-public high schools in Columbus for senior year will not be accepted.

Waivers

Diocesan Policy

Waivers will be granted only for the following reasons:

1. if siblings have attended the requested school,
2. if either parent attended the requested school,
3. if the assigned school feels it would be in the best interest of the student to attend the requested school,
4. if the requested school has an academic program that is not available in the assigned school, or
5. if transportation is not available to the assigned school.

Waivers will not be granted for reasons related to participation in athletics. A request waiver must be made by the parent (s)/guardian (s) on the form provided by the Diocesan Department of Education. The parent (s)/guardian (s) must obtain the signatures at the assigned and requested schools. When completed the form is to be sent to the Superintendent of Schools. Waivers may be granted solely on the discretion of the Superintendent.

BISHOP HARTLEY HIGH SCHOOL AREA

Students who live in the geographic areas of the following parishes are assigned to Bishop Hartley High School. The geography of their home residences takes precedence over the location of the elementary school of attendance or even the family's parish of registration, if it differs from the geographic parish.

Christ the King
Holy Spirit
Our Lady of the Miraculous Medal
St. Catharine
St. Matthew
St. Patrick
St. Philip the Apostle
St. Pius X (Reynoldsburg)
St. Thomas the Apostle
Seton Parish (Pickerington)
Corpus Christi
Holy Cross
St. John/Holy Rosary
St. Dominic
St. Ladislav
St. Mary (German Village)
St. Mary (Groveport)
St. Joseph Cathedral
Pickaway County

For details or to schedule a student visit, call the Admissions Office.

2008-2009 REGISTRATION CALENDAR

October 1	Current eighth graders may begin to register for ninth grade.
Thursday, November 6 - 7 PM	Open House for all interested students and their parents.
Monday, February 2	Application process for public school students begins.
Thursday, February 12 - 7 PM	Winter Open House for interested students.
Spring	Tuition information for 2009-2010 school year released to all registered students.

Tuition Rates - 2008-2009

The Bishop Hartley Advisory Board has established the prepaid tuition plan for the coming school year. Listed below are the current tuition rates:

Catholic, Parish Participating

First child:	\$6,425.00	Parish from which subsidy is expected must agree to provide said subsidy.
Second child:	\$4,650.00	
Third child:	\$3,200.00	

Non-Catholic or Catholic, Non-Parish Participating

First child:	\$6,950.00
Second child:	\$5,875.00
Third child:	\$3,800.00

Activity Pass/Retreat Fee:

9-11 grades	\$100/per child
12 th grade	\$125/per child

Post-Secondary Option

There is no discount in tuition for students who take classes at a local college.

Registration Fee

There is a registration fee for Bishop Hartley High School. The fee is \$100 thru January 31, 2009. An additional \$25 will be added after January 31. This is non-refundable.

Technology Fee

There is a nonrefundable \$110 fee for Juniors participating in the Tablet PC 1:1 program. Members of the Class of 2009 will be assessed a fee of \$55.

Activity Fee

Freshmen, sophomores, and juniors will be charged a \$100 Activity Pass/Retreat Fee. Seniors will be charged a \$125 Activity Pass/Retreat Fee. This fee includes a School Identification Card which serves as an Activity Pass for admission to most extracurricular activities including athletics and drama; the fee also provides computer network access.

Insurance

All students are covered by accident insurance while attending Bishop Hartley High School. This policy covers out of pocket expenses. Please contact the school office if you need to file a claim.

Vocational Program Enrollees

Students who are enrolled in a vocational school program for the 2008-2009 school year will be charged 60% of their regular rate. Adjustments to these accounts will be done following verification that the student has been accepted in the program.

Diocesan Tuition Assistance Grants

Families who have applied for the Diocesan Tuition Assistance Program will be notified by the Office of Catholic Schools of grant awards in June. Please call Marsha Naunheimer, Bookkeeper, when you are notified; she will verify the amount and recalculate the tuition balance.

Methods of Payment and Payment Policy

BHHS offers two payment options for families to pay tuition.

Option 1: Payment in full by May 23, 2008 for 2008-09 (by May 22 for 2009-10)

Option 2: Ten monthly payments July 2008 through April 2009 using FACTS Tuition Management Billing Service

Billing to Multiple Partners

The tuition balance is determined after discounts, assistance, scholarships, and subsidies, etc. This amount will be split according to court order and submitted to responsible parties for payments.

Delinquent Balance

Tuition balances which show delinquency of more than one payment will result in the following student restrictions:

- NO report cards issued
- NO exams administered **and a 0% will be calculated into the semester average. A recalculation will be made once tuition is paid and finals completed.**
- NO transcripts issued
- NO participation in Baccalaureate or Graduation
- NO diploma issued
- NO participation in extracurricular activities including, but not limited to: Washington D.C. Trip, drama productions, athletics, clubs, class rings, yearbooks, prom, bookstore purchases, ski club
- The student(s) may not return the following semester
- Registration and scheduling for the following year will not be processed
- Legal remedies may be pursued

Tuition payments consistently in arrears may result in a student's dismissal from school before the end of the semester.

Late Payment

If a family is late making tuition payments, re-enrollment of the student may require full payment of the first semester tuition.

Withdrawal Policy

To voluntarily withdraw a student from Bishop Hartley High School, a *Student Withdrawal Form* must be completed. These forms are available in the school office. Once the student has returned all materials and equipment and all tuition, fines and fees are paid, records will be sent to the student's new school. Tuition must be paid according to the following:

<i>Quarter Withdrawn</i>	<i>Percent of Tuition Owed</i>
First Quarter (Aug 20-Oct 24)	25%
Second Quarter (Oct 27-Jan 14)	50%
Second Semester (Jan 15-June 1)	100%

Pre-payments will be refunded according to the above schedule. All payment refunds are subject to review and approval of the Bishop Hartley Finance Committee.

A student expelled forfeits all rights to the return of any portion of payments.

Bankruptcy

A family who files bankruptcy (under any section of the United States Bankruptcy codes) with outstanding tuition due to Bishop Hartley High School is expected to include the school among their list of creditors. No further debt to the school may be incurred. Re-enrollment requires cash prepayment of tuition.

BELL SCHEDULE
7:45 STARTING TIME 2:35 DISMISSAL

Plan A – Regular (50 min classes)

Warning Bell – 7:45 AM	
1	7:50-8:40
2	8:44-9:34
Locker Time	9:34-9:39
3	9:39-10:29
4	10:33-11:23
5A Lunch	11:23-11:51 (28 min)
5A Class	11:55-12:47 (52 min)
5B Class	11:27-11:51 (24 min)
5B Lunch	11:51-12:19 (28 min)
5B Class	12:21-12:47 (26 min)
5C Class	11:27-12:19 (52 min)
5C Lunch	12:19-12:47 (28 min)
6	12:51- 1:41
7	1:45-2:35
2:35-3:05	Enrichment, Activities, Tutorials

Plan B – AM Assembly (40 min classes)

Warning Bell – 7:45 AM	
1	7:50-8:30
2	8:34-9:14
Locker Time	9:14-9:19
3	9:19-10:00
Call Down	10:00-10:10
Mass/Assembly	10:10-11:10
4	11:15-11:55
5A Lunch	11:55-12:20 (25 min)
5A Class	12:24-1:10 (46 min)
5B Class	11:59-12:20 (21 min)
5B Lunch	12:20-12:45 (25 min)
5B Class	12:47-1:10 (23 min)
5C Class	11:59-12:45 (46 min)
5C Lunch	12:45-1:10 (25 min)
6	1:14- 1:52
7	1:55-2:35
2:35-3:05	Enrichment, Activities, Tutorials

Plan C – Pep Rally/Early Dismissal (45 min classes)

Warning Bell – 7:45 AM	
1	7:50-8:35
2	8:39-9:24
Locker Time	9:24-9:29
3	9:29-10:14
4	10:18-11:03
5A Lunch	11:03-11:30 (27 min)
5A Class	11:34-12:24 (50 min)
5B Class	11:07-11:30 (23 min)
5B Lunch	11:30-11:57 (27 min)
5B Class	11:59-12:24 (25 min)
5C Class	11:07-11:57 (50 min)
5C Lunch	11:57-12:24 (27 min)
6	12:28- 1:12
7	1:15-2:00
Early Dismissal/Pep Rally	2:00-2:35
2:35-3:05	Enrichment, Activities, Tutorials

Plan D – PM Assembly (42 min classes)

Warning Bell – 7:45 AM	
1	7:50-8:32
2	8:36-9:18
Locker Time	9:18-9:23
3	9:23-10:05
4	10:09-10:51
5A Lunch	10:51-11:18 (27 min)
5A Class	11:22-12:14 (52 min)
5B Class	10:55-11:18 (23 min)
5B Lunch	11:18-11:46 (28 min)
5B Class	11:48-12:14 (26 min)
5C Class	10:55-11:46 (51 min)
5C Lunch	11:46-12:14 (28 min)
6	12:18- 1:00
7	1:04-1:46
Assembly	1:50-2:35
2:35-3:05	Enrichment, Activities, Tutorials

Plan E – 1:05 Dismissal (42 min classes)

Warning Bell – 7:45 AM	
1	7:50-8:32
2	8:35-9:17
Locker Time	9:17-9:22
3	9:22-10:04
4	10:07-10:49
5	10:52-11:34
Locker Time	11:34- 11:38
6	11:38-12:20
7	12:24-1:05

Plan F – Extended First Period

Warning Bell – 7:45 AM	
1	7:50-8:50
2	8:54-9:44
Locker Time	9:44-9:49
3	9:49-10:36
4	10:40-11:27
5A Lunch	11:27-11:55
5A Class	11:59-12:51
5B Class	11:31-11:55
5B Lunch	11:55-12:23
5B Class	12:25-12:51
5C Class	11:31-12:23
5C Lunch	12:23-12:51
6	12:55- 1:42
7	1:46-2:35
2:35-3:05	Enrichment, Activities, Tutorials

DIOCESE OF COLUMBUS

Technology Acceptable Use of Policy

Schools within the Diocese of Columbus will have implemented voice, data, and video electronic communications systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR TECHNOLOGY AND INTERNET ACCESS:

The use of technology and the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet:

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are accepted to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene, or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to Instant Messaging, interactive games or social networking sites.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to them or any person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disk This includes the downloading of copyrighted music or movies. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way that disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:

Since the use of technology and internet access is a privilege and not a right; users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending on the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for the remainder of the school year.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras, and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment:

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems, or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/ move, unplug, or alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and file are virus free.
- Do not attempt to gain unauthorized or illegal access to the Diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install, or run any software without the express permission of a teacher or the network administrator.

Consequences for Inappropriate use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by the reclarification of the acceptable use guideline
- Loss of access to Diocese technology resources
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment at school in lieu of Diocese or school equipment

Conclusion:

School personnel will exercise reasonable oversight to ensure to communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage that may occur including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system.