

BISHOP HARTLEY



2020-2021 STUDENT HANDBOOK

*“Be who God meant you to be and
you will set the world on fire!”*

- St. Catherine of Siena

BISHOP HARTLEY HIGH SCHOOL

1285 ZETTLER ROAD COLUMBUS, OHIO 43227

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BISHOP HARTLEY MISSION STATEMENT

Transforming lives through the teachings of Jesus Christ within the Catholic tradition.

BELIEF STATEMENTS

As a Catholic school of Faith, Preparation, Community, Service, Spirit, and Leadership, we believe:

- Jesus Christ and the Gospel message are central to all phases of the learning process;
- Our rigorous college preparatory environment cultivates a growth mindset, creativity, problem-solving, and critical thinking skills;
- Our community recognizes, appreciates, and celebrates diversity, while discovering shared values that bind us together;
- Our holistic school experience teaches students to be servant leaders and thoughtful mentors;
- Our school creates a culture that enables students to build relationships that are lifegiving and lifelong; and
- Our students, upon graduation, are prepared to meet the opportunities and challenges of the future by making informed, ethical, and moral decisions as faithful citizens.

HOUSE THEME

Every house a home...In every home a Hawk. We are all Hawks.

SLOGAN

A Catholic Tradition of Excellence in College Preparatory Education

2020 - 2021 OPEN HOUSE THEME

Fit In and Stand Out at Bishop Hartley

SCHOOL THEME

"Be who God meant you to be and you will set the world on fire!"
- St. Catherine of Siena

SOCIAL JUSTICE STATEMENT

Every child is made in the image and likeness of God and will be Loved and Served as such. Bishop Hartley transforms lives through the teachings of Jesus Christ within the Catholic tradition, and we place particular emphasis on the Catholic Social Teaching to guide us. We recognize the critical necessity of building and maintaining an equitable and just learning environment for all students, especially our students of color. Our individual differences oriented toward our unifying faith in God is our greatest communal strength.

We are intentional about learning, understanding, and celebrating the different culture and history that comes together within our school. Through meaningful relationships with others and purposeful conversations, we change our cognitive bias to be more inclusive of our brothers and sisters. From the Kirwan Institute for the Study of Race and Ethnicity (2020), “if we learn to see the world differently, we can build it differently. And if we build it differently, then we can see it differently.”

At Bishop Hartley we strive to create opportunities to bring students together, working to listen and value varying perspectives and opinions. Through professional development we work together as a faculty to become united and work to provide a safe, healthy, and equitable environment for our students, families, and staff. We are committed to evolving and fostering a partnership with our community to become better, to work on structural bias, to love and respect one another for our differences in place of perfection and rigidity. Together we grow more accountable and strive for equality where all students of color are valued, supported, and encouraged. Through this framework we find strength and unity, enriching our community with empathetic leaders and growing closer to transforming lives through the teachings of Jesus Christ.

In order to put the values into action, we will be starting our social justice curriculum named after St. Martin De Porres and Sister Thea Bowman, a Franciscan sister in the first stage of the beatification process. The goals of the *Bowman and de Porres Social Justice Curriculum* are for each student to grow in Christian virtues in order to demonstrate civil discourse and exercise social justice. In addition, our social justice curriculum will integrate with several facets of our school life including our House System, subject courses, our senior capstone project, and our extracurricular opportunities.



Dear Parents:

Welcome to the 2020-2021 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 book that parents, students, and staff have all the pertinent information concerning our school and the specific operations necessary for the running of a 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 sixty-fourth year with the same dedication to Catholic education as the good Sisters of Notre Dame de Namur did in year one. Over the years, the culture, spirit, and tradition of our school have played a key role in shaping the educational experience of our young people. Each class profits from the fine example of those who have come before them. Ours has been a tradition of students committed to the proposition that the privilege of attending Bishop Hartley carries with it the obligation to put forth their best effort...each and every day and in everything they pursue.

Last year's theme centered our attention not on the "ash" of past accomplishments but rather on continuing our excellence, on making Bishop Hartley better than it's ever been.

"Be who God meant you to be and you will set the world on fire!"
- St. Catherine of Siena

This year's theme centers our attention on the need for daily prayer and reflection in order to better understand who God is calling us to be. If we can figure this out, there is not telling what we can accomplish.

We trust that your experience with Bishop Hartley will strengthen your faith in Catholic education and provide a learning environment that is worthy of your love and care for your sons and daughters.

We wish you the best during the 2020-2021 school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael R. Winters".

Michael R. Winters
Principal

COVID-19 ACKNOWLEDGEMENT OF RISKS

We, the parent(s) and student who are signing this student handbook for Bishop Hartley High School acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

POLICY ON TRAVEL

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff. Effective immediately, those who travel to high risk states as defined by the State of Ohio (<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>) are required to quarantine for 14 days prior to returning to school.

When making your future travel plans, please keep in mind the 2 tiers of this policy:

Tier 1: You can return to school immediately after traveling if:

- You have not traveled to a hot spot or high risk state
- If you traveled in a private car
- If you were not exposed to Covid-19
- If you are not showing symptoms of Covid-19

Tier 2: You must quarantine for 14 days if:

- You visited a hot spot or high risk state
- If you traveled by train, plane, motor coach, or other mass transportation service

Our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.

POLICY FOR VIRTUAL CLASSROOM ACTIVITY

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content.

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child’s classroom teacher or principal. My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

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 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 parents and child will abide by the policies and regulations of the school. If the policies and/or regulations are not followed, 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 superintendent.

THE COMMUNITY

Bishop Hartley High School services the neighborhoods of east, south and southeast Columbus and its adjacent suburbs.

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 according to State Standards, and the school day is from 7:45 a.m. until 2:45 p.m. with seven 50-minute class periods, and a House mentoring period. Additional time has been added at the end of the school day for enrichment and tutorials. Our current enrollment is approximately 714, and the Senior Class numbers 176. The 2020-2021 per pupil expenditure is budgeted at \$11,152.00 excluding state assistance.

DIRECTORY OF FACULTY AND STAFF EXTENSIONS

Maria	Barber	Science	ext. 10721
Melanie	Batty	English	ext. 10745
Christopher	Blum	Mathematics	ext. 10746
Kailey	Brochowski	World Language	ext. 10701
Brad	Burchfield	Assistant Athletics Director, Assistant Admissions Director, and English	ext. 10600
Alissa	Castillo	Mathematics	ext. 10710
Tera	Chun	Campus Minister and Religion	ext. 10605
Liz	Collette	School Counselor (Students O – Z)	ext. 10619
Kimberlee	Collura	Administrative Manager	ext. 10623
Dominic	Dinovo	Social Studies Team Leader	ext. 10700
Lee	Distelzweig	Director of Advancement and Director of Security	ext. 10617
Kim	Donnelly	Student Information System (SIS) Manager	ext. 10724
Rachel	Dues	English	ext. 10747
Dwight	Etgen	Social Studies	ext. 10713
Eileen	Fantozzi	Administrative Assistant for School Counseling	ext. 10606
Julie	Fix	Mathematics Team Leader	ext. 10706
Fulvia	Fowler	World Language Team Leader	ext. 10705
Doug	Franz	School Counselor (Students A – G)	ext. 10621
Fr. Michael	Fulton	Co-Chaplain	ext. 10657
Ronda	Galleher	Finance Manager	ext. 10630
Larry	Gallick	Visual and Performing Arts Team Leader	ext. 10738
David	Gieseler	Instrumental Music	ext. 10646
Cindy	Goodburn	School Receptionist	ext. 10607
Justin	Green	World Language	ext. 10708
Lauren	Gruenwald	Dean of Student Affairs, Office of School Counseling Team Leader School Counselor (Students H – N)	ext. 10608
Madeline	Hagan	Religion	ext. 10655
Molly	Hartge	Religion	ext. 10711
Ann	Hawk	Science	ext. 10712
Rebecca	Heicher	Mathematics	ext. 10654
Regina	Hinterschied	School Nurse	ext. 10629
Alex	Hogan	Science	ext. 10660
Shannon	Howard	Social Studies	ext. 10736
Andrew	Jahahn	Dean of Student Life, Director of Technology, Director of the House System, and Video Production	ext. 10620
Gloria	Jahahn	Director of Food Services	ext. 10612
Tim	Karl	Director of Facilities	ext. 10611
Dr. William	Kinnison	English	ext. 10741
Andrea	Klein	Advancement Coordinator	ext. 10604
Erin	Kohut	Religion Team Leader	ext. 10716
Katie	Komjati	Science	ext. 10737
Randy	Kortokrax	Dean of Students	ext. 10613

Chris	Kowalski	Assistant Principal, Dean of Academics, and Mathematics	ext. 10614
Michael	Krause	Mathematics	ext. 10647
Bart	Krieger	Engineering	ext. 10714
Abigail	Kroeger	Intervention Specialist	ext. 10656
Andrea	Leeuw	Intervention Specialist	ext. 10742
David	Liskowiak	School Psychologist	ext. 10628
Lynn	Malone	Director of State and Federal Programs	ext. 10616
Molly	Malooof	Communications for Advancement Services and English Team Leader	ext. 10748
Emma	Miller	English	ext. 10729
Theresa	Moore	Mathematics	ext. 10725
Anna	Mullins	World Language	ext. 10722
Brenda	Murdock	Director of Engagement and Development	ext. 10625
Sharon	Murphy	Clinical Psychologist	ext. 10638
Reggie	Osborne	Athletic Support and Mentoring Staff	ext. 10659
Marcus	Phelps	Health and Physical Education	ext. 10648
Melissa	Rahe	Administrative Manager	ext. 10627
Michael	Rahe	Director of Athletics and Director of Alumni Affairs	ext. 10610
Jessica	Ramey	English	ext. 10726
Michael	Reese	Technology Coordinator	ext. 10640
Joseph	Reveles	Religion	ext. 10650
Cara	Rezabek	Director of the Notre Dame Program	ext. 10626
Juli	Roberts	Library and Language Arts	ext. 10615
Elizabeth	Rudy	Social Studies	ext. 10704
Heather	Rush	Director of Admissions	ext. 10622
Timothy	Schmitz	School Safety Officer	ext. 10658
Julia	Schroyer	Spanish	ext. 10739
Terri	Schwallie	Office Assistant	ext. 10635
Deacon Frank	Sullivan	Co-Chaplain and Director of Religious Education	ext. 10624
Tony	Thivener	Tutor	ext. 10750
Nathan	Trimner	Science Team Leader	ext. 10732
J.T.	Triplett	Health Promotion and Sport Science Team Leader	ext. 10733
Kim	VanDerMolen	Social Studies and World Language	ext. 10734
Monica	Van Horn	Art	ext. 10651
Rachel	Verdi	Dance, Drama and Vocal Music	ext. 10602
Evan	Wagner	Science	ext. 10735
John	Wareham	Advancement Support and Photography	ext. 10601
Michael	Winters	Principal	ext. 10632
Chuck	Wooten	Athletic Support and Mentoring Staff	ext. 10652
Janice	Zielinski	Director of Marketing and Communications	ext. 10618

ACADEMIC INFORMATION

GRADES

Report Cards

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.

Progress Reports (*Interims*)

Grades are accessible as teachers post them on *PowerSchool*.

Our learning management system is *PowerSchool*. *PowerSchool* is accessible to students and parents 24/7. Students are given individual pass codes and instructed to share them with parents. Teachers should post grades within 7 days of testing or collection of assignments. The exceptions are essay, research, project assignments; these are cases in which teachers need additional time for assessments.

Grading System

The following are the criteria for grades at Bishop Hartley:

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

Grade Point Average for All Courses on a 4.0 Scale (*except World Language*)

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

Semester Course:	1st Semester		2nd Semester	
	First Quarter	50%	Third Quarter	50%
	Second Quarter	50%	Fourth Quarter	50%
Year Course:	First Quarter	25%		
	Second Quarter	25%		
	Third Quarter	25%		
	Fourth Quarter	25%		

There will be no midterm or final exams as we have done in the past. This year there will be a quarterly exam schedule where teachers may offer a summative assessment or a performance-based assessment that will factor into the quarter grade.

World Language Courses Grades

The World Language Department assesses student progress using the national standards of the American Conference of Teachers Foreign Languages (ACTFL). Students must demonstrate proficiency in each of four separate areas – Reading, Writing, Listening and Speaking along with the cumulative grade earned for active classroom participation - in order to receive credit and move to the next level.

Because this assessment format is unfamiliar to many, we have developed a separate handout that explains assessment, evaluation and grading for the 2020-2021 school year. Each student in a World Language class will receive this handout, each student will receive instruction to understand this system, each student will be required to obtain his/her parent's signature indicating that it was shared at home. *(Additional copies are available throughout the year from the School Counseling Office and the Department Chairperson.)*

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

Grade Point Average for French, Italian and Spanish Courses

The cumulative grade for the Novice, Intermediate and Advanced Levels of French, Italian and Spanish courses are made up of the cumulative grade for each of the four skills: Reading, Writing, Speaking and Listening along with the cumulative grade earned for active classroom participation. These five are calculated in the following manner:

<i>Cumulative Participation Grade</i>	<i>20%</i>	<i>Cumulative Participation Grade</i>	<i>20%</i>
<i>Cumulative Reading Grade</i>	<i>20%</i>	<i>Cumulative Reading Grade</i>	<i>20%</i>
<i>Cumulative Writing Grade</i>	<i>20%</i>	<i>Cumulative Writing Grade</i>	<i>20%</i>
<i>Cumulative Speaking Grade</i>	<i>20%</i>	<i>Cumulative Speaking Grade</i>	<i>20%</i>
<i>Cumulative Listening Grade</i>	<i>20%</i>	<i>Cumulative Listening Grade</i>	<i>20%</i>
<i>First Quarter Grade</i>	<i>100%</i>	<i>Second Quarter/ Semester Grade</i>	<i>100%</i>

<i>Cumulative Participation Grade</i>	<i>20%</i>	<i>Cumulative Participation Grade</i>	<i>20%</i>
<i>Cumulative Reading Grade</i>	<i>20%</i>	<i>Cumulative Reading Grade</i>	<i>20%</i>
<i>Cumulative Writing Grade</i>	<i>20%</i>	<i>Cumulative Writing Grade</i>	<i>20%</i>
<i>Cumulative Speaking Grade</i>	<i>20%</i>	<i>Cumulative Speaking Grade</i>	<i>20%</i>
<i>Cumulative Listening Grade</i>	<i>20%</i>	<i>Cumulative Listening Grade</i>	<i>20%</i>
<i>Third Quarter Grade</i>	<i>100%</i>	<i>Fourth Quarter/ Year End Grade</i>	<i>100%</i>

- *It is important to note that quarter/semester grades reflecting the four combined skills **do not guarantee** issuance of credit.*
- *In order to receive credit for any of the French and Spanish courses and to move on to the next level, a student must demonstrate proficiency in each of the four language skills of Reading, Writing, Speaking, and Listening, by earning a minimum 81% cumulative grade in each skill at the end of the school year.*

Grade Point Average for Latin Courses

The cumulative grade for the Novice and Intermediate Levels of Latin courses for both skills of Reading and Writing are calculated in the following manner:

Cumulative Reading Grade 50%

Cumulative Writing Grade 50%

First Quarter Grade

Cumulative Reading Grade 50%

Cumulative Writing Grade 50%

Second Quarter

Semester Grade

Cumulative Reading Grade 50%

Cumulative Writing Grade 50%

Third Quarter Grade

Cumulative Reading Grade 50%

Cumulative Writing Grade 50%

Fourth Quarter

Year End Grade

- *It is important to note that quarter/semester grades reflecting both of the combined skills **do not guarantee** issuance of credit.*
- *In order to receive credit for any of the Latin courses and to move on to the next level, a student must demonstrate proficiency in both language skills, Reading and Writing, by earning a minimum 81% cumulative grade in each skill at the end of the school year.*

Physical Education Requirement

All students are required by law to earn ½ credit in Physical Education. A student is excused from Physical Education participation only upon written notice from the family doctor. The Diocese does not grant Physical Education credit for participation in organized sports and band.

Academic Probation

Students who earn below a 2.0 G.P.A. at the end of each quarter will be subject to review by the administration and school counseling 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 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

1. At the end of the quarter, an ***Incomplete*** will be a placeholder on the grade card for students who have missing work due to a school-negotiated absence, e.g. hospitalization.

In order to earn a letter grade and avoid a failing grade for incomplete work, the student must meet with the school counselor, and, with input from the classroom teachers devise a schedule by which missing work and assessments are completed. Failure to meet with the school counselor and devise this schedule may result in a failing grade.

Generally, a student must complete the missing work within one week of the end of the quarter.

2. Students who are missing work due to more than 7 absences per quarter will receive no higher than a quarter grade of 64 in the class.

**Please know that we will work with students and their families with each individual situation as it pertains to absences due to the pandemic/COVID-19.*

3. Students who have failed by the end of the quarter to turn in work and/or take all graded assessments due to poor time management or study skill will not be allowed to extend the grading period beyond the published date in order to make up work.
4. Enrollment for the next grade level requires successful completion of all failures of required courses, including Religion prior to re-admission to Bishop Hartley.

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.

Recognition for Academic Achievement

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.

National Honor Society Guidelines for the Bishop Hartley High School Student Handbook (Revised June 2020)

Description

Membership in National Honor Society (*N.H.S.*) is an honor bestowed upon students who have demonstrated exceptional scholarship, leadership, service, and character. Members are expected to continue to excel in these areas after induction. Students do not apply for positions in the society; rather, sophomores and juniors who meet the academic criteria of a 3.500 cumulative G.P.A. are invited to submit additional information and then are evaluated by a Faculty Council, consisting of five faculty representatives approved by the Principal and moderated by the N.H.S. Faculty Advisor. If the Faculty Council decides, by majority vote, that exceptional and consistent service, leadership, character, and scholarship have been clearly demonstrated, the candidate will be invited to be inducted into the Bishop Hartley Chapter of NHS. The chapter meets at least once per month and participates in additional projects that serve both the school and the surrounding community.

Selection for membership is a privilege and not a right; it is based upon the below. Each candidate must

- be a sophomore or junior in good standing;
- have at least one semester of residency at Hartley. This will be waived if the student has already been inducted into N.H.S. at another school (*written verification needed*);
- have earned and hold a 3.500 cumulative G.P.A.;
- complete and submit the Candidate Form;
- provide clear evidence of exceptional, significant, sincere, and consistent voluntary service to the community;
- sophomores will have to document *at least* a minimum of 30 hours of service prior to selection to be eligible;
- be evaluated by the entire faculty on the basis of demonstrated leadership and character;
- be recommended by majority vote of the Faculty Council after consideration of demonstrated leadership, service, and character.

Expectations

Once inducted, members of the National Honor Society are expected to maintain the excellence that earned them membership in the organization. Specifically, members are expected to maintain a minimum 3.500 cumulative G.P.A. and to document a minimum of 30 hours of approved and verified community service during each calendar year. Additionally, members are expected to attend all chapter meetings, the dates of which are announced in advance, in order to participate fully in the life of the chapter. Membership requires active commitment from all who are selected and violations of the Chapter Bylaws could result in revocation of membership.

The National Honor Society Constitution and the Bylaws for the Bishop Hartley Chapter are available on the school website and from the Chapter Advisor. Clarification is available throughout the school year by contacting the Chapter Advisor.

Transfer Credit Policy

A student's transfer to Bishop Hartley is not finalized until Hartley receives an official transcript from the student's previous school. The transcript is an official document and the information it contains cannot and will not be altered in any way. The transcript is an important piece in order for appropriate course selection to be determined for the student.

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.

Physical Education credit awarded by an accredited Ohio high school for a student's participation in a school sport, etc., according to the rules of the Ohio Department of Education, will be honored when the student transfers to Bishop Hartley High School.

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.

SPECIAL PROGRAMS

Advanced Placement and Honors Courses

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

Advanced Placement courses are offered in Art, American Government, American History, Calculus, English Language and Composition, English Literature and Composition, Biology, French, Italian, Spanish, Computer Science, and Microeconomics.

College Credit Plus

Bishop Hartley students enrolled in Calculus II and Statistics can earn both high school and college credit through the College Credit Plus program with Columbus State Community College. These courses are taught at Bishop Hartley by Bishop Hartley faculty. For each class, students earn one unit of high school credit.

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.

Student Services

Bishop Hartley's Student Services Program supports students holistically by addressing their spiritual, academic, physical, and emotional needs. The Student Services Team meets weekly for two purposes. The first is to discuss students whose current behavior has concerned teachers and staff in order to create a plan of action. The plan will address the needs of the student and may require support from parents, teachers, and outside services. A team member is assigned to implement and monitor the plan and report to the team at future meetings. The second purpose is to review the progress made by any students for whom a plan of action was previously designed.

Team Members

Administration

Principal and Assistant Principal

Student Health and Safety

School Nurse
Clinical Psychologist
Dean of Students
Safety Director

Educational Services

School Counselors
School Psychologist
Intervention Specialists
Title I Tutors
Test Preparation Tutor

Spiritual Formation

Campus Minister
School Chaplains

Notre Dame Program

The Notre Dame Program coordinates services for students on a Services Plan, IEP, Academic Support Plan, and/or Medical Plan. The Notre Dame team consists of three intervention specialists who work closest with the school counselors, school psychologist, and clinical psychologist to track student progress, enable teachers to address speck needs, provide accommodations, and communicate with parents.

A student qualifies for the Notre Dame Program with one of the following:

- **Services Plan/IEP:** a student has a current (*completed within the past 3 years*) ETR which qualifies him/her to receive special education services.
- **Academic Support Plan/504/Medical Plan:** a student has current (*completed within the past 3 years*) medical documentation that qualifies him/her for accommodations.

Title I Tutoring

The Title I Program coordinates tutoring support for students who have qualified for Title I services. Support staff develops individual plans based on student's need for Math and Reading development. The team works closely with classroom teachers to develop lessons in Reading and/or Math, uses instructional strategies to deliver lessons, tracks student progress, and communicates with parents.

A student qualifies for Title I tutoring by meeting all four of the following criteria:

- C or below in his/her current Math and/or English course
- 50th percentile or below on most recent standardize test in the area of Math and/or English
- Resident within Columbus City School District
- The student ranks in the bottom percentile of his/her grade level in the areas of math and/or reading

STATE GRADUATION REQUIREMENTS

Required Credits

Religion	4.0
English	4.0
Mathematics **	4.0
Science	3.0
Social Studies	3.0
Health	0.5
Physical Education	0.5
Art (<i>visual or performing</i>)	1.0
Leadership	1.0
Electives	4.0

***Minimum credits
required for graduation*** 25.0

** Bishop Hartley requires 4 years of Math

In order to receive a diploma from an accredited school in Ohio, all students must pass Algebra II.

In addition to the successful acquisition of the above credits, a graduating senior needs to have met the end-of-course exam rules of the State of Ohio in order to receive a diploma. These requirements include demonstrating proficiency in seven subjects by scores on a battery of standardized tests. Bishop Hartley students take the Iowa Assessments. The scores on these tests are converted to 1-5 points for seven subject areas: English I and II, Algebra I, Geometry, Biology, American History, and American Government. A Student needs to score a minimum of 18 points with at least 4 points in English I and II, at least 4 points in Algebra I and Geometry, a combined total of 6 points in Biology, American History, and American Government, with 4 additional points on any test to total 18.

The State of Ohio State Graduation Requirements are currently being updated.

The Bishop Hartley High School Administration and School Counselors will work with each student to make sure he/she has an accurate graduation plan.

RESEARCH FORMULA 2020 – 2021

Grade	1 st Semester	2 nd Semester
9	<p>English 9 and Honors English 9</p> <ul style="list-style-type: none"> • Introduction to Library • Introduction to research skills • Literary Analysis – single source introduction to MLA citations (2 to 3 pages) 	<p>English 9, Honors English 9, and Religion 9</p> <ul style="list-style-type: none"> • Research Paper (2 to 3 pages) using print and non-print sources
10	<p>English 10 and Honors English 10</p> <ul style="list-style-type: none"> • Review and expand library research skills • Research Paper (3 to 5 pages) <p>Western Civilization (<i>either semester</i>)</p> <ul style="list-style-type: none"> • Research Paper (3 to 5 pages) Using print and non-print sources 	<p>Religion 10</p> <ul style="list-style-type: none"> • Research Paper (3 to 5 pages) using print and non-print sources <p>College Preparatory Composition (<i>semester course</i>)</p> <ul style="list-style-type: none"> • Ongoing project-based research
11	<p>English 11 (All Levels)</p> <ul style="list-style-type: none"> • Library and research skills review • Major research paper <p>End of 1st semester – beginning of 2nd semester in conjunction with History (5 to 7 pages)</p>	<p>US History and AP US History</p> <ul style="list-style-type: none"> • Research Paper (4 to 5 pages) <p>College Preparatory Composition (<i>semester course</i>)</p> <ul style="list-style-type: none"> • Ongoing project-based research
12	<p>English 12, Honors English 12 and AP English 12 (<i>either semester</i>)</p> <ul style="list-style-type: none"> • Non-fiction analysis (5 to 7 pages or 2 smaller analyses) 	<p>AP US Government/ Religion 12/ English 12/Honors English 12/ AP English 12</p> <ul style="list-style-type: none"> • Capstone Project

PLANNING FOR THE FUTURE

College Admission Planning – Course Selection

College admission planning begins in junior high when students select courses for their first year in high school. Bishop Hartley school counselors visit partner grade schools each January to discuss 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 world 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 school counseling staff. Although this is an on-going process, counselors meet with current students each February specifically for this purpose.

College Admission Standards for Curriculum

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

English	4 credits	Social Studies	3 credits
Math**	4 credits	World Language*	3 credits
Science	3 credits	Visual or Performing Arts	1 credit

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

* World Language 3-4 units of one World Language
 or 2 units each of 2 different World Languages
 (*colleges prefer to see World Language in senior year*)

** Math Bishop Hartley requires 4 years of Math

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 of their 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/her school counselor for clarification. Registration materials for these tests are available in the School Counseling Office. It is the responsibility of the student to register and take appropriate tests. However, school counselors actively assist students with planning. Bishop Hartley administers the PSAT/NMSQT to all sophomores and juniors and the PreACT to all freshmen and sophomores to help prepare students for the SAT and ACT.

PreACT

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

PSAT/NMSQT

The PSAT/NMSQT has a similar format as the SAT, but is a shorter version. Students taking the PSAT/NMSQT can use the scores to estimate what their performance will be on the SAT. 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/NMSQT is the qualifying test for the National Merit Scholarship Program for juniors.

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 1-12 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 evidence-based reading, writing and math. All scores are reported on a scale from 400-1600. The SAT is administered on seven national testing dates annually at several testing centers in Columbus.

SAT II – Subject Test

Some highly selective colleges require applicants to take one to three of the 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. A student may take up to three Subject Tests on a single testing date, but cannot take them on the same day as the SAT. Scores are reported in the same way as SAT scores, on a scale of 200-800.

Advanced Placement

Advanced Placement Tests, provided by College Board, are given to provide students the opportunity to earn college credit by examination. Bishop Hartley administers 15 AP exams each May: AP Drawing, AP 2D Design, AP 3D Design, AP Biology, AP Calculus, AP US History, AP US Government, AP English Language and Composition, AP Literature and Composition, AP Spanish, AP French, AP Italian, AP Microeconomics, AP Computer Science A, and AP Computer Science Principles. 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, except in AP Government, AP Microeconomics, and in the World Language courses.

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. All courses in which a letter grade is assigned are included in the G.P.A. 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.

Valedictorian/Salutatorian Selection Criteria

Effective for the class of 2019 through the class of 2021

The valedictorian and salutatorian are selected each year from the graduating class. The valedictorian(s) ranks first and is considered the top student(s) of his/her class. The salutatorian(s) ranks second and is considered the second highest student(s) in his/her class. The highest grade point average (G.P.A.) at Bishop Hartley is a 4.00 on a 4.00 scale. Selection is made the week of senior final exams to account for all academic work.

Laude Designation System

Effective for the class of 2022 and following

Beginning with the freshmen class of 2022 (*entering Autumn 2018*), there will no longer be a Valedictorian and Salutatorian distinction awarded upon graduation in 2022. Instead, we will now use the laude system where academic success is awarded a laude designation based on the following grade point average brackets on a 4.00 grade point average (G.P.A.) scale:

Cum Laude	3.70 – 3.79
Magna Cum Laude	3.80 – 3.89
Summa Cum Laude	3.90 – 4.00

This designation will include eight (8) semesters and selection will be made based on cumulative G.P.A. following senior final exams.

SCHOOL COUNSELING DEPARTMENT

The chief duties of the school 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 (*T.E.A.C.H.*)
5. Make schedule adjustments when necessary
6. Assist students in applying for leadership conferences
7. Assist students in applying for summer programs
8. Assist student in applying to colleges/universities, apprenticeship programs and/or the military

B. Freshmen

1. August Freshmen Parent Meeting
2. September Freshmen Orientation with School Counselors
3. September Social Media Awareness
4. October PreACT (*free practice for ACT*)
5. November Grade Progress Check by School Counselors
6. January Interpret PreACT Test Results, College and Career Exploration
7. February Schedule for Sophomore Year, Grade Progress Check
8. June Credit Evaluation

C. Sophomores

1. September Social Media Awareness
2. October PSAT (*free practice for SAT*)
3. November Grade Progress Check by School Counselors
4. January Interpret PSAT Test Results, College and Career Exploration
5. February Explore Summer Programs
6. February Schedule for Junior Year, Grade Progress Check
7. March PreACT (*free practice for ACT*)
8. April Interpret PreACT Test Results, College and Career Exploration
9. April Sophomore Parent Meeting
10. June Credit Evaluation

D. Juniors

1. September Junior Parent Meeting
Attend College Visits at BHHS
2. October PSAT (*free practice for SAT*) National Merit Qualifying Exam
3. November Grade Progress Check by School Counselors
4. January Interpret PSAT Test Results, College and Career Exploration
5. February Explore Summer Programs
6. February Schedule for Senior Year, Grade Progress Check
7. March Junior College Application Program (JCAP) Begins
8. April NACAC College Fair
9. March/April/June Initial ACT/SAT Testing Opportunities
10. May AP Testing
11. June Credit Evaluation

E. Seniors

1. August Senior Parent Meeting and Financial Aid Meeting (*FAFSA Info*)
2. August Senior Kick-Off with Counselors
3. September Senior College Application Process (SCAP) Begins
4. September – December Multiple Test Dates for ACT/SAT Available
5. October College Application Week
6. November College Application Deadline
7. November Grade Progress Check by School Counselors
8. December Apply for Scholarships
9. March Myers-Briggs Personality Inventory
10. May 1st College Commitment Deadline
11. May AP Testing
12. May Senior “Transition to Life After High School” Series
13. May Graduation Programs

Throughout high school, keys to a successful student:

- check PowerSchool regularly with your child;
- communicate with teachers by emailing or calling them directly; and
- provide structure each night for your student to complete homework, review and organize.

SCHEDULE CHANGES

Since a student, together with his parents, teachers and counselor, 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 School Counselor because of recognized schedule conflicts or Teacher placement concern.
2. A student may drop an elective (*not Science, Math or a World 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.
3. Major subject (*English, Religion, Math, Science, Social Studies and World Language*) schedule changes can only be instituted by counselor and/or teacher in consultation with each other when the student is unable to do the work.
4. It is not the policy at Bishop Hartley to change a schedule so that a student may have a particular lunch period.

2020 - 2021 SCHEDULE CHANGE DATES

DROPPING A COURSE

A student may **drop** a course following the dates below for full year and semester courses without incurring a "W" on his/her transcript.

Year Course	September 18
First Semester Course	September 18
Second Semester Course	January 22

A student will incur a "W" along with the current grade at the time of withdrawal if he/she drops a course after these dates.

ADDING A COURSE

Students may **add** a course within the first two weeks of a semester.

Year Course	September 18
First Semester Course	September 18
Second Semester Course	January 22

There will be a **\$35.00 charge** for all schedule changes. This fee will be waived for any schedule change initiated by a faculty member due to placement concern.

Summer School Policy

With the exception of physical education classes and College Credit Plus classes that are taken in the summer, Bishop Hartley views summer school as remedial in nature. The failed classes may be repeated to earn credit. Students who need to repeat English, Science, Math or 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 class taken during the summer, a student must first receive approval from his/her counselor before registering for the class.

The student who passes a summer class will receive credit for the class, but a "D" will be used on his/her transcript and in the cumulative G.P.A. in place of the failing grade.

RELIGION PROGRAM

Bishop Hartley High School is a Roman Catholic school and our Religion Program consists of three components: knowledge, liturgy (*formal and informal prayer*), and service. Our goals are:

*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.*

The principles upon which the program is based come from the National Catechetical Directory, *Sharing the Light of Faith*:

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, 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

The Diocesan Religion Course of Study for grades 9, 10, 11, and 12 draws its content from the *United States Conference of Catholic Bishops Doctrinal Elements of a Curriculum Framework for Development of Catechetical Materials for Young People of High School Age (2002)*. All courses utilize the *USCCB's Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication (2008)*.

This content is geared toward the acquisition of skills articulated by the Diocese of Columbus in the Six Tasks of Catechesis: Knowledge of the Faith, Liturgy and Sacraments, Moral Formation, Prayer, Communal Life and Missionary Spirit. The Religion classroom provides opportunities for the student to:

1. explore and challenge his/her intellectual understanding of the Catholic Faith;
2. reflect and grow in his/her spiritual development; and
3. acquire skills which can be applied to parish and community service.

All faculty and staff of Bishop Hartley share with the Religion Department the mission to proclaim Christ's message through efforts to build community, lead people to prayer and worship, and create motivation to serve others.

RELIGION 9

Semester 1 - The Revelation of Jesus Christ in Scripture

The purpose of this course is to give students a general knowledge and appreciation of the Sacred Scriptures. Through their study of the Bible, they will come to encounter the living Word of God, Jesus Christ. In the course, they will learn the history of the formation of the Bible, authored by God through inspiration, and its value to people throughout the world. Students will learn to read the Bible and will become familiar with its major sections, with a focus on the Gospels of the New Testament.

Semester 2 - Who is Jesus Christ?

The purpose of this course is to introduce students to the mystery of Jesus Christ, the living Word of God, and the Second Person of the Blessed Trinity. In this course, students will understand that Jesus Christ is the ultimate Revelation to us from God. In learning about who He is, the student will also learn who He calls them to be.

RELIGION 10

Semester 1 - The Mission of Jesus Christ

The purpose of this course is to enable students to understand all that God has done for us through his Son, Jesus Christ. Students will learn that for all eternity, God has planned for us to share eternal happiness with Him, which is accomplished through the redemption Christ won for us, and students will learn that they share in this redemption only in and through Jesus Christ. Students will also grow in their understanding of what it means to be a disciple of Christ.

Semester 2 - Jesus Christ's Mission Continues in the Church

The purpose of this course is to enable the students to understand that in the sacred nature of the Church in which they encounter the living Christ. The one, holy, catholic and apostolic Church was founded by Christ through the Apostles and is sustained by Him through the Holy Spirit. The students will know that the Church is the living Body of Christ today, with both divine and human elements.

RELIGION 11

Semester 1 - Sacraments as Privileged Encounters with Jesus Christ

The purpose of this course is to enable students to understand that they can encounter Christ today in a full and real way through the Sacraments, and especially through the Eucharist. Students will examine each of the Sacraments in order to more fully experience their graces. This study stresses the importance of God's presence in the world and the ways God and people communicate through symbols, rituals, and prayer.

Semester 2 - Life in Jesus Christ

The purpose of this course is to help students understand that life in Christ is the way to live out God's plans for their lives. Students learn the moral concepts and precepts that govern the lives of Christ's disciples. This course enables the student to understand the principles that form the basis of Catholic Christian Morality, such as freedom, responsibility, conscience, conscience formation, and the difference between subjective and objective morality.

RELIGION 12

Semester 1 - History of the Catholic Church

The purpose of this course is to supply the students with a general knowledge of the Church's history from apostolic times to the present. They will gain deeper insights into the Church by exploring how the Church, founded by Christ through the Apostles, is sustained by Him throughout history through the Holy Spirit. In this course, students will learn about the Church's 2,000 years of history and about how the Church is led and governed by the successors of the Apostles.

Semester 2 - Living as a Disciple of Jesus Christ in Society

The purpose of this course is to introduce students to the Church's social teaching, which is grounded in the dignity of the human person and the essential nature of human community. In this course, students will learn how Christ's concern for others, especially the poor and needy, is present today in the Church's social teaching and mission. Students will explore how their own call to discipleship is further revealed through engagement with the Church's social teachings.

SAINT JOSEPH OFFICE OF PASTORAL CARE OFFICE OF CAMPUS MINISTRY

St. Joseph, patron of families and workers, pray for us.

Mission Statement

The goal of the Campus Ministry Program at Bishop Hartley High School is to foster and grow the culture of the school in which members of the Hartley family are led to follow Christ more closely, making God known, loved, served and celebrated throughout our community.

The success of our program rests in our families and parishes, as the formation of faith occurs first in the home and also the parish community. The Campus Ministry Program is a resource for students as they continue to live and explore their faith. We also serve parents as they strive to live out their sacred role as prime educators of children in the faith. The Campus Ministry Program at Bishop Hartley strongly encourages parents and students to maintain a spiritual connection with the universal Church in active participation at the home parish. Faithful and constant celebration of the sacraments is essential to the spiritual life of individuals, families, and communities. If we can be of service in assisting you in our faith formation, please feel free to contact Mrs. Tera Chun, Campus Minister.

Retreats

In an effort to enhance the faith formation of our students, Bishop Hartley High School is committed to providing religious experiences throughout the school year. While under careful considerations of guidelines set forth by the State and the Diocese, students will have the opportunity to encounter Christ, though this may look different than in previous years. The Campus Ministry team is dedicated to creating a safe and meaningful experience for each young person. While the details of each class's retreats are still yet to be determined, students and their families can look forward to a youth ministry program that fosters empowerment, participation, and growth in their Christian faith (from *Renewing the Vision: A Framework for Catholic Youth Ministry*).

The goals for campus ministry for each class is to continue the intentional development of their relationship with God so that graduating seniors have the tools to enter the world as young men and women of faith. Each year students navigate on the path towards that goal by focusing on the following themes:

<i>Freshmen</i>	<i>The Bishop Hartley culture of faith sharing, community building, and finding their voice</i>
<i>Sophomores</i>	<i>Understanding who Christ is in their lives and how Jesus calls us into communion with God</i>
<i>Juniors</i>	<i>Becoming companions on the journey and support to one another when facing challenges on our paths to discipleship</i>
<i>Seniors</i>	<i>In the spirit of Kairos, we are called to "live the 4th" as we come to know Christ more deeply, find the strength in the sacraments and each other, to live out our Christian values in the world and share the Good News with others.</i>

BISHOP HARTLEY HIGH SCHOOL
SERVICE REQUIREMENTS
2020 - 2021

Service is one of the six pillars of Bishop Hartley, a component of evangelization as a Christian living in a secular world, and a critical facet of fine character. We cannot emphasize its Christian value enough:

*So when he had washed their feet (and) put his garments back on and reclined at table again, he said to them, "Do you realize what I have done for you? You call me 'teacher' and 'master', and rightly so, for indeed I am. If I, therefore, the master and teacher, have washed your feet, you ought to wash one another's feet. I have given you a model to follow, so that as I have done for you, you should also do. Amen, amen, I say to you, no slave is greater than his master nor any messenger greater than the one who sent him. If you understand this, blessed are you if you do it. **John 13:12-17 NABRE***

The service requirement of 25 hours for each student is not mandated for the 2020-2021 school year. Students will work through the house system to live out our call to service as a school. The below information is an explanation of our service requirements and the way to track and log hours. The x2VOL platform and account for each student is still being provided for students. Please log any individual service hours using the x2VOL platform detailed below.

Bishop Hartley asks students to engage in service every year that they are members of our school community. We recognize service that is done in support of the community, at non-profits, schools, or religious communities. In order to track our students' numerous service hours better, we implemented an online system of tracking hours last school year and will continue with that program this coming year. Current students are more than welcome to log their hours using their x2VOL information from the previous year, and incoming students will receive the proper login information once the school year begins. Students are more than welcome to complete their service over the summer, and then verify their service hours once they receive their information.

SERVICE VERIFICATION

Most students will log their service hours after completing their service activities, and in order for this verification to be complete, an email for the supervisor is required. Below is an example of the information that students will input into our online system in order to log their hours:

Organization Name	Helping Others
Supervisor Name	Jane Doe
Supervisor Email	Janedoe@helpingothers.com
Dates and times	June 15 and 16; 8 to Noon both days (8 hours total)
Description	While completing my service at Helping Others, I was able to work with families that need assistance by sorting food and clothes so that their experience at Help Others was enjoyable.

WHAT CAN I DO TO EARN SERVICE HOURS?

School Service

Students may earn service hours working school-sponsored activities organized by the administration, faculty and staff, House, or N.H.S. These activities could range from serving as an Ambassador at the Open House to school projects which support community agencies like the Bishop Griffin Center. This also includes working any summer camps for Bishop Hartley sports and/or extracurricular activities. Students are also encouraged to do service at their previous grade school when appropriate.

Community Service

Students may earn service hours for work performed in conjunction with ***an established community agency or organization*** whose goals address the heart of Catholic teaching on social justice. **All organizations *MUST BE NONPROFIT.***

Church Service

Students may earn service hours by participating in the life of a parish or congregation in the form of serving Mass, singing in the choir/cantering, lecturing, or distributing communion. These hours require a year-long commitment to this ministry as dictated by your parish. Students may also earn service hours by working at events sponsored by the parish or congregation, such as spaghetti dinners, festivals, and staffing the nursery during Mass.

WHAT WILL *NOT* BE ACCEPTED AS SERVICE HOURS?

Family/Friend/Neighborhood Related Service

Performing a family/friend/neighbor obligation is **NOT** considered service. Any work performed for free for an individual/family is **NOT** considered service. Examples that will **NOT** count for service include (*but are not limited to*) babysitting, raking leaves, and/or household chores.

For Profit Businesses

Students may **NOT** earn service hours working for a for-profit professional business/office/company, even if the student does not get paid.

Club/Sports

Students may **NOT** earn service hours for work performed as part of membership in a club or sport where there is a monetary benefit to the organization. This includes work performed for a club team that requires a payment to play.

Where Can I Find Opportunities for Service?

Option 1

There are service opportunities posted on the **Bulletin Board of x2VOL**, which is the first page the student sees when they log on to x2VOL. There are also some opportunities that are posted under the Opportunities Tab (My Opportunities – events that Bishop Hartley will post; Local Opportunities – posted by organizations that are approved by Bishop Hartley).

When signing up through x2VOL, the students are expected to follow through and complete the service. These organizations are depending on the students to be reliable and show up for their commitments. Students who sign through x2VOL do not need to log their hours, the organization will verify the hours after the service is completed.

Option 2

Bishop Hartley will maintain a running online document with organizations that are in need of service and how students can get in contact with these organizations. This information will be posted on the Bishop Hartley website, and on the x2VOL Bulletin Board. It will be up to the students to reach out and connect with these organizations, and therefore the students will need to log their hours once they have completed their service themselves.

For any questions about service or x2VOL please contact:

Ms. Molly Hartge

House Service Coordinator

Springs House Dean

Molly.Hartge@bishophartley.org

GENERAL GUIDELINES FOR BEHAVIOR

Philosophy

The mission of Bishop Hartley High School is to transform lives through the teachings of Jesus Christ within the Catholic tradition. 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 good examples in conduct, words, manner, and attire at all times. Any students, 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 defines the policies and guidelines which govern the responsibilities and modes of conduct expected of Bishop Hartley students. It also provides 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 the information, policies, and regulations. Ignorance is not 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.

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 on-line and should be completed and to be returned to Bishop Hartley by Friday, September 18, 2020.

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 may render the violator(s) subject to expulsion.

Peer Mediation

In mediation, a problem is solved non-violently in a win-win situation with each side getting its needs met. Mediation is a process used to get disputing parties together to talk about the conflict. A neutral third-party assists in this process. 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. Mediators are facilitators of the process. Mediators are not judges, detectives or counselors.

All students are eligible to apply to be trained as mediators.

Conduct During or Outside of the School Day

Students whose conduct during or outside of the school day and/or 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 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 will respect school property and the property of others, including lockers, belongings, and vehicles on 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.

Academic Integrity Policy

The foundation of Bishop Hartley High School's academic integrity policy is one grounded in our rigorous and holistic approach to Catholic education. Our academic environment is built upon a college preparatory curriculum in a traditional school setting. Religion, Science, Math, English, Social Studies, World Languages, Wellness, and the Visual and Performing Arts are designed to provide rigorous academic preparation in a challenging and innovative atmosphere. This environment enables our students to strive for excellence in order to pursue the best versions of themselves. Teachers emphasize creativity, problem solving, and critical thinking skills in a holistic and individualized setting. Teachers believe that every student can grow through application and experience.

For our students to demonstrate academic integrity they must engage in their learning and differentiate between their original work and that of someone else's. Students must learn both how to properly cite others' work and why it is a critical piece of the learning process. While students are encouraged to work collaboratively with peers and faculty, all students must clearly and accurately cite ideas that are not originally their own.

Academic integrity takes on a greater meaning in the 2020-2021 school year given that we may be in a different tier of instruction and assessment (in-person, hybrid, and/or remote) throughout each quarter. Students will be asked to affirm an academic integrity statement when taking assessments in-person and virtually as a reminder that they are young men and women of character and will not cheat or plagiarize on the given assessment.

All students and parents have access to the academic integrity policy throughout the year and it is covered directly during opening class meetings.

Expectations of Learning and Creating a Culture of Academic Integrity

Students demonstrate mastery of objectives through taking a wide variety of formative and summative assessments such as examinations, written work, and performance-based assessments. The goal of assessments is to obtain feedback on what each student has learned in order to properly prepare students for their future. Behaviors that compromise the learning environment fail to give an accurate description on what a student truly has learned and mastered.

Administrators, faculty, students, and parents share in the responsibility of creating a culture of academic integrity. Faculty and students collaborate to create an environment and culture that is built upon a growth mindset. Students must learn to value mistakes and learn from failure. Students will be praised for effort, resourcefulness, and resiliency. These characteristics will assist students to become better problem solvers and critical thinkers.

Definitions of Academic Dishonesty

Academic dishonesty occurs when students engage in behaviors that give themselves or other students an unfair advantage and/or misrepresentation of what a student has learned. These behaviors include, but are not limited to:

- Plagiarism (*please see below for the definition of plagiarism*);
- Any activity which indicates academic dishonesty (*i.e. wandering eyes while taking an exam*);
- Copying another's work or sharing your own work in any way, shape, or form;
- Using resources or devices during an assessment that are prohibited;
- Communicating with other students during an assessment (*this includes any verbal, written, email, or text communication*);
- Providing or receiving information about an assessment to/from another classmate from one period to another or when directly told not to share information;
- Falsifying information before, during, or after an assessment has been issued;
- Stealing or accepting a copy of academic related materials (*test, answer keys*); and
- Altering an approved device (*i.e. graphing calculator*) for an academic advantage.

Faculty will establish procedures of collaboration, group work, and expectations that clearly communicate behaviors that exhibit academic dishonesty. Students should always ask questions and get clarity on procedures and assignments before turning their work.

Plagiarism

The English department at Bishop Hartley High School has adopted the following definition of plagiarism from the article, *What is Plagiarism* (<https://www.plagiarism.org/article/what-is-plagiarism>, May 18, 2017) that each academic department will adhere to:

According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (*the ideas or words of another*) as one's own
- to use (*another's production*) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

All students will review this definition of plagiarism in their English classes at the beginning of the school year and learn how to utilize turnitin.com as a resource. Additionally, each faculty member is asked to discuss academic integrity with their students to ensure clarity on the subject.

If interested in accessing more resources on understanding plagiarism and how to avoid it, please visit <https://www.plagiarism.org/article/what-is-plagiarism>.

Reference

What is plagiarism? (May 18, 2017). *Plagiarism.org*. Retrieved from <https://www.plagiarism.org/article/what-is-plagiarism>

Minor Offense(s) for Academic Dishonesty

Minor offenses of academic dishonesty are determined to not significantly impact a student's ability to demonstrate mastery of concepts. Faculty and students will work together to ensure proper evaluation has occurred. Students will not receive the same level of consequences as major offenses. If a student repeats or commits any additional behavior(s) of academic dishonesty beyond the first offense this situation could then move to a major offense.

Please note: It is possible that an infraction of academic dishonesty occurs due to student error or misinterpretation of instructions. These situations will be handled on an individual basis by the teacher and/or the Dean of Academics and Discipline to determine whether an infraction of academic dishonesty occurred.

Consequences for Minor Offense(s)

- A first consequence for a minor violation will involve the teacher discussing the incident with the student and contacting the parents. The teacher and student will work together to ensure proper evaluation on the assignment has occurred.
- The Dean of Discipline and the student's school counselor will be notified of the offense and five demerits will be issued for not following the proper procedures in a teacher's classroom.
- Any additional offenses (*minor or major*) will place the student on academic probation for the remainder of the school year.
- Academic dishonesty offenses are cumulative over four years.

Major Offense(s) for Academic Dishonesty

Major offenses of academic dishonesty are determined to significantly impact a student's ability to demonstrate mastery of concepts. Major offenses involve a premeditated plan to commit an act of academic dishonesty and/or include (*but are not limited to*) any of the following behaviors:

- Plagiarism;
- Copying another's work or sharing your own work;
- Using resources or devices during an assessment that are prohibited;
- Communicating with other students during an assessment (*this includes any verbal, written, email, or text communication*);
- Providing or receiving information about an assessment to/from another classmate;
- Falsifying information before, during, or after an assessment has been issued;
- Stealing or accepting a copy of academic related materials (*tests, answer keys*); and
- Altering an approved device (*i.e. graphing calculator*) for an academic advantage.

Consequences for Major Offense(s)

First Consequence for a Major Offense

- The first consequence for a major offense will involve the teacher discussing the incident with the student and contacting the parents.
- The Dean of Discipline and the student's school counselor will be notified of the offense.
- The student will receive 10 demerits and one Saturday school.
- The student will be placed on academic probation for the remainder of the school year.
- Students are required to make up the work or take an alternative assessment during SEEK or at a mutually agreed upon time with the teacher to properly evaluate mastery of learning objectives.
- Students will be required to pay a proctor fee of \$25.00 to the teacher if extra time outside of SEEK is required to make up the assessment.
- Students will receive a grade no higher than a C for the respective assessment.
- Any students involved in athletics, extracurriculars, drama, and/or house leadership will be placed on probation and any further discipline infractions may result in a loss of a percentage of participation.
- Academic dishonesty offenses are cumulative over four years.

Second Consequence for a Major Offense

- The second consequence for a major offense will involve the teacher discussing the incident with the student and contacting the parents.
- The Dean of Discipline and the student's school counselor will be notified of the offense.
- The student will receive 25 demerits and two Saturday schools.
- Students are required to make up the work or take an alternative assessment during SEEK or at a mutually agreed upon time with the teacher to properly evaluate mastery of learning objectives.
- Students will be required to pay a proctor fee of \$25.00 to the teacher if extra time outside of SEEK is required to make up the assessment.

- Students will receive a grade no higher than a C for the respective assessment.
- Any students involved in athletics and/or extracurriculars will be denied 25% of the contests that season (*rounded to the lowest whole number*). This consequence will be carried over to the next season in which the student participates if necessary.
- Any student involved in drama will be denied the ability to participate in the following production in the current year or the following year if applicable.
- Any student involved in house leadership will be denied the ability to fulfill or run for a school/house/mentor captain position for one year.
- Academic dishonesty offenses are cumulative over four years.

Should a student commit a third major offense of academic dishonesty they will be subject to expulsion. An expulsion hearing will take place and alternative consequences may be decided by administration.

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. These rules and regulations cover any device that simulates the feeling of smoking. ***Battery powered vaporizers include but are not limited to disposable, reusable and APVs (Automatic Personal Vaporizers)***. 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:
 - a. offensive sexual flirtations, advances, propositions;
 - b. continued or repeated verbal abuse of a sexual nature;
 - c. explicit or degrading sexual or gender-based comments about another individual or his appearance;
 - d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - e. any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - f. graffiti of a sexual nature;
 - g. fondling oneself sexually or talking about one's sexual activity in front of others; and
 - h. 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 complaints 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. Anyone 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 the 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 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 whether these actions are committed in person, written or electronically transmitted.

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

Staff members who observe or become aware of an act of bullying shall 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 parent(s)/guardian(s) 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 parent(s)/guardian(s) of the aggressor and the victim. This investigation may include interviews with students, parent(s)/guardian(s), teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation.

No retaliation shall be taken against a person who reports bullying.

Student Pregnancy

Diocesan Policy 5138.0

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

Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extracurricular activities by a pregnant student shall be made by the student's doctor. Written notice of the doctor's determination shall be provided to the school principal.

The religious instruction given in a Catholic school should 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. Counseling for the expectant parents and the parents of the expectant parents 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.

DRUG AND SUBSTANCE ABUSE POLICY

Statement of Policy

We affirm the right of our students to be at Hartley and Hartley-sponsored events without being subjected to the selfish behavior of those under the influence as well as to reinforce the choice made by the majority of our students to be drug- and alcohol-free. It is our intention to send the message that we support our students who are making good decisions.

Our concern is for the safety and well-being also of their peers whose drinking makes them vulnerable to life-altering, or even life-ending, decisions. As parents themselves, the Advisory Board believes there is a collective responsibility among the adults to make Bishop Hartley drug- and alcohol-free. It is the Advisory Board's hope that the threat of a mandated ten-day suspension may serve, in some measure, as a deterrent to poor decision making.

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 kinds while on school property, or while attending a school function or any off-campus event.

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.

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 measure for each category and occurrence of offense and shall be administered in accordance 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 measure such as longer suspensions, 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, supplying* or transmitting* will constitute a suspension with an expulsion hearing.*

The Discipline Process for Drug and Alcohol Policy:

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 parent/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. 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. A student will be asked to withdraw or be expelled if his or her parent or guardian chooses not to support the school policy.

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

- The principal retains the option to suspend or expel the student at any time. Additional input, however, is sought.
- Any violation of the previously mentioned policies will render the violator(s) subject to a 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 and a loss of a percentage of extracurricular participation.

Second Offense

- 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 an 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 Administration.

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

DISCIPLINE PROCESS

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 Administration 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, academic and attendance histories warrant are reviewed by the Administration. Those students whose performance or actions fails to meet the standards are discussed by the Academic and Discipline Review Committee. The Committee will make recommendations to the principal regarding remedial actions. These actions may take the form of conditional contracts or the Committee may recommend that a student not be readmitted to Bishop Hartley the following school year.

Classroom Discipline/Detention

A teacher may give up to five (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 unpreparedness for class or general misbehavior. In addition, teachers may assign after-school detentions to students for the above-mentioned reasons. At least one (1) 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 action.

Enforcement of Discipline

Obligations exist on the part of the student 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.***

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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 sanction 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's a school goal that student's self-discipline will be the directing motive.
4. 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 am 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 one (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 extracurricular activities until the suspension has expired;
2. suspended students will not be permitted to make up any graded work such as homework, lab reports, pop quizzes or minor assessments, etc. missed during the periods of suspension;
3. suspended students will be permitted to make up exams or major assessments 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; and
6. there are no in-school suspensions.

Expulsion/Withdrawal for Disciplinary Reasons

Any student who has been expelled from Bishop Hartley or has 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 extracurricular activities including Prom. Former students who violate this policy will be considered a trespasser and will be subject to arrest.

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 accrues excessive absences. Senior Privileges can include but are not limited to:

1. dress down days;
2. prom;
3. month of May privileges, i.e. out-of-uniform days and early dismissals; and
4. baccalaureate and graduation ceremonies.

End of the Year Senior Responsibilities

Seniors and their families are responsible for the following before they can receive their cap and gown during Graduation practice; before they can participate in end of the year ceremonies; before they can receive diploma and transcripts.

1. tuition is paid in full;
2. Student Life fee is paid;
3. technology is returned in working condition;
4. textbooks/library books are returned in good condition;
5. fines are paid;
6. cafeteria debts are paid;
7. detentions are served;
8. service hours; and
9. athletic uniforms washed and turned in.

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.
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 7:40 a.m. and a tardy bell at 7:45 a.m. The day ends at 2:45 p.m.

Absence

1. The parent or guardian of a student who will be absent from school 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 or email explaining the reason for 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 had previously phoned the school.***

3. The Main 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 3 ½ 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 presents 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 her/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 CANNOT BE DISMISSED ON THE BASIS OF A PHONE CALL FROM A PARENT. *The school must have a written note, fax, or email sent to Cindy Goodburn (cgoodbur@cdeducation.org).***
8. An absence with a valid excuse (*i.e. phone call or email from parent/guardian followed with written note from parent/medical professional*) **IS STILL CONSIDERED AN ABSENCE** and counts as one of 7 allowed per quarter.

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 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.

**Please know that we will work with students and their families with each individual situation as it pertains to absences due to the pandemic/COVID-19.*

3. Each student is responsible for tracking his/her class absences.
4. To waive this rule due to unusual circumstances (*i.e. hospitalization*) parents must meet with Mike Winters, Principal, Christopher Kowalski, Assistant Principal and the student's School Counselor.

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 homework missed due to absence.

1. All homework is on PowerSchool.
2. 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.
3. Full make-up can be required for credit. **One day will be granted to make up assignments or tests for each day of absence.**
 - a. Example: 1 day absence = 1 day to make up assignment
5 days absence = 5 days to make up assignments
 - b. The length of time to make up work can not be extended without permission from the administration.
4. 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 to take their student out of school. 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/she must contact Mr. Winters or Mr. Kowalski by phone at least three weeks before the proposed vacation date.*** Mr. Winters or Mr. Kowalski 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 SEEK 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 a 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 may be assigned a grade of -0-.
7. Parents will be expected to pay for a test proctor or tutor in cases where a student is not able to master new material on his/her own.

Parents: Please look at the calendar before planning your winter vacations or summer activities to ensure you student is not in school. Our Christmas break is 16 days long. Please plan your holiday trip accordingly. Inform family members, club coaches, parish leaders working on service trips or retreats, etc., that your child is not available until break begins and/or school is out.

Tardiness

The day begins at 7:45 a.m. with the reporting of the student directly to his/her first period class. A student who enters the building after 7:45 a.m. bell must report directly to the office and receive an Admit to Class slip. Late students may be asked to report to the Dean for investigation into possible truancy.

Morning Tardies

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

1. When a student reaches his/her first **accumulated** tardy, parents will be notified and the student will receive 5 demerits and one (1) Saturday School.
2. When a student reaches his/her second **accumulated** tardy, parents will be notified and the student will receive 10 demerits, and one (1) Saturday School.
3. When a student reaches his/her third **accumulated** tardy, the student will receive 15 demerits and a two (2) 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 appropriate 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 will be responsible for finding appropriate times in which to stop at their lockers. Stopping at a locker is never an excuse for tardiness. 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

A student is considered truant when absent without prior knowledge or permission of a parent, guardian, teacher and/or nurse. Truancy is considered a serious infraction and will lead to strict disciplinary actions.

1. A student who leaves the school grounds without official permission is truant.
2. A student guilty of cutting a class who remains on the school grounds is truant.
3. A student who is truant will not be permitted to make up any missed school work.
4. A student who is truant from class will receive a one (1) day out-of-school suspension and 15 demerits.
5. 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. **A STUDENT CANNOT BE DISMISSED ON THE BASIS OF A PHONE CALL FROM A PARENT. *The school must have a written note or fax or email Cindy Goodburn* (cgoodbur@cdeducation.org).** For all school activities, such as field trips or service projects, an official school permission form will be provided in advance.

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.

Automobile/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 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 must 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 to our Safety Director Chief Distelzweig immediately.
4. Students must park **only in their** designated, numbered spot.
5. Any student driving to Bishop Hartley High School must park on the school grounds and is required to register the vehicle with Safety Director Chief Distelzweig by purchasing a vehicle registration tag.
6. The school will endeavor to protect automobiles on Hartley property but cannot be responsible for damage and/or theft while student cars are parked on school grounds.
7. Students who park in visitor parking without permission are subject to demerits and Saturday school.

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 and Locker Tags

Announcements, posters, or locker tags that appear on lockers 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. We reserve the right to remove any locker decorations.

Cell Phones, Electronic Devices and Earbuds

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 and other non-approved electronic devices are not permitted between 7:40 a.m. and 2:45 pm, including lunch periods. Non-approved electronic devices are defined as any device with texting/messaging capability (*i.e. Apple Watch*). Cell phones and non-approved electronic devices must be kept in the student's locker. Such items will be confiscated if found on their person between 7:40 a.m. and 2:45 p.m. Continued violation could result in a student's suspension or expulsion.

Earbuds may be used in Study Hall, the Library, or a specific classroom **with** permission of the moderator and/or classroom teacher.

Earbuds may **not** be worn in the hallways during the exchange of classroom for safety reasons.

First Offense

Phone/electronic device is confiscated and given to the Dean of Students.

Phone/electronic device will not be returned until the parents have met with the Dean of Students.

15 Demerits

2 Saturday Schools

Second Offense

Phone/electronic device is confiscated and given to the Dean of Students.

Phone/electronic device will not be returned until the parents have met with the Dean of Students.

25 Demerits

2 Saturday Schools

Third Offense Could be subject to suspension and/or expulsion. It now becomes a respect issue.

Further violations may result in a longer suspension or expulsion.

Criminal Background Checks and “Protecting God’s Children” Diocesan Policy 4110.0

All paid school staff must have on file both BCI and FBI background checks and must attend “Protecting God’s Children.”

All volunteers must have on file a BCI background check and must attend “Protecting God’s Children” no matter how much or how little contact they have with children or youth, no matter if volunteering for the school or parish, and no matter what time of the day or night they volunteer.

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.***

Students, even those 18 or older, enrolled at Bishop Hartley High School need to live in the residence of the custodial parent(s) or a custodial adult relative.

Electronic Surveillance

Bishop Hartley High School utilizes an electronic surveillance system by way of security cameras. Cameras are placed in common areas where there is no reasonable expectations of privacy and shall not include locker rooms. The Safety Director and Principal shall be responsible for the management, audit and use of electronic surveillance.

Eligibility/Fee 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.

For the student participating in Drama, there is a \$60.00 participation fee for each play in which the student participates. ***This fee is for the actors only.*** The backstage helpers do not have to pay the fee.

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 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

Gambling 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	\$5.00 fine	2 Demerits
Second Offense	\$10.00 fine	4 Demerits
Third Offense	\$15.00 fine	10 Demerits

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

Insurance

The Diocese of Columbus does **not** offer student accident insurance.

Library/Media Center

The library is open for student use during regular school hours and posted hours for before and after school.

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. ***Physical Education students are required to have a lock for their locker. Athletes participating in a sport will also be required to have both a locker and a lock if they choose to store things in the locker or otherwise in a secure area of the building.*** Lockers are the property of the school; the administration reserves the right to open any locker when circumstances warrant. We reserve the right to remove any locker decorations. Defacement of the exterior or interior of the locker is considered vandalism. Students should not share lockers.

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; student may recover lost items during normal office hours. All “found” items will be held in the Main Office for two weeks.

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.**

IOU POLICY

- The cafeteria will allow an IOU up to \$4.50. If the IOU is not paid by the time the weekly IOU reminder is sent, the cafeteria will not allow any further charging.
- There will be no exceptions made unless an arrangement has been made and signed by Mrs. Jahahn and the student.
- Accounts may not go into the negative for a la carte items after May 10th.

Organizations

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

Restricted Areas

Student may enter restricted areas only at the express permission of an adult school employee. Such areas include but are not limited to boiler room, cafeteria kitchen, storage rooms, school office, copier room, Teacher lounge 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 Campaign/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(s) of Bishop Hartley High School cannot be used without approval by the school administration.

Solicitation

Students may not sell any items on school property without specific permission from the administration. This includes snacks before and after school hours. School-sponsored organization 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.

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 Librarian 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 restroom for emergency purposes only.
7. Students are to leave any area which they use during Study Hall in a 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.

Telephone/Messages

A telephone in the Main Office is available for use by students before school, during lunch, and after school. 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 end 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 **hand-delivered, emailed, or faxed** a written excuse to the Main Office.

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 extracurricular activity.

Visitors

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

The parent(s) of a **prospective** student must call the Admissions Office at least five school days in advance of a school tour or Admissions Meeting to schedule a tour or a meeting with the Director of Admissions. 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. A visiting student should report directly to the Main 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. 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.

Water Bottles

Given medical information regarding hydration, it is imperative students have access to water. Water bottles will be permitted in school. ***Only water will be permitted.*** No coffee, soft drinks, sport drinks, etc.

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 1.75 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 a minimum of five of all subjects carried the previous grading period (*the last quarter of their 8th grade year.*)
2. **One-Time Waiver for Quarterly Eligibility**
A student may apply for a one-time waiver if his/her G.P.A. is between 1.44 and 1.74. Students whose G.P.A. is below 1.44 or have not passed five (5) classes in the previous quarter cannot apply for, nor will be granted a waiver of participation. A student is eligible for a waiver one (1) time throughout his/her four-year academic career. After a waiver application is received, both the athlete and his/her legal guardian will be contacted to set up a meeting with the Athletic Director and/or Dean of Students. A student issued a waiver is considered on probation and must complete the following objectives on a weekly basis:
 - Attend AIM/SEEK a minimum of three (3) times weekly and provide an attendance receipt to the Athletic Office.
 - The student must maintain weekly eligibility and have a passing conduct score as mandated by Bishop Hartley High School. (See *below*)

Once Interims are released, each athlete is subject to weekly academic and conduct reports from each of his/her teachers that determine the athlete's eligibility. ***If an athlete received 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.

If the student fails to complete any of the above objectives, he/she will immediately be ineligible for the remainder of the season.
3. Each athlete is subject to weekly academic and conduct reports from each of their teachers that determine the athlete's eligibility. ***If an athlete received 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.

4. Any student athlete with a G.P.A. under 2.5 will be required to attend AIM. See supplemental AIM information on page 83.
5. 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.
6. Academic eligibility for athletics is determined by the following procedure:
 - Each week starting the Monday after interims the grades will be analyzed. Those student/athletes that fall below the academic/conduct requirements in #2 above will be declared **ineligible**. The athletic director will communicate to the parents, coaches and student/athlete informing them of the ineligibility of their student. This weekly **ineligibility** period will begin on the Tuesday immediately following the Monday report of grades and continue **through** the next Monday (7 days).
7. Each individual trying out for a team must be informed of any additional rules and regulations pertaining to that team.
8. 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.
9. The opportunity to try out for a team is open to all students provided they meet the eligibility requirements as set forth above in #1.
10. 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 athletic director and principal.
11. 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.
12. These regulations are not 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).
13. **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.**

14. Refer to the Athletic Handbook for further criteria with regards to athletic participation.

15. **Extracurricular Activities**

- Extracurricular activities are the educational activities of organizations extending beyond normal school hours. Activities which meet the needs and interests of Bishop 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 for arranging transportation for extracurricular activities, including athletics.

16. **Attendance at Athletic Events and Dances**

- There will be a no re-admittance policy in effect for all athletic events and dances. In other words, no student will be allowed to leave the facility and re-enter.

17. **Participation Fee for Athletics**

- Bishop Hartley has a policy that requires a fee for participation in extracurricular and co-curricular activities. As you may know, these fees are charged to defray a part of the expenses of our activity programs. The following schedule identifies participation fees per sport.

2020-2021 Athletic Participation Fee Schedule

<i>Sport</i>	<i>Gender</i>	<i>Fees</i>	<i>Season</i>
Cross Country	Boys	\$175	Fall
Football	Boys	\$175	Fall
Golf	Boys	\$250	Fall
Soccer	Boys	\$175	Fall
Cheerleading	Girls	\$125	Fall
Cross Country	Girls	\$175	Fall
Field Hockey	Girls	\$175	Fall
Golf	Girls	\$250	Fall
Soccer	Girls	\$175	Fall
Tennis	Girls	\$200	Fall
Volleyball	Girls	\$175	Fall

Basketball	Boys	\$175	Winter
Bowling	Boys	\$250	Winter
Indoor Track	Boys	\$175	Winter
Swimming	Boys	\$275	Winter
Wrestling	Boys	\$175	Winter
Basketball	Girls	\$175	Winter
Bowling	Girls	\$250	Winter
Cheerleading	Girls	\$125	Winter
Indoor Track	Girls	\$175	Winter
Swimming	Girls	\$275	Winter
Baseball	Boys	\$175	Spring
Tennis	Boys	\$200	Spring
Track & Field	Boys	\$175	Spring
Lacrosse	Girls	\$175	Spring
Softball	Girls	\$175	Spring
Track & Field	Girls	\$175	Spring
Ultimate Frisbee	Girls/Boys	\$150	Spring

There is a family maximum of \$460.00 per year.

- Payment of these participation fees does not guarantee playing time for your child. **Payment is due before the start of the first regular season contest. If the family is interested in a payment plan, please contact Mike Rahe, Athletic Director.**

18. General Eligibility for Extracurricular Activities

- To be eligible to participate in athletics, the student must be in class by 10:30 a.m. and must remain in school for the rest of the day. Please be advised that Bishop Hartley has six different bell schedules and this policy does not apply to a particular period when a student arrives, but a time of day only. 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.

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 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 one (1) calendar year.

Bishop Hartley currently offers 26 varsity sports and 20 activities.

Sports and activities are offered when interest warrants.

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

SPORTS

BOYS

GIRLS

FALL

Cross Country
Football
Golf
Soccer

Cross Country
Field Hockey
Golf
Soccer
Tennis
Volleyball
Cheerleading

WINTER

Basketball
Wrestling
Bowling
Swimming

Basketball
Swimming
Cheerleading
Bowling

SPRING

Baseball
Track
Tennis
Volleyball

Softball
Track
Lacrosse



AIM PROGRAM

1. This is for in season student athletes who have a 2.5 Grade Point Average or below
2. Also students may be required to attend AIM by a parent or a coach
3. Weekly Grade Checks
4. Mandatory SEEK – Monday, Tuesday, Wednesday and Thursday after school from 3:00 p.m. – 3:40 p.m. in teacher rooms of specific courses the student athlete is struggling in
 - a. Attend 3 SEEK sessions or the equivalent each week in order to maintain eligibility.
 - b. SEEK attendance or working with a tutor is the equivalent of a study table. Students will be given an AIM attendance booklet for teachers or tutors to sign. Students are responsible to turn in attendance sheets to Mr. Wooten or Mr. Osborne weekly.
 - c. Failure to attend SEEK sessions will result in weekly ineligibility.
5. ACT Preparation/Education upon request
6. School Counseling Department Meeting with parents to develop an academic plan for high school and post-secondary options upon request

ACTIVITIES

Ambassador Program
Art Club
Battle of the Books
Campus Ministry
Care for Creation
Choir
Come As You Are Diversity Club
Dance Team
Drama
Hawks Who Pray
Hawkeye Student Newspaper
Hooked on Books
House Leadership
In The Know Academic Team
Instrumental Music
Julias
Liturgical Cantors and Instrumentation
Model United Nations
National Honor Society
Peer Mediation
Powerlifting
Pro-Life Club
Robotics
Ski Club
Ultimate Frisbee
Video Editing and Production

THE BISHOP HARTLEY SCHOOL HEALTH PROGRAM

In accordance with the Catholic Diocese of Columbus

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.

MEDICATION

A student who is required to take **medications** 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. This form can be accessed on the school website under "Medical Forms and Resources or Nurses Notes."

Ohio law requires that all medication be sent to school in the container in which the medication was dispensed/purchased. The container must have the original label indicating the name of the medication, dosage, and instructions for administration. In other words, no baggies of unidentified pills!

The school does not dispense any medication without a parent's/guardian's signature and doctor's order. This includes over-the counter medications such as Tylenol, antacids, or cold remedies. If a student anticipates the need for such medications during a particular school day, he/she is permitted to bring one or two doses of the medication for his/her own personal use for that day. Again, the medication must be in its original container indicating the name of the medication. **Medications must never be shared with other students!**

For questions or concerns, please talk to Mrs. Hinterschied, the school nurse.

ADMINISTERING MEDICATIONS TO STUDENTS

Diocesan Policy 5141.0

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 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(s)/guardian(s), and a properly completed physician's statement. The authorization must include the following:

1. written permission from the parent(s)/guardian(s);
2. physician's verification of:
 - a. the necessity for 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 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.

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 overall health and fitness for academic studies and physical education. In addition, those students participating in extracurricular sports and/or summer gym must provide the Athletic Director with a new sport's 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 forms should be turned in to the school office the first week of school. The physical form 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.

IMMUNIZATIONS

Students are in compliance with the State mandated immunization requirements if they have received the minimum of immunizations required for protection against diphtheria, tetanus, pertussis (*whooping cough*), polio, measles, mumps, rubella, Hepatitis B, Chicken Pox vaccine and meningitis. 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.

NOTE: Students entering senior year must provide documentation of full immunization against meningitis.

EMERGENCY MEDICAL FORMS

All students must complete the Emergency Medical Authorization section on Final Forms. 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.

FOOD ALLERGIES

Diocesan Policy 5141.3

The Diocese of Columbus schools strive to provide a safe environment for students with life-threatening food allergies. Parent(s)/guardian(s) should notify the school nurse and homeroom teacher of any life-threatening food allergy on or before the first of each school year or as soon as food allergy is diagnosed.

Each school year, parent(s)/guardian(s) and physicians will be required to complete, sign and return a "Food Allergy Action Plan" specific to the student with life-threatening food allergies. The school nurse will review all allergy information provided by the student's parent(s)/guardian(s) and physician and share this information with the appropriate teachers and staff.

Parent(s)/guardian(s) will provide the school with the medications prescribed in the “Food Allergy Action Plan”. Medications will be kept in the Clinic or with the student as specific needs dictate. Medications will also be available as part of the emergency preparedness kit in case of a lockdown/evacuation.

The parent(s)/guardian(s) of a student with a life-threatening food allergy will provide a supply of “safe” snacks for use by their child. Parent(s)/guardian(s) of children with life-threatening food allergies are responsible for notifying bus transportation providers with information regarding their child’s allergy.

Mrs. Hinterschied, our school nurse, is normally at Bishop Hartley during school hours on Tuesday, Wednesday, Thursday, and Friday. She can be contacted by calling 237-5421, ext. 10629 or feel free to visit her office anytime during the school day.

WELLNESS

Bishop Hartley recognizes that it is essential to educate the whole child spiritually, academically, physically, socially, and emotionally. Similarly, our wellness program must be multi-dimensional to encompass all of these areas in order to promote the dignity of the human person, respect for self and of others. Our wellness policy is based on this fundamental principle.

Nutrition Education

Wellness objectives concerning nutrition are in the Diocesan Health Course of Study (2005) which references nutrition and exercise K-12. Additionally, similar grade level indicators are included in the Science Course of Study (2010). The Health curriculum at Bishop Hartley has a strong emphasis on nutrition.

Nutrition guidelines, food pyramid charts, suggestions for healthy good choices, and other messages that support wise food choices will be displayed in and near the cafeteria as well as in Health classrooms.

School-Based Nutrition Guidelines

The use of sugary foods for rewards and celebrations will only be used on a **very** limited basis.

Bake sales or candy sales are discouraged.

Our School Lunch Program follows the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services, and Federal School Lunch Guidelines.

Lunch periods and snack breaks (*if applicable*) will be scheduled as necessary to maintain optimum energy levels and nourishment within a reasonable time frame from the start of the school day.

No beverages sold in the cafeteria will contain any sugar (zero sugar).

Drinking fountains are available in each wing of the building.

Physical Education

The primary purpose of Physical Education is to promote physical fitness and to help students develop long term habits that will be beneficial throughout their lives. Physical fitness is supported through the Diocesan Physical Education Course of Study (2010).

All high school students shall participate in Physical Education.

In addition, students will be encouraged to participate in school and community sport programs and to be physically active outside of school.

Wellness Related School-Based Activities

The Religion Course of Study (2015) supports reverence for life, self-respect, and respect for others, which are also fundamental concepts of wellness. All school-based activities are rooted in these Religion Course of Study concepts.

The school will offer weight loss incentive programs for faculty and staff and consultation for students.

The school will provide instruction to faculty and office staff on how to manage an anaphylactic reaction. The school will have 2 Epi-pens available for anaphylactic reactions in people who have not previously been diagnosed with a life-threatening allergy.

All faculty and students will be instructed on the Heimlich procedure and use of AEDs.

Measurement and Evaluation

This policy will be reviewed regularly to evaluate school-wide compliance and effectiveness in the school. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school on a yearly basis.

2020 – 2021 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, decency, and fit. **The interpretation of the dress code is left to the discretion of the administration.**

All uniforms must be purchased through the approved uniform supplier:

School Days Uniforms

73 N. Stygler Road
Gahanna, OH 43230
(614) 476-4104

**Due to COVID-19 and the requirement to wear masks every day, changes have been made to the dress code for the 2020-2021 school year. Please note that some of these changes are not permanent but rather to accommodate comfort during the pandemic. The following uniform options apply to every day students are in the building. There is no “separate” House-Wednesday uniform as in past years due to the potential for a Tier 2 schedule where students are in the building every other day.*

MASK POLICY FOR FACULTY, STAFF, AND STUDENTS

All faculty, staff, and students will wear masks while in the building. The guidelines for masks are as follows:

- Masks can be any color or pattern.
- Masks can have sports logos or team names.
- Masks can be over the ear or something that slides up from around the neck, provided it stays in place.
- Masks may **NOT** have any words, messaging, logos, etc. that support any political campaign and/or statements or offensive/hurtful language.
- Masks may **NOT** have any words, messaging, logos, etc. that support any social issues that contradict the official teachings of the Catholic Church.
- It is strongly recommended that students have more than one mask with them while on campus.

DRESS CODE FOR YOUNG MEN

(Monday - Friday)

School-Issued House Lanyard and ID **MUST** be worn every day.

Shirts

The following options may be worn:

- A solid white, tailored, oxford-style dress shirt with collar and short or long sleeves.
- House polo.
- A polo shirt that has the school branded BH, Hartley with the swoosh, or team or club related.

Shirts may be purchased through the Hawks Nest, School Days Uniforms, or directly from a Bishop Hartley team or club.

Sweaters, Sweatshirts, and Quarter Zips

The following options may be worn:

- A red or navy sweater.
- Students may also wear a sweatshirt or quarter zip that has the school branded BH, Hartley with the swoosh, or team or club related.
- House sweatshirt or quarter zip.

Sweaters, Sweatshirts, and Quarter Zips may be purchased through the Hawks Nest, School Days Uniforms, or directly from a Bishop Hartley team or club.

Ties

Ties are **NOT** mandatory if masks are required.

- Any color of tie is permitted; however, they must contain no offensive or inappropriate graphic wording or design.
- The knot of the tie must cover the top button of the shirt. BHHS will provide a student with a clip-on tie if he is a repeat offender to this policy.

Slacks

Only navy blue or khaki slacks (*boot or straight leg*) are permitted. All slacks must be purchased through School Days Uniforms. All slacks will have the Hartley swoosh on the back pocket. ***A dark belt with a conservative buckle must be worn and visible.***

The following are NOT acceptable:

- Jeans
- Leggings
- Athletic or Yoga pants
- Shorts
- T-shirts (athletic, house, etc.) will **not** be allowed to be worn as outer wear

Shoes Students may wear dress or tennis shoes. All shoes must have a back. No moccasins, slippers, boots, or cleats.

Socks Socks must be worn, and they must cover the ankles. No low cut or no-show athletic socks are allowed. Athletic white socks are preferable with tennis shoes, and dark dress socks are preferable with dress shoes.

Facial Hair **All young men must be clean-shaven.** No facial hair is permitted except for students who have a medical doctor's note containing a medical explanation.

Hair Young men's hair needs to be moderately cropped, clean, and neatly combed, and professional in appearance. No extreme hairstyles, designs, or coloring is permitted. ***Final decisions regarding hair are left to the sole discretion of the administration.***

Hats No hats, sweatbands, or other head coverings may be worn during school hours.

Earrings Young men may wear "studs only" earrings. No body piercings except for ears are permitted. No excessive or distracting jewelry which includes earrings, necklaces, and bracelets is permitted. ***Final decisions regarding jewelry are left to the sole discretion of the administration.***

No scarves, gloves, coats, or sweatpants are permitted during class. Tattoos must be covered during school hours or when participating in any extracurricular event.

DRESS CODE FOR YOUNG WOMEN (Monday - Friday)

School-Issued House Lanyard and ID **MUST** be worn every day.

Young women have the choice to wear the jumper uniform, slacks, or skirts throughout the school year.

Jumpers Navy blue jumper with Hartley emblem. (*New jumpers must be purchased through School Days Uniform store*). Jumpers may not be shorter than 1½ inches above the top of the knee.

If a jumper is worn, a solid white, tailored, oxford-style dress blouse with collar and short or long sleeves must accompany the jumper.

Shirts/Blouses The following options may be worn:

- A solid white, tailored, oxford-style dress blouse with collar and short or long sleeves.
- House polo.
- A polo shirt that has the school branded BH, Hartley with the swoosh, or team or club related.

Sweaters, Sweatshirts, and Quarter Zips

The following options may be worn:

- A red or navy sweater.
- Students may also wear a sweatshirt or quarter zip that has the school branded BH, Hartley with the swoosh, or team or club related.
- House sweatshirt or quarter zip.

Sweaters, Sweatshirts, and Quarter Zips may be purchased through the Hawks Nest, School Days Uniforms, or directly from a Bishop Hartley team or club.

Slacks and Skirts Only navy blue or khaki slacks (*boot or straight leg*) or navy blue or khaki skirts are permitted. All slacks and skirts must be purchased through School Days Uniforms. All slacks and skirts will have the Hartley swoosh on the back pocket. ***Skirts may not be shorter than 1 ½ inches above the top of the knee.***

The following are NOT acceptable:

- Jeans
- Leggings
- Athletic or Yoga pants
- Shorts
- T-shirts (athletic, house, etc.) will *not* be allowed to be worn as outer wear

Shoes Students may wear dress or tennis shoes. All shoes must have a back. No moccasins, slippers, boots, or cleats.

Socks Only navy or white knee-high socks or crew socks (*covering the ankle*) are to be worn. No low cut or no-show athletic socks, nylons or sheer hose of any color are permitted. Girls will be allowed to wear navy, black, gray and white solid tights. Tights cannot have patterns on them. Tights must not be “leggings,” in other words, the tights must have feet in them.

Hair No extreme hairstyles, designs or coloring is permitted. This includes two tone hair. ***Final decisions regarding hair are left to the sole discretion of the administration.***

Hats No hats may be worn during regular school hours. Girls may wear sweatbands or other head coverings that are solid in color.

Jewelry No body piercings except for ears are permitted. No excessive jewelry or distracting jewelry which includes earrings, necklaces, and bracelets is permitted. ***Final decisions regarding jewelry are left to the sole discretion of the administration.***

No scarves, gloves, coats, or sweatpants are permitted during class. Tattoos must be covered during school hours or when participating in any extracurricular event.

DRESS CODE VIOLATIONS

These violations are cumulative over the school year.

- First Offense** If the violation cannot be immediately rectified, the parent is called and must pick up the student. \$5 fine and 5 demerits.
- Second Offense** If the violation cannot be immediately rectified, the parent is called and must pick up the student. \$10 fine and 10 demerits.
- Third Offense** If the violation cannot be immediately rectified, the parent is called and must pick up the student. \$15 fine, 15 demerits, and one 2 day suspension because this has now become a respect issue.

Each additional offense will result in a \$25.00 fine and 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, when Spirit Days are declared, students may wear red and/or navy blue clothing in keeping with good taste and 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.

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 parent(s)/guardian(s) 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 Acceptance to Catholic Schools

To assist Catholic school administrators in selecting students, the following principles and priorities regarding school acceptance are defined.

Principles

1. The basic purpose of Catholic schools is to ensure that Catholic truths and values are fully integrated with the student's life and academic program. Students should only apply if they intend to participate as fully as possible in the religious program of the school. The principal should use discretion when accepting a transfer student from a public school.
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 enroll students to achieve integration while maintaining the Catholic character of the school.

Priorities for Acceptance for High Schools

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

1. Incoming students as follows:
 - a. applicants whose siblings are already enrolled in or graduated from Catholic high schools;
 - b. students who graduated from parish elementary schools; or
 - c. students 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. Students of other faith traditions.

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 para-liturgical 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.

High School Waivers

Diocesan Policy 5117.1

Waivers may be granted for a student to attend a Catholic high school outside the residence of the student's parent(s)/guardian(s) at the sole discretion of the superintendent. However, no waivers will be granted for reasons related to participation in athletics.

Waivers will be granted for the following reasons:

1. if sibling(s) have attended the requested school;
2. if either parent/guardian attended the requested school;
3. if the assigned school feels that it would be in the best interest of the student to attend the requested school;
4. if the requested school has an academic program (*broad curriculum area, not a specific course; e.g. music is a program and choral is a course*) that is not available in the assigned school; or
5. if transportation is not available to the assigned school.

High School Waiver Procedures:

1. The parent(s)/guardian(s) request a waiver form from the Office of Catholic Schools, or either requested or assigned school.
2. The parent(s)/guardian(s) must obtain the signatures of the principal of the assigned and the requested school.
 - a. If the reason for the waiver is transportation, program, or best interest of the student, the principal of the assigned school must sign the waiver form first.
 - b. If the reason for the waiver is siblings or parent(s)/guardian(s) who have attended the requested school, the principal of the requested school signs the waiver form first.
3. The completed form is sent to the Superintendent of Schools for the final decision.

Students who live in the geographic areas of the following parishes are assigned by the Diocese of Columbus 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	Seton Parish (<i>Pickerington</i>)
Holy Spirit	Corpus Christi
Our Lady of the Miraculous Medal	Holy Cross
St. John XXIII	St. John/Holy Rosary
St. Catharine	St. Dominic
St. Matthew (<i>Gahanna</i>)*	St. Ladislav
St. Patrick	St. Mary (<i>German Village</i>)*
St. Philip the Apostle	St. Mary (<i>Groveport</i>)
St. Pius X (<i>Reynoldsburg</i>)	St. Joseph Cathedral
St. Thomas the Apostle	Pickaway County

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

****Students attending St. Matthew (Gahanna) or St. Mary (German Village) may attend Bishop Hartley High School regardless of home address.***

APPLICATION PROCEDURES

8th Grade Students in Bishop Hartley Partner Schools

Opening Application Date: October 14, 2020

1. Families complete the on-line application;
2. Families submit a non-refundable application fee of \$130.00;
3. Families must submit the student's final 7th, most recent 8th grade report cards, and student activities;
4. Families request an electronic reference form from a teacher who knows the student; and
5. The student must take the Admission Test (*see below for more details*) and meet school admissions criteria.

Notre Dame Program

This department oversees the implementation of any student who receives accommodations through an Academic Support Plan, Services Plan (IEP), and/or Medical Plan (504). Upon applying, students and their families must upload all documentation that would qualify him or her for services. Acceptance into Bishop Hartley is determined if all of the student's needs can be met by Bishop Hartley's staff, allowing the student to be successful. Students from Catholic feeder schools and parishes have priority registration in regards to receiving services through the Notre Dame program.

8th Grade Students from Public/Private School

Students from outside the Catholic school system are considered and accepted on an individual basis. Families of these students must contact our Director of Admissions, Mrs. Heather Rush, before beginning the application process.

Families need to:

1. contact Mrs. Rush who will provide information about the application process;
2. apply on-line;
3. submit a non-refundable application fee of \$130.00;
4. provide a copy of the student's most recent 8th grade report card, final 7th grade report card, and most recent standardized test scores;
5. request an electronic reference form from a teacher who knows the student;
6. submit student activities;

7. take the Admission Test (*see below for details*); and
8. families of home schooled children are expected to provide documentation from their public school district that the student has successfully completed grade eight or would be placed in grade nine if enrolling in the district.

The Admissions team will review all completed applications and invite selected candidates and their families to interview with the Admissions Team.

We fill open positions with students who appear to be able to benefit the most from a Bishop Hartley education. Admission decisions are based on both academic and personal potential of the student.

ADMISSION TEST for Incoming 9th Grade Students

All students in 8th grade who are interested in entrance to Bishop Hartley must take the Admission Test in order to complete the application process. This is a 3-hour test of achievement and ability. Following are the uses of these results:

For all applicants:

1. Results will be used in assessing a student's potential for success with our curriculum.
2. The results will be an additional piece of information to help us devise an appropriate class schedule.

For Catholic school students and PSR students applying for Merit Scholarships:

The results will be one of 5 factors considered in awarding scholarship monies.

For future use:

Freshmen and sophomore core teachers will use professional analysis of the results to teach or re-teach key concepts and skills that students need to be successful on state-mandated tests and the college boards.

Transfer Students for Grades 10, 11 and 12

Families of transfer applicants **must contact our Director of Admissions, Mrs. Heather Rush (ext. 10622)** before beginning the application process.

We only enroll transfer students currently in **Grades 9, 10 or 11** in August or January at the beginning of a semester. Families should complete the online application.

We do not enroll **second semester juniors** or **Grade 12 transfer students** unless they are Catholic high school students whose families have moved into Columbus from out of town.

We do not enroll students from other schools who are repeating their current grade.

2020 -2021 FINANCIAL INFORMATION

TUITION

Current Tuition Rates – 2020 - 2021

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

Current Catholic, Parish Participating

First Child \$9,350.00

Second Child \$8,050.00

Parish from which subsidy is expected must agree to provide said subsidy.

Current Non-Catholic or Catholic, Non-Parish Participating

First Child \$9,950.00

Second Child \$8,750.00

Student Life Fee

All students will be charged a \$850.00 Student Life Fee. This fee includes a School Identification Card which serves as an Activity Pass for admission to most extracurricular activities including athletics and drama, and helps to offset some of the expenses of class retreats.

The Student Life Fee helps to offset the costs of the school's co-curricular non-academic materials and activities such as the 1:1 Computer Initiative and the House System, among others. ***This fee must be paid by all students attending Bishop Hartley High School.***

Post-Secondary Option

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

FINANCIAL CONSIDERATIONS

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 May.

Methods of Payment and Payment Policy

Bishop Hartley High School offers two payment options for families to pay tuition.

Option 1 Payment in full by May 22, 2020 for the 2020-2021 school year.

Option 2 Ten monthly payments July 2020 through April 2021 or 12
monthly payments May 2020 through April 2021 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.

Late Payment

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

Check Acceptance Policy

Bishop Hartley High School uses a remote deposit system for depositing all checks. Because deposits take place immediately, funds must be available when the check is submitted. We will not accept post-dated checks and we will not hold checks for deposit.

Delinquent Balance

Tuition balances which show delinquency of more than one payment of the parent responsible portion of tuition may result in the following student restrictions:

- NO report cards issued
- NO exams will be administered and a 0% will be calculated into the semester average. **A recalculation will be made once tuition is paid and student has taken his/her exams.**
- NO transcripts issued
- NO participation in Baccalaureate or Graduation
- NO diploma, transcript, or report card will be issued

- NO participation in extracurricular activities including, but not limited to: drama productions, athletics, clubs, class rings, yearbook, prom, bookstore purchases, ski club
- The student(s) may not return the following quarter
- 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.

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 guidance 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>Date Withdrawn</i>	<i>Percent of Tuition Owed</i>
Before October 30, 2020	25%
Between November 2, 2020 and January 15, 2021	50%
After January 18, 2021	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. Tuition adjustments will be pro-rated.

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.

Ohio Educational Choice Scholarship Program (*EdChoice*)

Students applying for admission through the EdChoice Program will follow the steps outlined below in the Registration Procedures. **PLEASE NOTE:** The rules for this voucher program are designated 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 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.

DIOCESE OF COLUMBUS

Student Device Agreement

ACCEPTABLE USE

The use of the Bishop Hartley High School technology resources is a privilege, not a right. The privilege of using the technology resources provided by Bishop Hartley High School is not transferable or extendible by students to people or groups outside the school and expires when a student is no longer enrolled at Bishop Hartley High School. This policy makes all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Bishop Hartley High School Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities

Bishop Hartley High School reserves the right to review, monitor, and restrict information stored on or transmitted via Bishop Hartley High School-owned equipment and to investigate inappropriate use of resources. The School will provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Types of Devices

Bishop Hartley utilizes three primary devices along with backup devices for students who report or have issues with a device.

The Primary Devices:

- Microsoft Surface Go
- Lenovo 100e Laptop

Backup Devices include:

- Google Chromebooks
- ASUS Tablets

Students are Responsible for:

- Using all devices in a responsible and ethical manner.
- Obeying school rules concerning behavior and communication that apply to all devices use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping Bishop Hartley High School protect all devices by contacting an administrator about any security problems they may encounter.

Student devices will be distributed at the start of the school year. Parents and students must sign the **"contract"**. If a student transfers out of Bishop Hartley High School during the school year, the student must return the assigned device and accessories at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Bishop Hartley High School for any other reason must return their individual device and accessories on the date of termination. If a student fails to return the device and accessories upon graduation or termination of enrollment at Bishop Hartley High School the student will pay the replacement cost of the device and the accessories, or, if applicable, any insurance deductible. Failure to return the device and the accessories will result in a theft report being filed with the Columbus Police Department.

Broken, Damaged, Lost or Stolen Device Policy

Students are responsible for the general care of the assigned device they have been issued by the school. Devices that are physically broken must be taken to the technology department for an evaluation of the equipment. The student will be charged a fee for any needed repairs or replacement as deemed by the Administration not to exceed the replacement cost of the device. Students are responsible for storing the device at all times before, after or during school. A broken, damaged, lost or stolen device is the responsibility of the student to which it is assigned.

For any broken, damaged, lost or stolen device, the student will need to notify the Bishop Hartley technology department. Failure to do so in a timely manner can result in more damage and/or loss of technology privileges.

Parent and Student Notification Policy (2020-2021 School Year):

- Any broken, damaged, lost or stolen device reported to the technology department, the student will receive a notification that requires a parent or guardian signature for acknowledgement of the device issue. The notification will include date, type of device issues, cost, payment date and return date.

COST of Damaged Device: All damaged devices are assessed by our technology department.

- **Microsoft Surface Go** \$50.00 for shipping and set up of new Microsoft Device
- **Lenovo 100E** Market Value of a New Screen and Additional \$20.00 for installation of new screen
- **Lenovo 100E** Damage beyond screen will result in the cost of a new device at Market Value

SPECIAL NOTE *The above cost applies to the first time a device is damaged. Any damage past the first incident will follow the below policy.*

- **1st Incident:** A student will need to return the notification with student and parent(s)/guardian(s) signature within a week of the reported device issue.
- A student with a reported issue will be given a temporary device to use until a long-term replacement is set up. A student who fails to return the notification without the proper signatures will have his/her device taken back by the technology department. A phone call will be made home to the parent(s)/guardian(s) to discuss the previous device issue. The technology department will call home twice before taking back the student device.
- **2nd Incident:** The above policy applies for the first broken, damaged, lost or stolen device. Upon a second broken, damaged, lost or stolen device, the Bishop Hartley technology department will meet with and create a technology plan with the student and parent(s)/guardian(s) to continue the use of a school issued device.
- **INCIDENT REPORT:** Any student claiming device damage done by another student will need to submit a report to the technology department within two days of the incident. Any damage reported outside of two days will be the responsibility of the student assigned to the device. Upon submitting a report, the student will meet with the Dean of Students and the technology department to review the incident. A decision about liability will be made by administration.

The assigned device is school property and all users will follow the Bishop Hartley High School acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Use only the cables and cords provided by the school to recharge the device. Cords and cables must be inserted carefully into the device to prevent damage.
- Devices and issued accessories must remain free of any writing, drawing, stickers, or labels.
- Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

Carrying Devices

It is highly recommended that the Microsoft Surface GO and Lenovo 100E devices are to be placed in a protective case. Cases for these devices must have sufficient padding to protect the front and back and corners of the device from normal treatment and provide a suitable means for carrying the device within the school.

Screen Care

All of the device can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not ***“bump”*** the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not crush the device while in a backpack. It is recommended to place the device in a sleeve prior to being carried in a backpack.

All devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher. If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. A student device must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Inappropriate media may not be used as a screensaver or background photo.

Sound, Music, Games, or Programs

- Must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the devices.
- Data Storage will be through the student's OneDrive account provided by the school.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials.
- Use of sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games during school hours.
- Changing of the device settings (*exceptions include personal settings such as font size, brightness, etc.*).
- Downloading or installing programs.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/Email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN.
- Messengers: Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, bay, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (*any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components* of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Bishop Hartley School web filter through a web proxy.

Legal Propriety

- Comply with trademark and copyright laws and all license-agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Bishop Hartley High School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking or Jailbreaking software is strictly prohibited.

From time to time the school may add applications or programs for use in a particular course. Periodic checks of devices will be made to ensure that students have not removed required apps.

Students are not allowed to load extra software/Apps on their devices.

INSPECTION

Students may be selected at random to provide their devices for inspection. If technical difficulties occur or illegal software, non-Bishop Hartley High School installed apps are discovered, the device will be restored to factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to restoration.

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates. In most cases, Technology will **“push”** the updates remotely. In a few cases students may be expected to update the OS, software, and apps outside school hours. Technology is available to teach students on how to perform updates.

Students should always turn off and secure their device after they are done working to protect their work and information.

If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the Dean of Students office.

BISHOP HARTLEY LEARNING MANAGEMENT SYSTEMS

Bishop Hartley Utilizes two learning management systems to assist and facilitate our academic environment:

PowerSchool Unified Classroom

Online and cloud-based learning management system that allows students to access class resources, materials, assignment, grades, attendance and connect with teachers. Additionally, parents are provided a mirroring access to student PowerSchool accounts to monitor and view all students access mentioned above.

Microsoft 365

Online, cloud-based, and downloadable apps that sync with student devices for storage, communication, creation, teleconferencing, and other functions to assist students in the learning process. Each student is issued an account through our domain *BishopHartley.org* that gives them access to the Microsoft Office apps including *Word, Excel, PowerPoint, Teams*, and *Outlook* email. All teachers are given similar accounts including emails in order to connect with students.

- **Microsoft Teams:** All in one platform via Microsoft that allows for instant messaging, document sharing, video conferencing and several other functions. Teachers will be using this app to assist in the remote learning experience. This will allow students to video conference with all classes when a student is not in class. It brings the classroom to the student by allowing the teacher to continue a synchronous learning environment.

Student Access

SINGLE SIGN ON (SSO): For both PowerSchool Unified Classroom and Microsoft 365, each student is issued a Microsoft 365 username through our *BishopHartley.org* domain. The student username is First.LastName@Bishophartley.org and each student has a specialized password he or she can change. This Microsoft 365 username and password will also be used to log into PowerSchool Unified Classroom (*classroom.pwerschool.com*) by selecting the "Sign In with Microsoft" box.

Learning Management Student Policies and Responsibilities

- Students are expected to check PowerSchool Unified Classroom and Outlook email **daily**.
- Students are expected to document and **keep private** their username and password for Microsoft 365.
- Students are expected to review and understand **the basic uses of** PowerSchool Unified classroom (Class Pages, Assignment turn-In, etc.) and Microsoft Teams and Outlook via instructions, video training and in-person instruction provided by the technology department.
- Students may **not** use recordings of class materials posted by a teacher (video, audio, written instructions or any material PowerSchool) to edit, manipulate and post on personal social media accounts. Any student violating this policy will be subject to discipline. Students may use the posted material for academic use.

PUBLISHING STUDENT INFORMATION

A school, school employees, school organization, or the diocese may publish student information in various formats, including websites. There are two types of information concerning a student that can be published. One is directory information, which includes the student's name, grade level, honor roll, activities, sports, awards, and date of graduation. The second type of information is personally identifiable information, which is information that makes the identity of a student more traceable. (See *Regulation 5126.2*) Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (*height, weight, etc.*), and education records.

Directory information may be published if prior notice is given to the parent(s)/guardian(s) of a student and the parent(s)/guardian(s) does not object.

Since directory information is frequently published by school and local communications, the following notice shall be printed annually in the parent/student handbook:

“Directory information regarding students will be released in various formats, including websites, unless a parent/guardian 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, and date of graduation.”

Personally identifiable information may be published if the parent(s)/guardian(s) signs and dates a consent form prior to the release date. (See *Regulation 5126.2*)

The same conditions for both types of published information must be met if the student is 18 years of age or older.

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 an individual student's records are

1. school personnel (*includes central office staff*);
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 of age or older may request a copy of any item in the file.

All others are denied access unless they have a 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 FORM

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

Parent(s)/Guardian(s) Consent for Release of Personally Identifiable Information

The undersigned parent(s)/guardian(s) of _____, a student
(Student Name)

at _____, hereby consent to the release of the following
(Name of School)

personally identifiable information.

Specific information to be released _____

Reason for release _____

Information to be released via _____

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

(Parent Name)

(Date)

(Authorized Signature)

(Date)

A copy of the release is requested. (Check One) Yes No

SAMPLE

DIOCESAN CODE OF CONDUCT

We are the faculty, staff, students and volunteers of Bishop Hartley, and we:

- work collaboratively with the pastors and/or other supervisors and associates in ministry.
- faithfully represent and practice the teachings of the Catholic church with integrity in word and action.
- are competent and receive education and training commensurate with our role(s) and responsibilities.
- respect the diversity of spiritualities in the faith community and will not make our personal form of spirituality normative.
- recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- serve all people without regard to gender, creed, national origin, age, sexual orientation, marital status, socioeconomic status, or political beliefs.
- act to ensure all persons have access to the resources, services and opportunities they require with particular regard to special needs or disabilities.
- are accountable to the duly appointed representative.
- are called to serve the faith community, carrying out our ministry conscientiously, zealously, and diligently.
- exercise responsible stewardship of resources while holding ourselves to the highest standards of integrity regarding fiscal matters placed in our trust.
- respect confidentiality.
- adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.
- supports the rights and roles of parent(s)/guardian(s) while ministering to the needs and concerns of minors.
- are aware we have considerable personal power because of our ministerial position. Therefore, we will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult and a minor are unethical and are prohibited.

- model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical and is prohibited.
- are aware of the signs of physical, sexual, and psychological abuse or neglect.
- are aware of our limitations with respect to paraprofessional counseling and make appropriate referrals.
- are aware of and comply with all applicable organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parent permission, and medical emergency policies.

NOTIFICATION REQUIREMENT PER ASBESTOS HAZARD EMERGENCY RESPONSE ACT

PLAN TO INFORM



DIOCESE of
COLUMBUS

*Bishop Hartley High School
1285 Zettler Road
Columbus, OH 43227*

Date: August 1, 2020

To: Columbus Diocese Workers, Students and their Guardians

From: LEA

RE: Notification Requirement per Asbestos Hazard Emergency Response Act

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or “AHERA” (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to:

“Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and surveillance activities that are planned or are in progress.”

“Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM.”

Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months:

Each of the school buildings has been re-inspected and an Asbestos Management Plan is currently available for review at the school offices. This notice is provided as the annual notification required by AHERA.

2020 - 2021 BELL SCHEDULE

H Regular

<i>7:40 a.m.</i>	<i>Warning</i>
1 st Period	7:45 a.m. - 8:35 a.m. (50)
A	8:39 a.m. - 8:42 a.m. (3)
2 nd Period	8:42 a.m. - 9:32 a.m. (50)
3 rd Period	9:36 a.m. - 10:26 a.m. (50)
4 th Period	10:30 a.m. - 11:20 a.m. (50)
5A Lunch	11:20 a.m. - 11:48 a.m. (28)
5A Class	11:52 a.m. - 12:44 p.m. (52)
5B Class	11:24 a.m. - 11:48 p.m. (24)
5B Lunch	11:48 a.m. - 12:16 p.m. (28)
5B Class	12:20 p.m. - 12:44 p.m. (24)
5C Class	11:24 a.m. - 12:16 p.m. (52)
5C Lunch	12:16 p.m. - 12:44 p.m. (28)
6 th Period	12:48 p.m. - 1:38 p.m. (50)
7 th Period	1:42 p.m. - 2:32 p.m. (50)
A & D	2:32 p.m. - 2:45 p.m. (13)

M Mass

<i>7:40 a.m.</i>	<i>Warning</i>
1 st Period	7:45 a.m. - 8:25 a.m. (40)
A	8:29 a.m. - 8:32 a.m. (3)
2 nd Period	8:32 a.m. - 9:12 a.m. (40)
3 rd Period	9:16 a.m. - 9:56 a.m. (40)
Mass	9:56 a.m. - 11:00 a.m. (64)
4 th Period	11:04 a.m. - 11:44 a.m. (40)
5A Lunch	11:44 a.m. - 12:12 p.m. (28)
5A Class	12:16 p.m. - 1:08 p.m. (52)
5B Class	11:48 a.m. - 12:12 p.m. (24)
5B Lunch	12:12 p.m. - 12:40 p.m. (28)
5B Class	12:44 p.m. - 1:08 p.m. (24)
5C Class	11:48 a.m. - 12:40 p.m. (52)
5C Lunch	12:40 p.m. - 1:08 p.m. (28)
6 th Period	1:12 p.m. - 1:52 p.m. (40)
7 th Period	1:56 p.m. - 2:36 p.m. (40)
A & D	2:36 p.m. - 2:45 p.m. (9)

F Flex

<i>7:40 a.m.</i>	<i>Warning</i>
1 st Period	7:45 a.m. - 8:30 a.m. (45)
A	8:34 a.m. - 8:37 a.m. (3)
2 nd Period	8:37 a.m. - 9:22 a.m. (45)
3 rd Period	9:26 a.m. - 10:11 a.m. (45)
FLEX	10:15 a.m. - 10:45 a.m. (30)
4 th Period	10:49 a.m. - 11:34 a.m. (45)
5A Lunch	11:34 a.m. - 12:02 p.m. (28)
5A Class	12:06 p.m. - 12:58 p.m. (52)
5B Class	11:38 a.m. - 12:02 p.m. (24)
5B Lunch	12:02 p.m. - 12:30 p.m. (28)
5B Class	12:34 p.m. - 12:58 p.m. (24)
5C Class	11:38 a.m. - 12:30 p.m. (52)
5C Lunch	12:30 p.m. - 12:58 p.m. (28)
6 th Period	1:02 p.m. - 1:47 p.m. (45)
7 th Period	1:51 p.m. - 2:36 p.m. (45)
A & D	2:36 p.m. - 2:45 p.m. (9)