

# BISHOP HARTLEY



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

## **2023-2024 FAMILY HANDBOOK**

**BISHOP HARTLEY HIGH SCHOOL**

1285 ZETTLER ROAD COLUMBUS, OHIO 43227

614-237-5421 [www.bishop-hartley.org](http://www.bishop-hartley.org)

Email: [Hartley@cdeducation.org](mailto:Hartley@cdeducation.org)



## **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.

### **School Theme 2023-2024**

Do not be afraid. Do not be satisfied with mediocrity. Put out into the deep and let down your nets for a catch."

- Saint John Paul II

## **CATHOLIC EDUCATION**

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.

### **Privilege of a Catholic Education**

#### **Diocesan Policy 5000 Privilege of a Catholic Education**

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall 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 shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extra-curricular activities.

Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.

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

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school.

If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level to leave the school.

## **THE COMMUNITY**

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

Bishop Hartley High School Area Christ the King, Holy Spirit, Our Lady of the Miraculous Medal, Pope John XXIII, St. Catharine, St. Patrick, St. Phillip the Apostle, St. Pius X (Reynoldsburg), St. Thomas the Apostle, Seton Parish (Pickerington), St. Matthew\* (Gahanna), Holy Cross\*, St. John/Holy Rosary\*, St. Dominic\* St. Mary\* (German Village), St. Mary\* (Groveport), St. Joseph Cathedral\*, Pickaway County\*

## **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 8:00 a.m. until 3:00 p.m (Monday through Thursday) and 8:30 am until 3:00 pm (Friday). with seven 48-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 710.



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

Bishop Hartley Families,

Welcome to the 2023-2024 school year. The Hartley Family Handbook are meant to be comprehensive guides to all facets of life and learning at Bishop Hartley. We want to ensure that parents, students, faculty, and staff have all the pertinent information necessary for the operation of a Catholic school. Every year brings a chance for a fresh start and this year's handbook is no exception. Thank you for reading it carefully.

This August, Bishop Hartley will open its doors for the sixty-seventh year with the same dedication to Catholic education as the Sisters of Notre Dame de Namur when they opened the doors of the school for the first time. Our mission to transform lives through the teachings of Jesus Christ within the Catholic tradition is the foundation of the culture, spirit, and tradition of our school as it plays a key role in shaping the educational experiences 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 it is a privilege to attend Bishop Hartley. This carries a responsibility to be a Hawk 24/7 and strive to become the best versions of themselves in all that they think, say, and do.

This year's theme continues where we left off last year with a sense of hope and a charge to evangelize and build for the future:

*"Do not be afraid. Do not be satisfied with mediocrity. Put out into the deep and let down your nets for a catch."* – Pope St. John Paul II

On behalf of the administration, faculty, and staff, we are excited to embrace every moment this year as an opportunity to grow closer to Christ and one another in the Bishop Hartley family. We are stronger because of our Catholic faith. We are committed to excellence in providing a college preparatory education. We trust that your experience with Bishop Hartley will strengthen your faith in Catholic education as we promise to provide a faith-based, holistic learning environment, rich in culture and worthy of your love and care for your sons and daughters.

We wish you all the best during the 2023-2024 school year.

Christopher Kowalski  
Principal

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# SCHOOL YEAR INFORMATION

Phone Number: 614-237-5421

Fax: 614-237-3809

## Hours of Operation

### School Building Hours

7:00 am - 3:30 pm

### School Day Hours

8:00 am – 3:00 pm (Monday - Thursday)

8:30 am – 3:00 pm (Friday)

*\*Special schedules will be communicated to families via the Weekly Herald in advance*

## Before and After School:

3:10-3:30pm (Monday - Friday)

3:30pm Club Meetings and Athletic Practices Start (Monday-Friday)

The building opens at 7:00 am any student arriving before 7:30 am must go to the cafeteria for supervision. Drop off for students takes places in the main circle drive. No parent drop off should take place in the back lot or North lot for purposes of traffic flow.

The building closes at 3:30 pm all students need to be picked up by this time. Any student that needs to stay past 3:30 will be required to pay a fee for supervision. After school pick up takes place in the circle drive.

## Inclement Weather (School Closures)

Bishop Hartley High School will operate according to the following procedures in regards to school closure because of inclement weather:

- Messaging (Phone call, text and email) will be sent out to families using School Messenger indicating the closure
- The school is closed if COLUMBUS CATHOLIC SCHOOLS is reported on local station platforms (television, radio or social media)
- There are no two hour delays

# Bishop Hartley High School

## 2023 - 2024 School Calendar

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '24						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Faculty & Staff Professional Development (No Students)
- First Day of School Juniors & Seniors
- First Day of School Sophomores & Freshmen
- No School
- Baccalaureate & Graduation
- Last Day of School: Underclassmen

# 2023 - 2024 BELL SCHEDULE

## M-Th 8am- 3pm, F 8:30am-3pm

H Regular (48-Minute Classes)		A Mass (38-Minute Classes)		W House MG (44-Minute Classes)		K PM Assembly (44-Minute Classes)		S Late Start Friday (41-Minute Classes)	
1	8:00-8:48	1	8:00-8:38	1	8:00-8:44	1	8:00-8:44	1	8:30-9:11
2	8:52-9:40	2	8:42-9:20	2	8:48-9:32	2	8:48-9:32	2	9:15-9:56
3	9:44-10:32	3	9:24-10:02	3	9:36-10:20	3	9:36-10:20	3	10:00-10:41
3A	10:32-10:36	3A	10:02-10:12	3A	10:20-10:24	3A	10:20-10:24	3A	10:41-10:45
MG	10:40-10:57	Mass	10:12-11:25	MG	10:28-11:10	4	10:28-11:12	MG	10:49-11:15
4	11:01-11:49	4	11:29-12:07	4	11:14-11:58	5A LUNCH	11:12-11:40	4	11:19-12:00
5A LUNCH	11:49-12:17	5A LUNCH	12:07-12:35	5A LUNCH	11:58-12:26	5A CLASS	10:56-11:24	5A LUNCH	12:00-12:29
5A CLASS		5A CLASS		5A CLASS		5B CLASS		5A CLASS	
5B CLASS		5B CLASS		5B CLASS		5B LUNCH	11:40-12:08	5B CLASS	
5B LUNCH	12:17-12:45	5B LUNCH	12:35-1:03	5B LUNCH	12:26-12:54	5B CLASS		5B LUNCH	12:29-12:58
5B CLASS		5B CLASS		5B CLASS		5C CLASS		5B CLASS	
5C CLASS		5C CLASS		5C CLASS		5C LUNCH	12:08-12:36	5C CLASS	
5C LUNCH	12:45-1:13	5C LUNCH	1:03-1:31	5C LUNCH	12:54-1:22	6	12:40-1:24	5C LUNCH	12:58-1:27
6	1:17-2:05	6	1:36-2:14	6	1:26-2:10	7	1:28-2:12	6	1:31-2:12
7	2:09-2:57	7	2:18-2:57	7	2:14-2:58	7A	2:12-2:15	7	2:16-2:57
A & D	2:57-3:00	A & D	2:57-3:00	A & D	2:58-3:00	Assembly	2:15-3:00	A & D	2:57-3:00

# DIRECTORY OF FACULTY AND STAFF EXTENSIONS

## Administration

Christopher	Kowalski	Principal	
Patricia	Hanna, Ph.D.	Vice Principal of Academics and Student Services	ext. 10632
Andrew	Jahahn	Vice Principal of Operations	ext. 10620
Melissa	Rahe	Administrative Assistant to the Principal	ext. 10627
Andrea	Ortiz Lechleitner	Administrative Assistant to the Vice Principals	ext. 10623
Jacob	Matuska	Dean of Students	ext. 10613

## Chaplains

Fr. Anthony	Essien, OFM, Cap.	Priest	ext. 10657
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## School Receptionist

Cindy	Goodburn	School Receptionist	ext. 10607
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## Safety and Security

Chief	Distelzweig	Director of Safety and Security	ext. 10617
Timothy	Schmitz	School Safety Officer	ext. 10617
Bobb	Farrell	Front Lobby Attendant	ext. 10720
Sean	Malone	Front Lobby Attendant	ext. 10720

## Finance

Ronda	Galleher	Director of Finance	ext. 10630
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## Psychologist

David	Liskowiak	School Psychologist	ext. 10628
Lauren	Pecoraro	Clinical Counselor	ext. 10638

## Nurse

Greer	Edwards	School Nurse	ext. 10629
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## School Counseling

Lauren	Gruenwald	Office of School Counseling Team Leader	
		School Counselor (Students H – N)	ext. 10608
Doug	Franz	School Counselor (Students A – G)	ext. 10621
Liz	Collette	School Counselor (Students O – Z)	ext. 10619
Eileen	Fantozzi	Assistant to the School Counseling Office	ext. 10606

## Notre Dame Program

Cara	Rezabek	Director of Student Services	ext. 10626
Connie	Moneypenny	Intervention Specialist Aide	ext. 10670
Stephanie	Moraine	Intervention Specialist	ext. 10670
Paula	Tatera	Tutor	ext. 10750
Tony	Thivener	Tutor	ext. 10750

## EdChoice

Lynn	Malone	Director of State and Federal Programs	ext. 10616
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## Advancement

Heather	Rush	Director of Advancement and Admissions	ext. 10622
Brian	Igel	Director of Annual Fund	ext. 10777
Brad	Burchfield	Assistant Director of Admissions	ext. 10600
Luci	Kanowsky	Digital and Marketing Content Coordinator	ext. 10618
Andrea	Klein	Advancement Events Coordinator	ext. 10604
Shelly	Skelly	Alumni Coordinator	ext. 10634
Meghan	Swails	Data Systems Coordinator	ext. 10635
Janice	Zielinski	Director of Marketing and Communications	ext. 10618

## Technology

Kim	Donnelly	Student Information System (SIS) Coordinator	ext. 10724
Michael	Reese	Systems and Network Coordinator	ext. 10640
Tyler	Scott	Technology and Media Coordinator	ext. 10625

## Campus Ministry

Sam	Agra	Campus Minister	ext. 10775
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## House System

Molly	Hartge	Director of the House System	ext. 10711
Liz	Collette	Aquinas House Dean	ext. 10619
Liz	Rudy	Rosary House Dean	ext. 10704
Brad	Burchfield	Sacred Heart House Dean	ext. 10600
Bob	Toy	Springs House Dean	ext. 10733
Sam	Agra	Victory House Dean	ext. 10755
Cara	Rezabek	Wehrle House Dean	ext. 10626

## Athletics

Michael	Rahe	Director of Athletics	ext. 10610
Derek	Harris	Director of Athletic Performance	ext. 10753
Brad	Burchfield	Assistant Director of Athletics	ext. 10600
Bylal	Humphrey	Assistant Director of Athletics	ext. 10751
Michael	Zapotosky	Athletic Trainer	ext. 10752

## Facilities

Tim	Karl	Director of Facilities	ext. 10611
Norbi	Payer	Director of Custodial Services	ext. 10611
Nick	Simcox	School Custodian	
Hayden	Trahan	School Custodian	
Jasper	Wall	School Custodian	

## **Food Services**

Gloria	Jahahn	Director of Food Services	ext. 10612
Shannon	Payer	Cafeteria Coordinator	
Ronnee	Esterly	Food Services Assistant	
LaNita	Allen	Food Services Assistant	
Deneen	Day	Food Services Assistant	
Debbie	Epler	Food Services Assistant	
Samaria	Mock	Food Services Assistant	
Patricia	Peck	Food Services Assistant	
Bob	Simons	Food Services Assistant	
April	Wooten	Food Services Assistant	

## **ACADEMICS**

### **Business**

Luke	Gilchrist	Academic Team Leader	ext. 10657
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### **Computer Science and Engineering**

Bart	Krieger		ext. 10714
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### **English**

Molly	Maloof	Academic Team Leader	ext. 10748
Brad	Burchfield		ext. 10600
Christian	Craig		ext. 10654
Matthew	Jackson		ext. 10783
Shannon	Kinnear		ext. 10663
William	Kinnison, Ph.D.		ext. 10741
Matthew	Melle Sr.		ext. 10745

### **Health Promotion and Sports Science**

Hannah	Kelly	Academic Team Leader	ext. 10667
Bob	Toy		ext. 10733

### **Mathematics**

Julie	Fix	Academic Team Leader	ext. 10706
Colton	Bennett		ext. 10716
Michael	Gast		ext. 10746
Christopher	Kowalski		
Rick	Moneypenny		ext. 10705
Theresa	Moore		ext. 10650
Jacob	Smith		ext. 10725

### **Religion**

Joseph	Reveles	Academic Team Leader	ext. 10650
Tera	Chun		ext. 10605
David	England		ext. 10731
Molly	Hartge		ext. 10711
Deacon Frank	Sullivan		ext. 10624



Anne	Wagner		ext. 10716
Sr. M. Felicity	Wolf		ext. 10668

## Science

Nathan	Trimner	Academic Team Leader	ext. 10732
Bradley	Bernhard		ext. 10662
Doug	Forrest		ext. 10740
Katie	Komjati		ext. 10737
Justin	Kraus		ext. 10660
Evan	Wagner		ext. 10735

## Social Studies

Dominic	Dinovo	Academic Team Leader	ext. 10700
Benjamin	Brandel		ext. 10665
Nicholas	Bury		ext. 10772
Shannon	Howard		ext. 10736
Liz	Rudy		ext. 10704

## Visual and Performing Arts

Larry	Gallick	Academic Team Leader	ext. 10738
Maryan	DeBrosse		ext. 10651
David	Gieseler		ext. 10646
Andrew	Jahahn		ext. 10620
Keely	Kurtas-Chapman		ext. 10602

## World Language

Anna	Mullins	Academic Team Leader	ext. 10722
Julia	Covarrubias		ext. 10739
Justin	Green		ext. 10655
Patricia	Hanna, Ph.D.		ext. 10632
Anna	Mullins		ext. 10722
Katlyn	Wilson		ext. 10701

# ACADEMICS

## GRADES

### Report Cards

Reports of academic progress are made four times during the year at Bishop Hartley. Parents and students access grade cards online through Schoology, our Learning Management System.

Students and parents may access Schoology 24/7. We issue individual pass codes to students, who are instructed to share them with parents. We expect teachers to post grades within 7 days of collecting assignments and assessments. Some exceptions include essays, research papers, or project-based assignments for which teachers may need additional time to grade.

### Interims

Students and parents may access interim grade updates through Schoology.

### Grade Scale

We compute grades at Bishop Hartley using the following scales:

#### College Preparatory Courses

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

#### Advanced Placement & Honors Courses

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

We use a 4.0 scale to calculate grade point averages (GPA) for all courses except World Languages. We calculate the year average for each course in the following manner:

### **Yearlong Courses**

1st Semester: Quarter 1 (45%) + Quarter 2 (45%) + Exam 1 (10%)

2nd Semester: Quarter 3 (45%) + Quarter 4 (45%) + Exam 2 (10%)

Year: 1st Semester (50%) + 2nd Semester (50%)

### **Semester Long Courses**

1st Semester: Quarter 1 (50%) + Quarter 2 (50%)

2nd Semester: Quarter 3 (50%) + Quarter 4 (50%)

World Languages, which include Spanish, French, and Italian, and Classics, which includes Latin, calculate student grades based on a proficiency model that aligns to the standards of the language being taught. Language teachers discuss and distribute their grading models with students during the first days of school. These materials may also be accessed [here](#).

## **End of Semester Exams**

### **Important Reminder for End of Semester Exams**

We strongly discourage families from taking their student(s) out of school during regularly scheduled school days. Vacation days other than those that appear on the Diocesan-approved Bishop Hartley school calendar will be counted as unexcused absences. Please consult the Unscheduled Vacation Days Policy included in this handbook and review the school calendar before planning vacation or other activities.

### **Missed End of Semester Exams – Unexcused Absences**

Students who miss an end of semester exam due to an unexcused absence will be required to pay a \$25 proctoring fee per exam to take each missed exam during a scheduled after-school make-up session.

## **Midterm Exam Schedule – December 2023**

### **Friday, December 15**

8:30 a.m. – 8:40 a.m. Attendance, Prayer, and Announcements

8:40 a.m. – 10:10 a.m. Exam Period 1

10:10 a.m. – 10:25 a.m. Break

10:25 a.m. - 10:40 a.m. Attendance and Exam Preparation

10:40 a.m. – 12:10 p.m. Exam Period 2

12:10 p.m. – 12:15 p.m. Announcements, Prayer, & Dismissal

### **Monday, December 18**

8:30 a.m. – 8:40 a.m. Attendance, Prayer, and Announcements

8:40 a.m. – 10:10 a.m. Exam Period 3

10:10 a.m. – 10:25 a.m. Break

10:25 a.m. - 10:40 a.m. Attendance and Exam Preparation

10:40 a.m. – 12:10 p.m. Exam Period 4

12:10 p.m. – 12:15 p.m. Announcements, Prayer, & Dismissal

## **Tuesday, December 19**

8:30 a.m. – 8:40 a.m. Attendance, Prayer, and Announcements  
8:40 a.m. – 10:10 a.m. Exam Period 5  
10:10 a.m. – 10:25 a.m. Break  
10:25 a.m. - 10:40 a.m. Attendance and Exam Preparation  
10:40 a.m. – 12:10 p.m. Exam Period 6  
12:10 p.m. – 12:15 p.m. Announcements, Prayer, & Dismissal

## **Wednesday, December 20**

8:30 a.m. – 8:40 a.m. Attendance, Prayer, and Announcements  
8:40 a.m. – 10:10 a.m. Exam Period 7  
10:10 a.m. – 10:15 a.m. Announcements, Prayer, & Dismissal

## **Final Exam Schedule – May 2024**

### **Senior Final Exams**

Senior final exams will take place on Monday, May 20 and Tuesday, May 21 using the following schedule:

### **Monday, May 20 – Senior Finals Periods 5, 6, & 7**

Regular H Schedule & Regular Dismissal Time

### **Tuesday, May 21 – Senior Finals Periods 1, 2, 3, & 4**

Regular H Schedule & Regular Dismissal Time

### **Senior Exemption Policy**

Seniors who maintain a B in all 4 Quarters of a yearlong course are exempt from taking the final exam for that course.

### **Underclassmen Final Exams**

Underclassmen final exams will take place May 28 through May 31 using the following schedule:

## **Tuesday, May 28**

8:30 a.m. – 8:40 a.m. Attendance, Prayer, and Announcements  
8:40 a.m. – 10:10 a.m. Exam Period 7  
10:10 a.m. – 10:25 a.m. Break  
10:25 a.m. - 10:40 a.m. Attendance and Exam Preparation  
10:40 a.m. – 12:10 p.m. Exam Period 6  
12:10 p.m. – 12:15 p.m. Announcements, Prayer, & Dismissal

## **Wednesday, May 29**

8:30 a.m. – 8:40 a.m. Attendance, Prayer, and Announcements  
8:40 a.m. – 10:10 a.m. Exam Period 5  
10:10 a.m. – 10:25 a.m. Break  
10:25 a.m. - 10:40 a.m. Attendance and Exam Preparation  
10:40 a.m. – 12:10 p.m. Exam Period 4  
12:10 p.m. – 12:15 p.m. Announcements, Prayer, & Dismissal

## **Thursday, May 30**

8:30 a.m. – 8:40 a.m. Attendance, Prayer, and Announcements  
8:40 a.m. – 10:10 a.m. Exam Period 3

10:10 a.m. – 10:25 a.m. Break  
10:25 a.m. - 10:40 a.m. Attendance and Exam Preparation  
10:40 a.m. – 12:10 p.m. Exam Period 2  
12:10 p.m. – 12:15 p.m. Announcements, Prayer, & Dismissal

### **Friday, May 31**

8:30 a.m. – 8:40 a.m. Attendance, Prayer, and Announcements  
8:40 a.m. – 10:10 a.m. Exam Period 1  
10:10 a.m. – 10:15 a.m. Announcements, Prayer, & Dismissal

### **Underclassmen Exemption Policy**

Underclassmen who maintain an A in all 4 Quarters of a yearlong course are exempt from taking the final exam for that course.

### **Incomplete Grades**

At the end of the quarter, an incomplete (I) will be used as a placeholder on report cards for students who have missing work due to extensive excused absences such as those that occur due to hospitalization and bereavement.

In order to earn a letter grade and avoid a failing grade for incomplete work, the student must meet with their school counselor, and, with input from classroom teachers devise a schedule by which missing work and assessments will be 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.

Students who fail courses due to poor time management, poor study skills, excessive or chronic unexcused absences and/or tardies will not be issued incompletes or be allowed to extend the grading period beyond its published end date in order to make up work.

Enrollment for the next grade level requires successful resolution of all incomplete grades.

### **Recognition for The Academic Honor Roll**

Each quarter the Honor Roll publishes the names of those students who have excelled by achieving a GPA of 3.5 or higher.

### **Academic Environment**

We build our faith-based academic environment on the teachings of Jesus Christ within the Catholic tradition, a rigorous college preparatory curriculum, and a holistic approach to meeting students' unique educational needs. We count courses in Religion, Science, Math, English, Social Studies, World Languages, Wellness, and the Visual and Performing Arts as essential for providing rigorous academic preparation in a challenging and innovative atmosphere. This environment enables our students to strive for excellence as they learn and mature.

Teachers in our school emphasize creativity, problem solving, and critical-thinking skills while nurturing a growth-mindset in themselves and their students. Teachers and students cultivate the belief that every person can grow through application and experience. Students learn to value mistakes and learn from failure while also being recognized for effort, resourcefulness, and resiliency.

Our students demonstrate mastery of learning objectives by taking a variety of formative and summative assessments including quizzes, examinations, written work, and performance-based assessments. Assessments help us accomplish our goal to properly prepare students for their future by providing feedback on what each student has mastered.

Parents, students, administrators, and faculty share the responsibility of creating a positive academic environment that embraces academic integrity.

## **Academic Integrity**

### **Our Academic Integrity Statement**

We expect students at Bishop Hartley to agree to and uphold our academic integrity statement. The academic integrity statement applies to all schoolwork including classwork, homework, group work, projects, and any form of assessment. The academic integrity statement serves as a reminder that students at our Catholic high school are young men and women of character who will not cheat or plagiarize. It reads:

As a student at Bishop Hartley, I affirm that what I turn in represents my own work, without the use of any unpermitted aids, assistance, resources, or prohibited collaboration. I understand that there will be no tolerance of behaviors or actions that violate academic integrity, and that violations will result in disciplinary action according to the guidelines set forth in the Bishop Hartley Student Handbook.

We ground our academic integrity statement in the virtues of our Catholic faith, the demands of academic rigor, and a growth-mindset. For our students to demonstrate academic integrity, they must be able not only to produce work and complete tasks, but also differentiate between their own original work and the work of someone else. They must learn to identify the parameters instituted by their teachers for completing assignments and assessments, seek clarity when confused about those parameters, and abide by the instructions and guidelines provided by teachers for completing all work.

### **Violations of Academic Integrity**

Behaviors that compromise the learning environment, falsely represent another's work as one's own, or exceed the parameters given by a teacher fail to give an accurate description of what a student has learned and mastered. Therefore, we treat any violation of academic integrity as extremely serious and delineate a violation's severity based on the impact it has upon a student's ability to demonstrate mastery of concepts.

### **Minor Violations of Academic Integrity**

Minor violations of academic integrity do not significantly impact a student's ability to demonstrate mastery of concepts. For isolated incidents, students will not receive the same level of consequences as a major violation. Examples of minor violations include, but are not limited to:

- **General Academic Dishonesty:** General academic dishonesty occurs when students engage in behaviors that give themselves or other students an unfair advantage and/or misrepresent what a student has learned.
- **Failure to Follow Instructions:** It is possible that a violation of academic integrity might occur due to student error or a student's misinterpretation of instructions given by the teacher.

- Exceeding Parameters on Non-Assessments: Exceeding the parameters established by a teacher for completing work on anything not considered an assessment, including but not limited to:
  - o Collaborating with another student or students without explicit permission from the teacher to collaborate
  - o Using assistance from another person or technology when told not to do so by the teacher
  - o Using resources, devices, technologies, apps, tutorials, or strategies that have been prohibited by the teacher or the student handbook to complete work assigned by the teacher

### **Procedures & Consequences for Minor Violations**

Minor violations of academic integrity will be handled on a case-by-case basis. If a teacher observes or suspects that a student has committed a minor violation of academic integrity, the teacher will speak with the student about his or her concerns. If the teacher determines that the student committed a minor violation of academic integrity, he or she will meet with the Vice Principal of Academics & Student Services to discuss the incident. The Vice Principal of Academics & Student Services will inform the student and his or her parent(s)/guardian(s).

Consequences:

- First Minor Violation: The student will need to re-do the assignment but will receive no credit for it. The teacher and student will work together to ensure proper feedback for the assignment. The Vice Principal of Academics & Student Services will notify the Dean of Students and the student's School Counselor. The Dean of Students will issue ten demerits.
- Subsequent Minor Violations: If a student repeats or commits any additional minor violations of academic integrity, then a series of minor violations may be converted to a major violation upon review by Vice Principal of Academics & Student Services. Should the Vice Principal of Academics & Student Services convert a series of minor violations into a major violation, the student and his or her parent(s)/guardian(s) will be notified.
- Minor violations of academic integrity accumulate over a student's high school career.

### **Major Violations of Academic Integrity**

Major violations of academic integrity significantly impact a student's ability to demonstrate mastery of concepts. Major violations include, but are not limited to:

Plagiarism from <https://www.merriam-webster.com/dictionary/plagiarize> is:

- o Stealing someone else's work or ideas and passing them off as one's own
- o Using another's production without crediting the source
- o Committing literary theft
- o Presenting as new and original an idea or product derived from an existing source

Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. See the following resource for a more detailed explanation of plagiarism adhered to by all Bishop Hartley teachers:

<https://www.plagiarism.org/article/what-is-plagiarism>

All Bishop Hartley students learn what constitutes plagiarism in detail in their English classes at the beginning of every school year. Students also learn how to utilize [www.turnitin.com](http://www.turnitin.com) as a resource for curtailing plagiarism. Additionally, each faculty member across the curriculum discusses academic integrity and plagiarism with their students to ensure clarity on the subject.

We expect students at Bishop Hartley to develop proficient citation skills as to cite clearly and any work or idea that is not originally their own. Such expectations apply to direct quotes, paraphrasing, and the incorporation of another's ideas into any assignment or assessment. At times when students work collaboratively with peers and/or faculty, the same commitments to academic integrity and avoiding plagiarism still exist.

- Cheating and/or any behavior conducive to cheating: Cheating and/or behaviors conducive to cheating include, but are not limited to:
  - Copying or attempting to copy another's work at any time
  - Sharing one's own work at any time for another student to copy unless given explicit permission to do so by the teacher
  - Distributing your own or another's work at any time for use by other students unless given explicit permission to do so by the teacher
  - Using resources, devices, technologies, apps, tutorials, or strategies during an assessment that are prohibited by the teacher or the student handbook
  - Communicating with another student in any capacity during an assessment including verbal, nonverbal, written, digital, electronic, or text communication unless given explicit permission by the teacher to do so
  - Providing or receiving information about an assessment to or from another student from one period to another, or when directly told by a teacher not to share information
  - Falsifying information before, during, or after an assessment has been issued
  - Stealing or accepting a copy of academic related materials such as a test or an answer key
  - Altering an approved device such as a graphing calculator to achieve an academic advantage
- Exceeding Parameters on Assessments: Exceeding the parameters established by a teacher for completing work on an assessment includes, but is not limited to:
  - Collaborating with another student or students on an assessment without permission from the teacher to collaborate
  - Collaborating with another student or students in a way prohibited by the teacher during an assessment
  - Using assistance from people, resources, devices, technologies, apps, tutorials, or strategies that have been prohibited by the teacher or the student handbook during an assessment



- o Using one's own techniques and strategies to complete tasks on assessments when teachers have requested the explicit use of specific techniques and strategies to complete such tasks

### **Procedures & Consequences for Major Violations**

Major violations of academic integrity will be handled on a case-by-case basis. If a teacher observes or suspects that a student has committed a major violation of academic integrity, the teacher will speak with the student about his or her concerns. If the teacher determines that the student committed a major violation of academic integrity, he or she will meet with the Vice Principal of Academics & Student Services to discuss the incident. The Vice Principal of Academics & Student Services will inform the student and his or her parent(s)/guardian(s).

Consequences:

- First Major Violation: A first major violation of academic integrity results in the following:
  - o The Vice Principal of Academics & Student Services will notify the Dean of Students and the student's School Counselor of the violation. The Dean of students will issue 15 demerits and one after-school detention. After school detentions that are issued toward the end of the school year will be carried over to the following school year for underclassmen. Seniors may lose Senior privileges in exchange for an after-school detention should an after-school detention be assigned toward the end of the school year.
  - o The Vice Principal of Academics & Student Services will notify the Athletic Director, the House Director, and the student's Coaches and/or Club Sponsors of the violation. The student will be placed on probation. Any further violations of academic integrity may result in a loss of a percentage of participation and/or a loss of leadership opportunities.
  - o The student will be required to make up the assignment or assessment or to complete an alternative assessment. If the assessment is a pencil-and-paper test, the student cannot attempt to demonstrate mastery by retaking the same test. The teacher will provide a different version of the test which assesses the same skills, knowledge, or content or will work with the student to develop an alternative assessment that allows the student to show mastery over the same skills, knowledge, or content. All make-up work will occur during office hours or at a mutually agreed upon time with the teacher to properly evaluate mastery of learning objectives.
  - o The Vice Principal of Academics and Student Services will consult with the teacher to determine an appropriate outcome with respect to the grade. Impacts on the grade will be determined on a case-by-case basis according to the specifics of the incident. The highest possible outcome will be a 71% (C-) and the lowest possible outcome will be a 0% (F) for the respective grade.
  - o Students will be required to pay a proctoring fee of \$25.00 to the teacher if extra time outside of office hours is required to make up the work or assessment.
  - o The student will be referred to the Academic and Discipline Review Committee at the end of the year. The Academic and Discipline Review Committee will review the student's overall academic performance to determine if the student continues to benefit from our educational program at Bishop Hartley.
  - o Major violations of academic integrity accumulate over a student's high school career.

- Second Major Violation: A second major violation of academic integrity results in the following:
  - The Vice Principal of Academics & Student Services will notify the Dean of Students and the student's School Counselor of the violation. The Dean of students will issue 20 demerits and two after-school detentions. After school detentions that are issued toward the end of the school year will be carried over to the following school year for underclassmen. Seniors may lose Senior privileges in exchange for after-school detentions should after-school detentions be assigned toward the end of the school year.
  - The Vice Principal of Academics & Student Services will notify the Athletic Director, the House Director, and the student's Coaches and/or Club Sponsors of the violation. The student will receive a loss of a percentage of participation determined on a case-by-case basis according to the specifics of the incident. The student will lose the ability to serve in House leadership for a period of time determined on a case-by-case basis according to the specifics of the incident.
  - The student will be required to make up the assignment or assessment or to complete an alternative assessment. If the assessment is a pencil-and-paper test, the student cannot attempt to demonstrate mastery by retaking the same test. The teacher will provide a different version of the test which assesses the same skills, knowledge, or content or will work with the student to develop an alternative assessment that allows the student to show mastery over the same skills, knowledge, or content. All make-up work will occur during office hours or at a mutually agreed upon time with the teacher to properly evaluate mastery of learning objectives.
  - The Vice Principal of Academics and Student Services will consult with the teacher to determine an appropriate outcome with respect to the grade. Impacts on the grade will be determined on a case-by-case basis according to the specifics of the incident. The highest possible outcome will be a 71% (C-) and the lowest possible outcome will be a 0% (F) for the respective grade.
  - Students will be required to pay a proctoring fee of \$25.00 to the teacher if extra time outside of office hours is required to make up the work or assessment.
  - The student will be referred to the Academic and Discipline Review Committee at the end of the year. The Academic and Discipline Review Committee will review the student's overall academic performance to determine if the student continues to benefit from our educational program at Bishop Hartley.
  - Major violations of academic integrity accumulate over a student's high school career.
- Third Major Violation: A third major violation of academic integrity results in the following:
  - Upon a student's third major violation of academic integrity, he or she will be subject to suspension and referred to the administration for expulsion. An expulsion hearing will take place and alternative consequences may be decided upon by the administration. All decisions of the expulsion hearing are final.

### **Group Work & Group Testing**

At times, teachers may assign group work, group projects, and/or group assessments. The same standards of academic integrity apply to all such group work, group projects, and/or group assessments. If a group member becomes aware that another student in his or her

group has committed a violation of academic integrity, then he or she should immediately inform the teacher of the incident along with any details or documentation regarding the violation. Failure to immediately inform the teacher of the violation may result in consequences being applied to the entire group, regardless of which group member(s) committed the violation. Violations of academic integrity that occur in group settings may be reviewed by the Vice Principal of Academics & Student Services to determine culpability of individual group members.

### **Time Limit for Appealing a Decision about Violations of Academic Integrity**

If a student or parent wishes to appeal a decision about minor violations of academic integrity, he or she has 5 school days from the date of notification to submit an appeal to the Vice Principal of Academics & Student Services via email.

If a student or parent wishes to appeal a decision about a first or second major violation of academic integrity, he or she has 5 school days from the date of notification to submit an appeal to the Vice Principal of Academics & Student Services via email.

## **Special Programs**

### **Advanced Placement and Honors Courses**

We offer Honors-level courses in Biology, Chemistry, English 9-12, and Mathematics 9-12. We offer Advanced Placement courses in Art, American Government, American History, Calculus, Chemistry, English Language and Composition, English Literature and Composition, Biology, French, Italian, Spanish, Computer Science, Microeconomics, and Physics.

### **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 on campus at Bishop Hartley and may be taught by either Columbus State-approved Bishop Hartley faculty, or by Columbus State faculty. For each class, students earn one unit of high school credit.

Hartley students typically enroll under Option B when participating in a post-secondary enrollment program and, therefore, earn both high school and college credit. Because of this, we charge full tuition at Bishop Hartley for students who enroll under Option B. All Catholic high schools in Columbus apply this tuition policy.

## **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 to discuss students whose current behavior has concerned teachers and staff in order to create a plan of action. The plan addresses the needs of the student and may require support from parents, teachers, and outside services. We assign a Student Services Team member to implement, monitor, and report back to the team about the plan's implementation and effectiveness with respect to improving the areas of concern. The Student Services Team reviews student progress on a weekly basis and revises action plans as necessary.

### **Team Members**

#### **Administration**

Principal  
Vice Principal of Academics & Student Services  
Vice Principal of Operations  
Dean of Students

#### **Student Health and Safety**

School Nurse  
Clinical Counselor  
Safety Director

#### **Educational Services**

School Counselors  
Director of Student Services  
School Psychologist  
Intervention Specialists  
Title I Tutors  
Test Preparation Tutor

#### **Spiritual Formation**

Campus Minister and School Chaplain

## **Notre Dame Program**

### **Diocesan Policy 5110 Admission – Students with Special Needs**

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 counselor to track student progress, enable teachers to address special education 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 ETA, completed within the past 3 years, which qualifies him or her to receive special education services
- **Academic Support Plan/504/Medical Plan:** A student has current medical documentation, completed within the past 3 years, that qualifies him or her for accommodations

The Title I Program coordinates tutoring support for students who qualify for Title I services. Support staff develop individual plans for students based on the 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 the criteria established through Columbus City Schools each year.

## 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
<b><i>Minimum credits required for graduation</i></b>	<b>25.0</b>

\* Bishop Hartley requires 4 years of Religion

\*\* Bishop Hartley requires 4 years of Math

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

### State Testing Requirements - Class of 2023 and Beyond

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 standardized tests. Bishop Hartley students take the Iowa Assessments for English I and II, Algebra I, Geometry, Biology, American History, and American Government.

### Graduation Plans

Each student will meet with his or her School Counselor every year to review his or her graduation plan. This meeting occurs during scheduling for the following academic year. We share this plan with parents or guardians by requiring each student to bring his or her graduation plan home for parents or guardians to review, approve of, sign, and return to his or her School Counselor. We invite parents or guardians to contact the School Counselor with any questions or concerns about their student's graduation plan prior to signing and returning it to the school.

## 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. School Counselors also discuss whether or not a student will take a visual or performing art class and/or world language class during these visits. School Counselors communicate placement recommendations in writing to prospective students and their parents. Proper course selection plays a paramount role in college admission planning. School counseling staff systematically review a student's portfolio of performance to provide guidance to families about course selection. School Counselors meet with current students each February specifically for the purpose of reviewing student performance and discussing appropriate course selection for the following school year.

### 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 college and university programs may require more extensive preparation in specific subject areas. A student can check with his or her School Counselor and the state university of his or her choice for additional information.

- \* World Language                      3-4 units of one World Language, or  
2 units each of 2 different World Languages, and  
a strong preference to see World Language study during a student's  
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. 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.

## **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 16 AP exams each May: AP 2D Design, AP 3D Design, AP Biology, AP Calculus, AP Chemistry, AP Computer Science A, and AP Computer Science Principles, AP Drawing, AP English Language and Composition, AP French, AP Italian, AP Literature and Composition, AP Microeconomics, AP Physics, AP Spanish, AP US Government AP US History.

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 and in the World Language courses.

## **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.

## **Laude Designation System**

### ***Effective for the class of 2022 and following***

The laude system is awarded 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 ( <i>free practice for ACT</i> )                       |
| 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 ( <i>free practice for SAT</i> )                         |
| 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 ( <i>free practice for ACT</i> )                       |
| 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<br>Attend College Visits at BHHS                      |
| 2. | October   | PSAT ( <i>free practice for SAT</i> ) <i>National Merit Qualifying Exam</i> |
| 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<br>Junior Parent College Night |
| 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 ( <i>FAFSA Info</i> ) |
| 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.

## 2023 – 2024 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 15
First Semester Course	September 15
Second Semester Course	January 19

*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 15
First Semester Course	September 15
Second Semester Course	January 19

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.

# STUDENT CONDUCT

## 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. All students can access the student handbook on their school-issued device. Additionally, parents and students can access the handbook online. 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 the administration. A statement indicating agreement by student and family to be governed by this section should be signed and returned to Bishop Hartley by Friday, September 2, 2022.

## [Bullying - Diocesan Policy 5411](#)

## [Harassment Policy - Diocesan Policy 5412](#)

## [Student Pregnancy - Diocesan Policy 5600](#)

## Electronics Policy

In order to maintain the academic learning environment, all personal electronic devices are not permitted in school. The following electronics are not permitted during school hours (1<sup>st</sup> warning bell to the dismissal bell, this include transition time between classes and lunch periods) to remove distractions

- Mobile Devices (including cell phones)
- Personal Computers , Personal iPads
- Air Pods

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

Wired earbuds may **not** be worn in the hallways while moving from one class to another for safety reasons.

Apple Watches are permitted; however, can be confiscated if texting functions or other distractions are being used. Teachers are permitted to ask a student to remove an apple watch for academic purposes.

#### **First Offense**

- Electronic device is confiscated and given to the Dean of Students.
- 10 Demerits
- 2 After School Detentions

#### **Second Offense**

- Electronic device is confiscated and given to the Dean of Students.
- 20 Demerits
- 2 After School Detentions

#### **Third Offense**

- Mandatory Parent Meeting
- Could be subject to suspension and/or expulsion. It now becomes a respect issue.

Further violations may result in a longer suspension or expulsion.

### **Personal Items During School Day**

No personal items are permitted in class, with the exception of a small pencil pouch. Personal items include but are not limited to backpacks, drawstrings bags, hand bags, purses, and fanny packs. These items should be kept in the student's school issued locker during the school hours.

### **Hawk 24/7 Policy: 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 will be held accountable and may be subject but not limited to demerits, After School Detention, 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.

### **Electronic Communication and Social Media**

In accordance with the Hawk 24/7 policy, students are responsible for representing themselves and Bishop Hartley. Publication, transmission or use of images, text, emails or social media that

contradicts the code of conduct and mission of Bishop Hartley High School will result in disciplinary action by administration.

\*\*\*\*Social media posts, texts, emails or other digital media shared, produced, liked or disseminated by a student that denigrates or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability may result in suspension and or expulsion from Bishop Hartley.

### **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.

### **Gambling**

Gambling by students is not permitted on the school campus.

### **Gum Chewing**

Students found chewing gum during school will be subjected to the following penalties:

First Offense	2 Demerits and \$1 fine
Second Offense	5 Demerits and \$2 fine
Third Offense	10 Demerits and \$5 fine

Additional offenses per quarter will result in greater demerits and suspension. Any funds collected for gum fines will be used by the facilities team to offset the damage and cleaning costs.

### **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 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.

### **Peer Mediation**

In mediation, a problem is solved non-violently in to agreed upon respectful terms by both parties. 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.

### **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.

## **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 subject to disciplinary action including suspension and/or 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.

## **Skipping Class & Skipping School**

A student skips class or school when he or she chooses to miss a class, part of a school day, or an entire school day without prior knowledge or permission of a parent, guardian, teacher and/or nurse. Skipping class and skipping school is considered a serious disciplinary infraction and will lead to strict disciplinary consequences. Examples of skipping class and/or skipping school include, but are not limited to:

- Leaving school grounds at any time for any reason without official permission from one's parent or guardian and/or without officially signing out at the front desk of the Main Office
- Not being present in class but remaining on school grounds
- Not reporting to school for any reason without official permission from one's parent or guardian

Consequences for skipping class and/or skipping school include, but are not limited to:

- A student who skips class or school will not be permitted to make up any missed schoolwork or assessments that were assigned or administered during the time they were not in class or at school
- A student who skips class will receive 2 after school detentions and 15 demerits
- A student who skips school will receive a 2-day out of school suspension and 25 demerits
- All absences from skipping class or school will be counted as unexcused absences

## **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 may sign out for the restroom for emergency purposes only.
6. Students are to leave any area which they use during Study Hall in a clean, orderly condition.

7. Students are expected to observe the no food, beverage, candy, or gum restrictions in the areas they use during Study Hall.

### **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.



# ATTENDANCE AND ABSENTEEISM

## Attendance

### Diocesan Policy 5201 Consequences of Excessive Absences

Bishop Hartley High School in accordance with Diocesan Policy 5201 is justified in refusing credit to any student who misses 28 or more classes periods for any course in a yearlong course and 14 or more classes periods in any course for a semester course at the discretion of the vice principal, the number of absences and possible consequences will be discussed with the student parent(s)/guardian(s).

In alignment with the State of Ohio's rules and regulations pertaining to school attendance, we affirm class attendance as an essential requirement for the academic success of our students. Any absence prevents a student from the full benefits of valuable instructional time and curtails a student's participation in daily enrichment activities provided through our house system, leadership emphasis, and mentorship structure. Moreover, habitual, excessive, and/or chronic absenteeism severely impedes a student's overall academic performance, ability to earn credits, progress toward graduation, and engagement with our school community. Apart from properly documented excused absences, we expect students to attend all classes on the days on which school is in session.

We are a closed campus. The safety of our students is always paramount, and the academic emphasis of our school requires minimal interruption to the school day. Having a closed campus greatly assists us in accomplishing these top priorities.

- In accordance with the makeup policy for absences, if a student with unexcused absences does not finish incomplete work within a week of the end of the quarter, the student work may automatically be entered as %55 for that course.

### **Notifying the School of a Student Absence**

To report a student's absence, a parent or guardian must communicate with the school by 8:30 am each day using one of the following methods:

- Email: An email from the parent or guardian's email address send to: [attendance@bishophartley.org](mailto:attendance@bishophartley.org)
- Phone: A parent or guardian may reach the attendance line by calling (614) 237-5421 and pressing 1

To report a student's absence, parents or guardians must include the following information:

- Student's first and last name
- Date of the student's absence
- Reason for the student's absence
- Any official documentation for the absence; official documentation must be emailed to [attendance@bishophartley.org](mailto:attendance@bishophartley.org) or turned into the Main Office.

Communication with the school does not always excuse a student's absence. For guidelines about excused and unexcused absences, please consult the attendance policies below.

## **Failure to Notify the School of a Student Absence**

If a parent or guardian does not notify the school of a student absence before 8:30 a.m., an automated notification from the school will communicate the student's absence to the parent of guardian using the contact information provided to the school during student registration.

## **School Tardy**

On Mondays, Tuesdays, Wednesdays, and Thursdays, the Bishop Hartley school day begins at 8:00 a.m.. with the reporting of the student directly to his or her first period class. A student who enters the building after the 8:00 a.m. bell must report directly to the front desk of the Main Office and receive a pass to be admitted to class.

On Fridays, the school day starts at 8:30 a.m. with the reporting of the student directly to his or her first period class. A student who enters the building after the 8:30 a.m. bell must report directly to the front desk of the Main Office and receive a pass to be admitted to class.

Late students may be asked to report to the Dean of Students for investigation into the possibility that a student skipped class or skipped school.

A student is permitted 3 morning tardies to school per quarter without penalty. Subsequent tardies to school will incur the following consequences:

- When a student accumulates a 4th morning tardy, parents will be notified, the student will receive 5 demerits, and the student will be assigned to serve 1 After School Detention
- When a student accumulates a 5th morning tardy, parents will be notified, the student will receive 10 demerits, and the student will be assigned to serve 1 After School Detention.
- When a student accumulates a 6th morning tardy, the student will receive 15 demerits, and the student will be assigned to serve two (2) additional After School Detentions, and the parents will be contacted to schedule a mandatory meeting with the Dean of Students to discuss the cause of the ongoing tardiness, remedies for fixing it, and any additional consequences for it.
- Further tardies will result in greater disciplinary action.

## **Class Tardy**

A student is tardy for class when he or she does not arrive in the proper room at the appropriate scheduled time. We allow four minutes for students to change from one class to another. Students who arrive late to class must go to the front desk of the Main Office to sign in and receive a stamped tardy pass to be admitted to class. Stopping at a locker or using the restroom are not appropriate excuses for tardiness.

The Dean of Students will apply the following consequences for class tardies:

- 1st Class Tardy - 2 Demerits
- 2nd Class Tardy - 4 Demerits
- 3rd Class Tardy - 10 Demerits, 1 After School Detention, & Parent Notification
- Further class tardies will result in greater disciplinary action

## **School Pass**

- Scanning into class with school id
- Do not have school ID, student will be subject to ID policy

## **Partial Class Absences**

Absence from any class for more than 20 minutes will be counted as an absence from the entire period.

## **Requests for Late Entry or Early Dismissal**

Requests for late entry or early dismissal must be submitted in writing with a signed note or email from the parent or guardian. Emails from the parent or guardian may be sent to our attendance office at [attendance@bishophartley.org](mailto:attendance@bishophartley.org).

Late entries are not morning tardies. Late entries occur when a student enters school after the start of the school day for reasons not associated with tardiness, for instance an appointment with a healthcare provider.

A request for late entry or early dismissal does not automatically constitute an excused absence. Absences that result from such requests will be reviewed to determine if any official documentation may be required to excuse the absence.

Main Office staff will call parents or guardians to verify any questionable request for late arrival or early dismissal.

The procedures for late entry and early dismissal are as follows:

- For late entry to school, the student should go to the front desk in the Main Office at the start of the school day and obtain a pass to go to class. Main Office staff will confirm receipt of a signed parent or guardian note or email before issuing a pass to class.
- For early dismissal, the student should go to the front desk in the Main Office at the start of the school day and request a pass for early dismissal. Main Office staff will confirm receipt of a signed parent or guardian note or email before issuing a pass for early dismissal. Before the student leaves campus for early dismissal, he or she should sign-out at the Main Office and return his or her pass for early dismissal.
- If a student plans to return to school later in the day following an early dismissal, the student must immediately report to the front desk at the Main Office upon re-entering the building to sign-in and receive a pass to class. Upon receiving a pass to class, students returning from early dismissal must report immediately to class.

## **Unexcused Absences**

We record all absences unexcused by the school in Schoology and PowerSchool. Unexcused absences remain unexcused until any necessary official documentation is provided to the school.

## **Tracking Absences**

While our attendance office tracks absences, students and their parents or guardians are equally responsible for tracking and being aware of a student's absences including excused and unexcused full-day absences, excused and unexcused partial-day absences, excused and unexcused partial class absences, excused and unexcused late entries, and excused and unexcused early dismissals. All class period and daily attendance can be viewed by parents and students using Schoology and PowerSchool.

## **Makeup Work Following an Absence**

The following provisions apply to any absence. These provisions offer students the opportunity to complete work missed during an absence and remind students of their responsibility to make up any work and/or assessments missed during an absence.

- The student must contact each of his or her teachers on or before the first day the student returns to school. The student must find out what assignments and/or assessments were made and missed during his or her absence. Students should check Schoology regularly during their absence and/or prior to their return to school for any resources and assignments posted by their teachers.
- The completion of all missed work and assessments can be required for credit.
- Generally, a 1:1 ratio will be used to determine the amount of time granted to a student to complete missed assignments. A 1-day absence will result in 1 day being granted to make up assignments following the student's return to school. For example:  
1 day absence = 1 day to make up assignments  
5 days absence = 5 days to make up assignments
- Students who are absent on the day of an assessment other than an end of semester exam, but who were present the previous day are responsible for making up the missed assessment the day they return to school.
- Students who are absent the day before an assessment but present the day of the assessment may be given a 1-day grace period for making up the assessment.

## **Academic Repercussions of Unexcused Absenteeism**

Unexcused absences from a specific class more than 7 times in a quarter will result in a student failing that class for the quarter with a grade no higher than 64%.

Unexcused absences from a specific class more than 28 times in a school year may result in the denial of credit for that class.

## **Unscheduled Vacation Days Policy**

We strongly discourage families from planning to take their student(s) out of school on days in which school is in session. Vacation days other than those that appear on the Diocesan-approved Bishop Hartley School Calendar are unexcused absences.

Please consult the school calendar before planning vacations or activities to ensure your plans align with the planned breaks in our school calendar and avoid scheduling trips or other activities on days when school is in session. Inform family members, club coaches, parish leaders, service coordinators, or retreat and camp staff that your child is not available until break begins and/or school is out.

If a parent or guardian chooses to remove a student from school for travel, vacation, or other optional activities during regularly scheduled school days, he or she must contact the Vice Principal of Academics and Student Services via email at least three weeks before the student(s) will be taken out of school. The Vice Principal of Academics & Student Services will then provide the parent or guardian with the Unscheduled Vacation Days Form, which must be printed, completed, signed, and returned to the Main Office. The Unscheduled Vacation Days Form indicates that parents or guardians accept the following conditions for removing their student from classes during regularly scheduled school days:

- Unscheduled vacation day absences will be unexcused.
- While parents or students may request work that will be missed on these vacation days in advance, teachers may or may not be able to provide any or all of it.
- The student is responsible for gathering any available work before leaving for these vacation days.
- Work assigned before this vacation must be turned in on the day the student returns to school.
- The student is responsible for gathering any missed assignments on the day of return
- All missed work will be due within three days of the student's return to school. The student may not be able to make up some class or group work.

# **DRESS CODE AND PERSONAL APPEARANCE**

## **2023–2024**

The purpose of a dress code is to create a distraction-free learning environment that honors our Catholic identity and maximizes unity within Bishop Hartley High School for the following purposes:

1. To minimize certain influences that distract from the purpose of the school
2. To forestall competition among students
3. To equalize regulations for young men and women.

We ground our dress code expectations in the teachings, virtues, and core values of our Catholic faith. As such, we uphold the Catholic virtue of modesty as an essential component of creating a distraction-free learning environment that models the Catholic virtues we embrace.

**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

### **Lanyards and School IDs**

School issued house lanyards and school identification cards **must** be worn **everyday** during the school day.

House lanyards are provided before the beginning of freshmen year.  
New or replacement lanyards can be purchased in the main office for \$5.00.

School Identification Cards are provided at the beginning of each with a current picture of the student. Replacement ID cards can be purchased in the security office for \$5.00.

**Warm Weather Dress Code (Young Men and Women)**  
*(From beginning of school – Sept. 30<sup>th</sup> and May 1<sup>st</sup> - end of school)*

Lanyard/ID	Must be worn around neck
Shorts	Navy or Khaki with Hartley logo above right back pocket
Polo Shirt	Red, White or Blue Polo with the Bishop Hartley branding
Jumpers	The uniform polo shirt may be worn over the jumper
Pants	The uniform pants may be worn with the polo shirt

If a student does not utilize the warm weather dress code, he/she must follow the guidelines for October 1<sup>st</sup> through April 30<sup>th</sup>.

## Regular Dress Code for Young Men

*(From Oct. 1<sup>st</sup> – April 30<sup>th</sup>)*

Lanyard/ID	Must be worn around neck
Shirts	Long or short sleeve white oxford shirt with collar
Ties	Neck ties and/or bowties must be worn Oct. 1 <sup>st</sup> – April 30 <sup>th</sup> <ul style="list-style-type: none"><li>• No offensive or inappropriate designs or images</li><li>• Knot of tie must cover top button and be visible</li></ul>
Sweatshirts	Red, white or navy sweatshirts with Bishop Hartley branding on the front are permitted to be worn over shirt and tie. <b>Hooded sweatshirts are not permitted.</b>
Quarter Zips	Red, white or navy quarter zips with the Bishop Hartley branding are permitted to be worn over shirt and tie
Slacks	Navy or khaki slacks with Hartley logo above right back pocket.
Belt	Black or brown belt must be worn
Shoes:	Students may wear dress or tennis shoes. All shoes must have a back and have shoelaces. <b>No moccasins, slippers, boots, cleats, or crocs are permitted.</b>
Socks:	Socks must be worn at all times and be of solid matching color and (ie white, gray, black, navy) <b>no show socks are not permitted</b>
Hair:	All young men must be clean-shaven. Hair must be clean, professional and must not fall below the student's shoulders or obscure student's face.
Hats:	No hats, sweatbands, or other head coverings may be worn during school hours.
Jewelry:	No excessive or distracting jewelry is permitted. Young men may wear "studs only" earrings. A nose ring is allowed but it can only be a small stud on the nostril.
Accessories:	Nail polish or makeup may not be worn during the school day or school sponsored events. Buttons, patches or any other pinned on accessories are not permitted. Tattoos must be covered during school hours or when participating in extracurricular events.



## Dress Code for Young Women

*(From Oct.1 – April 30th)*

Lanyard/ID	Must be worn around neck
Jumper	Navy with Hartley logo and are <b>not permitted to be shorter than 2" above the knee</b>
Blouse	Long or short sleeve solid white oxford blouse with collar
Sweatshirts	Red, white or navy sweatshirts with the Bishop Hartley branding on the front are permitted to be worn over shirt and tie. <b>Hooded-sweatshirts are not permitted.</b>
Quarter Zips	Red, white or navy quarter zips with the Bishop Hartley branding are permitted to be worn over shirt and tie.
Slacks	If a jumper is not worn, navy or khaki slacks must be worn with blouse having the Hartley logo above right back pocket.
Tights	Young ladies are permitted to wear navy, black, gray or white solid tights. <b>Tights with patterns or rips are not permitted, and leggings are not acceptable.</b>
Belt	If wearing slacks, a black or brown belt must be worn
Shoes:	Students may wear dress or tennis shoes. All shoes must have a back and have shoelaces. <b>No moccasins, slippers, boots, cleats, or crocs are permitted.</b>
Socks:	Socks must be worn at all times and be of solid matching color (ie white, gray, black, navy). <b>No show socks are not permitted</b>
Hair:	No extreme hairstyles, designs or coloring is permitted.
Headbands:	Young ladies may wear sweatbands or other head coverings that are solid in color
Jewelry:	No excessive or distracting jewelry is permitted. A nose ring is allowed but it can only be a small stud on the nostril.
Accessories:	Buttons, patches or any other pinned on accessories are not permitted. Tattoos must be covered during school hours or when participating in extracurricular events.

## **House Dress**

### **Fridays All Year Long**

House dress will occur every Friday during the school year unless otherwise notified because of a special school event. The purpose of house dress is consistent with the dress code policies above with emphasis on school and house unity.

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

#### **Tops (Young Women and Young Men)**

- House Polo (issued freshmen year)
- House T-Shirt
- House Sweatshirt
- House Quarterzip Pullover

#### **Slacks (Young Women and Young Men)**

Navy or khaki slacks with Hartley logo above back right pocket

#### **Jumper (Young Women)**

Navy jumper with Hartley logo and are **not permitted to be shorter than 2" above knee**

If a jumper is worn, the house shirt, polo or sweatshirt must be worn over the top portion.

## Hartley Spirit Dress Code

**Tops** Bishop Hartley branded shirts, long-sleeve, sweatshirt or quarter-zip are permitted. If a student does not have Bishop Hartley gear, he or she is required to wear the school provided navy blue spirit shirt pictured below.

**Pants** Jeans, khaki pants, sweatpants and joggers are the only bottoms permitted for spirit dress

**NOT Acceptable** Hooded sweatshirts, leggings, shorts, ripped jeans, pajama bottoms, and midriff-baring tops

### Dress Code Violations

These violations are cumulative over the school year.

Lanyard/ID \$5 fine to purchase a replacement lanyard and ID

First Violation 5 Demerits

Second Violation 10 demerits and parent/guardian notified

Third Violation 15 demerits, and 2 after school detentions because this has now become a respect issue.

Each additional offense will result in 25 demerits and a two day out-of-school suspension and a review of the student's status at the school with administration.

*Final decisions regarding dress code violations are left to the sole discretion of the administration.*

# DRUG, TOBACCO, AND ALCOHOL SUBSTANCE ABUSE POLICY

## Drug Prevention: Diocesan Policy 5414

### **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, tobacco 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, tobacco and alcohol policy and the counseling services available to them. Any student of Bishop Hartley High School, not under investigation by the school for illegal narcotics, drugs, tobacco and/or alcohol use, who is having a problem with narcotics, drugs and/or alcohol use, is urged to present himself or herself to the administration for help. Those students, who submit themselves for help, can be assured that their names will be held in the strictest confidence and that the administration will aid them in getting medical, psychological and spiritual assistance. Special groups are available for student assistance (i.e. AA/NA, Alateen, eating disorder group). Anyone who becomes aware that a student is under the influence of a substance is obligated to report this information to an administrator immediately. **Failing to do so may result in disciplinary action.**

### **Policy Governing Offenses and Disciplinary Action**

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

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.

### **The following are the types of offenses prohibited:**

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

1. Alcohol or tobacco in any form
2. Mood-altering chemicals, unless prescribed by a physician
3. Build-altering chemicals
4. Selling, supplying, or transmitting substances will constitute a suspension with an expulsion hearing.
5. Note: 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). Because substances and their associated paraphernalia frequently evolve, this list is not all inclusive and subject to updates.

THE DRUG, TOBACCO, AND SUBSTANCE ABUSE POLICY IS CUMULATIVE OVER THE COURSE OF 4 YEARS

### **The Discipline Process for Drug, Tobacco, and Alcohol Policy**

When a school official has reason to believe that a student is in violation of the drug/alcohol code of conduct, the following action will be taken:

- a. If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- b. The student will be informed of the alleged offense and the evidence to support the allegations.
- c. Students personal property is subject to search, including their vehicle parked on school property.
- d. The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of a medical emergency or if the parents(s)/guardian(s) cannot be reached will the person on the student's emergency call list be notified. A parent/guardian conference to decide options is held before the student is re-admitted.
- e. School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- f. Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.
- g. The principal retains the option to suspend or expel the student at any time.

Any parent or guardian of a student who has knowledge of and permits the use or abuse of alcoholic beverages, drugs, tobacco or narcotics by any student or group of students at any off-

campus activity will be considered to be seriously violating the principles of Bishop Hartley High School.

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

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 a failure to comply.

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.

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

#### First Offense

1. The principal retains the option to suspend or expel the student at any time. Additional input, however, is sought.
2. Any violation of the previously mentioned policies will render the violator(s) subject to an out-of-school suspension of up to 10 days, along with 25 demerits. In all instances, police officers may be called to the scene.
3. No leadership capacity for an entire academic year and a loss of a percentage of extracurricular participation.

#### Second Offense

1. Ten (10) day out-of-school suspension, and 50 demerits. In all instances, police officers may be called to the scene.
2. No leadership capacity for an academic year or extracurricular activity for one calendar year.

#### Third Offense

1. Suspension with an expulsion hearing.

In addition to the offenses and consequences listed above, the following disciplinary actions are available to the principal:

- Participation in substance use/abuse related treatment
  - The student's parent or guardian may be required to sign an Authorization for Release of Information, if requested by the school.
- Other disciplinary action deemed appropriate
- Expulsion from school

### **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.

# ENFORCEMENT OF DISCIPLINE

## DISCIPLINE PROCESS

[Code of Conduct: Diocesan Policy 5401](#)

[Behavior: Diocesan Policy 5402](#)

[Behavior Off-Campus: Diocesan Policy 5404](#)

### Conduct Grading

Each grading period, students will receive a mark for conduct. The highest grade will be 100. Demerits are assigned based on student discipline issues. 1 Demerit = 1 Conduct Point. When a student receives a demerit that drops their conduct score to certain level the following will take place

1. Probation is a level of discipline by administration in which the Dean of Students monitors the student conduct throughout the year and may recommend the student to Discipline review for the rest of the year. This happens when any student who receives a conduct grade of 75 or below in any one quarter
2. Contract is a level of discipline in which administration, the student and the family agree to written terms of acceptable conduct for the students. This happens when any student receives a conduct grade of 75 or below in any two quarters of an academic year. A student is also subject to suspension and possible expulsion based on the severity of the disciplinary actions. Any student on contract will automatically be reviewed at the end of the year during discipline review committee
3. Suspension and Expulsion are levels of discipline which administration can require the student to be out of school and/or removed from school based on the severity of the infraction. A student will receive an automatic suspension for particular offenses. After any suspension, the student and family are required to meet with the Dean of Students before returning to classes. Any student who receives three (3) grades of 75 or below, even though not consecutive, will be reviewed by the discipline committee at the end of the year and may not be readmitted to Bishop Hartley the following year.

### Classroom Discipline/Detention

Faculty and Staff will write up a student for any violation of the student code of conduct. Demerits will be assigned by the Dean of Students and/or administration based on the severity and frequency of the infraction. Parents will have the capability to view and track their student's conduct score on Schoology. Digital communication will be done through email(s) entered into PowerSchool.

## Enforcement of Discipline

1. 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.*
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.

### Before School Detention

When a student is assigned a before school detention regarding their attendance (see **Tardy to School policy in Attendance section**), he or she will receive a reminder email notification to their school email. He or she must report to the cafeteria by 7:15 am and check in with the Dean of Students. Before school detentions run **every Tuesday from 7:15 am to 7:45 am**. Failure to attend, and follow instructions, will result in an additional detention and 5 demerits. Parents are advised that the only acceptable excuse for missing after school detention is a bona fide medical appointment with proper documentation provided.

### After School Detention

When a student is assigned an after school detention, he or she will receive a reminder email notification to their school email. He or she must report to the cafeteria by 3:15 pm and check in with the Dean of Students. After school detentions run **every Thursday from 3:15 pm to 4:00 pm**. Students will receive instructions from the Dean of Students about after school detention. Failure to attend, and follow instructions, will result in an additional detention and 5 demerits. Parents are advised that the only acceptable excuse for missing after school detention is a bona fide medical appointment with proper documentation provided.

### 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. Teacher will be notified of student suspension
3. 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;



4. 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.
5. a conference is required before the student may return to class;
6. emergency removal from the building does not count towards the suspension; and
7. there are no in-school suspensions.

### **Expulsion/Withdrawal for Disciplinary Reasons**

[Suspension: Diocesan Policy 5406](#)

[Expulsion: Diocesan Policy 5407](#)

*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 or homecoming or sporting events. 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. Hartley Spirit Days
2. prom;
3. month of May privileges, i.e. out-of-uniform days and early dismissals; and
4. Graduation events, Senior breakfast, Senior games, 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 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.

## **ACADEMIC AND DISCIPLINE REVIEW**

### **Quarterly Progress**

Students are reviewed at the end of each quarter for the following indicators which will be subject to review by administration, the school counseling department, and the student services team to determine appropriate intervention measures.

- GPA below 2.0
- Failure 2 or more courses
- Excessive or chronic absences and/or tardies
- Failure of his or her religion course
- Failure to maintain a conduct score of 75 or higher
- Accumulated and/or repeated number of discipline or incident referrals

### **End of Year Review**

A student will be referred to Academic and Discipline Review Committee for the following:

- Earns a cumulative GPA below 2.0 at the end of the year
- Failure 2 or more courses
- Excessive or chronic absences
- Excessive or chronic school tardies
- Failure his or her religion course
- Failure to maintain a conduct score of 75 or higher each quarter
- Failure to maintain a conduct score of 75 or higher for the year
- Accumulated and/or repeated number of discipline or incident referrals

At the end of the school year, the Academic & Discipline Review Committee will examine the student's academic performance, attendance, and conduct to determine if he or she continues to benefit from our educational program at Bishop Hartley.

There are 4 possible outcomes determined by the Academic & Discipline Review Committee:

1. The student will return on academic and/or conduct-based probation for the following school year.
2. The student will return on academic and/or conduct-based continued enrollment agreement for the following school year. The student and his or her parent(s) will be required to attend a meeting with administration prior to the start of school.

\* Any student required to complete summer school as a provision of the continued enrollment agreement and does not pass the summer school course will not be re-enrolled to Bishop Hartley.

3. The student will not be readmitted to Bishop Hartley. Non-readmittance does not constitute an expulsion. It is a determination by the Academic & Discipline Review Committee that a student has stopped benefiting from our educational program at Bishop Hartley.

Students and their parents will be notified when a referral has been made to the Academic & Discipline Review Committee. Students and their parents will also be notified of the outcome. All decisions of the Academic & Discipline Review Committee are final.

# STUDENT LIFE

## Campus Ministry

### 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 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 their 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 your faith formation, please feel free to contact Mr. Sam Agra, Director of Campus Ministry

#### **Retreats**

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 (based on goals outlined in *Renewing the Vision: A Framework for Catholic Youth Ministry*).

The goal of the campus ministry office is to continue the intentional development of students' relationship with God so that graduating seniors have the tools to enter the world as young people of faith.

#### **Expectations**

1. All students, regardless of religious affiliation, are expected to attend their class's annual retreat (see attendance policy below for specifics).
2. For retreats at Bishop Hartley, the cafeteria will be unavailable to retreat students on the day of the retreat unless otherwise communicated.
3. Appropriate behavior by each student is expected while being transported to and from the retreat site as well as during all activities of the retreat.
4. Permission slips and other information are required only for off campus retreats.
5. Cost of Retreats are budgeted and covered by the school in conjunction with the student life fee.

**Retreat Attendance Policy:**

Students and families are not permitted to opt out of retreats. Any requests about retreat attendance can be directed to the Campus Minister. If a student does not attend an off-site retreat and remains at school, families will be required to pay a daily fee to cover the cost of supervision for each day

**2023-2024 Retreat Dates and Themes**

Senior Retreat

Theme: Kairos

Wednesday, December 6<sup>th</sup> – Friday, December 8<sup>th</sup>

Damascus Mission Campus

Junior Retreat

Theme: Abundant Life

Wednesday, November 15<sup>th</sup> -Friday, November 17<sup>th</sup>

Sophomore Retreat

Theme: Sons and Daughters

Freshmen Retreat

Theme: The Transcendentals - Truth, Beauty, and Goodness

## **House System**

### **House Leadership Advisory Board Members 2023 – 2024**

House Advisory Board Coordinator:

Grace Mashensic

Spirit Pillar:

Katie Morrow and Gabby Chalfant

Faith Pillar:

Michaela Murray and Andrew Bassetti

Community Pillar:

Brendan Laret and Mia Goodlett

Preparation Pillar:

Emery Minnich and Erison Gyamfi

Leadership Pillar:

Eva McKnight and Piper Minnich

Service Pillar:

Donovan Davis and Nathan Ogden

House Media Captains:

Christopher Cade

Andrew Lutz

Celeste Sybert

Blake Wyatt

### **What is House Leadership Advisory Board?**

A group of 12 seniors who are going to take the lead in leading the school community. It will consist of teams of two for each Pillar of our school with specific focuses and initiatives attached to the Pillars. This group of 12 students will also be integrated into the House Leadership for their Houses, and responsible to relaying information to the mentor groups and planning and facilitating schoolwide activities throughout the school year.

### **What is the role of House Captains?**

These students have been selected to focus on leading their respective Houses. They are tasked with preparing and leading daily Mentor Group, working with the House Leadership Advisory Board to incorporate the leadership initiatives into the House System, mentor the younger members of their groups, and make sure there is a sense of community and identity within their Houses.

### **What is the role of Mentor Group Captain?**

These students have been selected by the mentor group teacher and members in order to help facilitate, plan, and lead their mentor group. They focus on the group while working with the House Captain who is in their group and their Mentor teacher.

### **House Director**

Molly Hartge [molly.hartge@bishophartley.org](mailto:molly.hartge@bishophartley.org)



## **Aquinas House Leaders 2023 – 2024**

**House Dean:** Liz Collette

### **House Advisory Board Members:**

Donovan Davis  
Brendan Laret  
Nathan Ogden

### **Senior House Captain**

Emerson Summers

### **Junior House Captains**

Ingrid Bedell  
Alani Ferguson  
Vincent Mampieri



## **Rosary House Leaders 2023 – 2024**

**House Dean:** Liz Rudy

### **House Advisory Board Members:**

Mia Goodlett  
Grace Mashensic  
Katie Morrow

### **Senior House Captains**

Xavier Martin-Fuller  
Maggie Taylor

### **Junior House Captains**

Zo'Kiyah Broomfield  
Kidst Tarekegn



## Sacred Heart House Leaders 2023 - 2024

**House Dean:** Brad Burchfield

### House Advisory Board Member:

Eva McKnight

### Senior House Captains

Conner Bjornson  
Nyah Bond  
Mia Robertson  
Carly Sybert

### Junior House Captains

Henry Gillies  
Charlee Wyatt



## Spiral Springs House Leaders 2023 - 2024

**House Dean:** Bob Toy

### House Advisory Board Members:

Andrew Bassetti  
Michaela Murray

### Senior House Captains

Alana Andrew  
Monica Merrill  
Avery West

### Junior House Captains

Joseph Murray  
Sarah Thompson



## Victory House Leaders 2023 – 2024

**House Dean:** Sam Agra

### House Advisory Board Members:

Gabby Chalfant  
Emery Minnich  
Piper Minnich

### Senior House Captains

Faith Campbell  
Patrick Jotevski  
Jada Shade

### Junior House Captains

Audrey Jones



## Wehrle House Leaders 2023 – 2024

**House Dean:** Cara Rezabek

### House Advisory Board Member:

Erison Gyamfi

### Senior House Captains

Hannah Eramo  
Kennedy Hampton  
Jillian Reese

### Junior House Captains

Liam Donnelly  
Kendall Kirkbride



## SERVICE REQUIREMENTS

### 2023 – 2024

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:

*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 13:13-17 NABRE*

### Key Features and Deadlines of the Service Requirements for 2023 – 2024

- Every student will perform a *minimum of 25 hours of service this school year.*
- Every student may begin service work for the 2023 – 2024 school year as early as June 1, 2023.
- The check-ins throughout the year are as follows:

Service Check-In #1	November 14, 2023 <i>a total of 10 hours minimum completed</i>
Service Check-In #2	February 13, 2024 <i>a total of 20 hours minimum completed</i>
Service Check-In #3	April 23, 2024 <i>a total of 25 hours minimum completed</i>

**House Competition Benefits:** If the entire mentor group has their hours submitted by the check in deadline, the group earns 1 point for their House. The House can earn up to 6 points per check in towards their House Cup total.

### Consequences for failing to meet the service requirement for 2023 – 2024 school year:

Parent and Student notification of delinquency of hours, with the understanding that the students have until the deadlines below to complete their hours for the year. Thursdays in the Month of May, students can stay after school to work on completing their service hours for the year.

*\*Students who continue to be repeat offenders every year, will be taken into consideration in terms of a contract being needed to return to school.*

By May 8, 2024, any Senior who has not met his/her service requirement for the 2023 - 2024 school year will not receive his/her diploma or transcripts until service hours are complete.

By May 22, 2024, any Underclassman who has not met his/her service requirement for the 2023 - 2024 school year will not be eligible to return to Bishop Hartley the following year.

## ONLINE VERIFICATION

Since the 2023 - 2024 school year, Bishop Hartley High School has been using a service platform online verification system called MobileServe.

- All students will have access to the website along with a profile and use of the free mobile app. The student's account will be created for them, and they will be taught how to log in and log their hours the first month of school.
- An approved list of organizations and service opportunities will be administered through this site for students to view and access details daily. The list of service opportunities is not limited to what is on the site.
- Students can complete hours with non-profit organizations or community/Church groups but must submit their hours through MobileServe and have them verified by the service organization.
- Hours should be verified by the leader of the service organization or the head of the committee offering the service opportunity.
- House Deans will approve hours in MobileServe once the hours have been verified by the service organization they were completed with.
- It is the *student's* responsibility to complete and submit service hours through MobileServe in a timely manner so that they are verified by the date of the service check-in. Correct email addresses are necessary for verification to be completed.
- Any student who performs service hours through Bishop Hartley or an event sponsored by Bishop Hartley will be approved by a Bishop Hartley faculty member.

*Online Verification must be completed by the check-in dates listed above.  
Your House Dean will approve your hours through the online portal for MobileServe.*

## 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 *an unlimited* amount of service hours participating in the life of a parish or congregation in the form of being an altar server at Mass, singing in the choir/cantering, and/or serving as an usher. These hours require a year-long commitment to this ministry as dictated by your parish. Students may also earn *an unlimited* amount of 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 Related Service**

Performing a family/friend obligation is *NOT* considered service. Any work that is normally done for parents, or for monetary value but done for free will not be accepted for 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 organization or completing a non-paid internship. Even though the student is not being paid for his/her time, it is not considered community service.

### **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, in which the service done will compensate for the payment required.

### **Questions regarding service hours can be directed to the following:**

Molly Hartge, House Director  
Molly.Hartge@bishophartley.org

Sam Agra, Director of Campus Ministry  
Sam.Agra@bishophartley.org

# Athletics

## Interscholastic Sports

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 office hours 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 4 grades below C-, 2 grades of "F", or 2 conduct marks, that athlete will be declared ineligible for one week (7 days) and must attend office hours 3 times per week through the end of the quarter. **"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 a student has 3 grades below C-, 2 grades of "F", or 2 conduct marks, that athlete must attend office hours 3 times per week for the remainder of the quarter. The athlete may practice and play in games.

If the student fails to complete any of the above objectives, he/she will immediately be ineligible for the remainder of the season.

3. Academic eligibility for athletics is determined by the following procedures:
  - Each week starting the Monday prior to 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).

4. Each individual trying out for a team must be informed of any additional rules and regulations pertaining to that team.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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).
10. 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.
11. Refer to the Athletic Handbook for further criteria with regards to athletic participation.
12. 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.
13. 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.

#### 14. 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 associated with each activity. The following schedule identifies participation fees per sport.

#### 2023 – 2024 Athletic Participation Fee Schedule

TEAM	COACH	EMAIL	
Athletic Performance	Derek Harris	BHAthleticPerformace@bishophartley.org	
Athletic Training	Michael Zapotosky	BHAthleticTrainer@bishophartley.org	
FALL	COACH	COACH CONTACT	FEES
Fall Cheerleading	Kristian Brown	BHCheerleading@bishophartley.org	\$150
Football	Brad Burchfield	bburchfi@cdeeducation.org	\$200
Boys Cross Country	Jim McKay	BHCCTrack@bishophartley.org	\$200
Girls Cross Country	Jim McKay	BHCCTrack@bishophartley.org	\$200
Field Hockey	Bridget Ebenhack	BHFieldHockey@bishophartley.org	\$200
Boys Golf	Anthony Mangette	BHBoysGolf@bishophartley.org	\$300
Girls Golf	Luci Kanowsky	Luci.Kanowsky@bishophartley.org	\$300
Boys Soccer	Justin Alexander	BHBoysSoccer@bishophartley.org	\$200
Girls Soccer	Thai Trinh	BHGirlsSoccer@bishophartley.org	\$200
Girls Tennis	Shannon Kinnear	skinnear@cdeeducation.org	\$250
Girls Volleyball	Mike Rahe	mrahe@cdeeducation.org	\$200

WINTER	COACH	COACH CONTACT	FEES
Winter Cheerleading	Kristian Brown	BHCheerleading@bishophartley.org	\$150
Boys Basketball	Andreas James	BHBoysBasketball@bishophartley.org	\$200
Girls Basketball	Bylal Humphrey	bhumphrey@cdeeducation.org	\$200
Boys Bowling	Tim Schmitz	Tschmitz@cdeeducation.org	\$300
Girls Bowling	Mike Rahe	mrahe@cdeeducation.org	\$300

WINTER	COACH	COACH CONTACT	FEES
Boys Swimming	Tony Phillips	BHSwimDive@bishophartley.org	\$175/\$175 Pool
Girls Swimming	Tony Phillips	BHSwimDive@bishophartley.org	\$175/\$175 Pool
Wrestling	Kevin Petrella	kevin.petrella@bishophartley.org	\$200
Boys Indoor Track	Jim McKay	BHCCTrack@bishophartley.org	\$200
Girls Indoor Track	Jim McKay	BHCCTrack@bishophartley.org	\$200
SPRING	COACH	COACH CONTACT	FEES
Baseball	Tim Heinmiller	BHBaseball@bishophartley.org	\$200
Boys Tennis	Ben Brandel	bbrandel@cdeeducation.org	\$250
Boys Track & Field	Jim McKay	BHCCTrack@bishophartley.org	\$200
Girls Track & Field	Jim McKay	BHCCTrack@bishophartley.org	\$200
Girls Lacrosse	Ashley Garbuglio	BHGirlsLacrosse@bishophartley.org	\$200
Boys Lacrosse	Brent Pugh	BHBoysLacrosse@bishophartley.org	
Softball		BHSoftball@bishophartley.org	\$200
Boys Volleyball	Doug Franz	dofranz@cdeeducation.org	\$200

There is a family maximum of \$525.00 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.

#### 15. 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 five 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 27 varsity sports and numerous 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.



# EXTRACURRICULAR CLUBS AND 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.

## **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 five 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.

## **Academic eligibility for athletics is determined by the following procedures:**

In order to participate in extracurriculars, a 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> 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 9<sup>th</sup> grade student must have passed a minimum of five of all subjects carried the previous grading period (*the last quarter of their 8<sup>th</sup> grade year.*)

- Additionally, the club moderator and administration can review student grades to determine weekly participation.

## **Fee for Participation in Extracurriculars**

For the student participating in particular clubs or extracurricular activities, moderators may require or ask for a fee to off-set the costs for supplies, events, or cost affiliated with that club. All participations fees are approved by the Vice Principal of Operations and submitted to the director of finance for budgeting and tracking.

## **New Clubs or Extracurriculars**

Students are encouraged to be involved with an extracurricular club. If a student(s) are interested in starting a new club, the following steps need to be taken:

1. Contact and receive approval from the Vice Principal of Operations, Mr. Andrew Jahahn.
2. Obtain a faculty/staff moderator
3. Coordinate a schedule of meetings and activities in conjunction with the master calendar.
4. Publicize and recruit other student members.

### **Clubs or Extracurriculars Yearly Requirements**

All clubs and extracurriculars are required to the following but may differ based on the organizations yearly scheduled:

- Monthly meetings
  - Host or participate in two major events
  - Build and maintain a roster of club participants
  - Create and maintain an Instagram account
- 
- Ambassador Program-
  - Campus Ministry
  - Care for Creation
  - Chess Club
  - Dance Team
  - Diversity Club
  - Drama Program
  - Hawks Who Pray
  - In The Know Academic Team
  - Instrumental Music
  - Model United Nations
  - Military Ministry
  - My Brother's Keeper
  - National Honor Society
  - Peer Mediation
  - Pro Life Club
  - Robotics Club
  - Ski Club
  - The Julias

## National Honor Society Guidelines for the Bishop Hartley High School Student Handbook (Revised June 2023)

### 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 criteria 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;
- applicants will have to document *at least* a minimum of 5 hours of service above the current school requirement 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 5 hours of approved and verified community service beyond the minimum school requirement 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. Members are asked to pay a \$25 membership fee to cover costs of inductions certificates, chapter t-shirts, graduation cords and tassels, and other expenses for the chapter.

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.

# TUITION AND FEE POLICY

## 2023 - 2024 Financial Information

### TUITION

#### Current Tuition Rates – 2023 - 2024

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*     \$10,200.00

*Second Child*     \$8,670.00

*Additional Children* - Please make an appointment with Admissions at [hrush@cdeducation.org](mailto:hrush@cdeducation.org) to discuss tuition costs.

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

#### Current Non-Catholic or Catholic, Non-Parish Participating

*First Child*     \$10,800.00

*Second Child*     \$9,300.00

*Additional Children* - Please make an appointment with Admissions at [hrush@cdeducation.org](mailto:hrush@cdeducation.org) to discuss tuition costs.

#### 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, 2022 for the 2022-2023 school year.
- Option 2**      Ten monthly payments July 2022 through April 2023 or 12  
monthly payments May 2022 through April 2023 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 school counseling 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><b>Date Withdrawn</b></i>	<i><b>Percent of Tuition Owed</b></i>
Before October 20, 2023	25%
Between October 23, 202 and December 20, 2023	50%
After January 3, 2024	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. Student Life Fee is non-refundable.

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 in the Application 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.

# TECHNOLOGY GUIDELINES

## 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

Review school policies regarding proper usage, protection, and payment for lost, missing or damaged technology equipment.

#### 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
- Lenovo 500w Laptop

Backup Devices include:

- Google Chromebooks
- Listed primary devices

#### Student Personal Device Policy

Bishop Hartley does not allow personal devices to be used at school nor grant personal devices access to our network without cause and permission from a technology department member.

Should a student be found using a personal device without permission from the technology department the following may occur:

- The device may be confiscated by an instructor and handed over to the Dean

of Students

- Demerits may be given
- Disciplinary action may follow

Personal devices are prohibited from being used at school to ensure the integrity of our network and safety and productivity of our students.

### **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.
- 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.
- Ensuring the device is backed up to OneDrive, in the event a new device is to be issued or the current device is to be reset. We do our best to ensure students have done so, however our department takes no responsibility for lost data in the event a device wasn't backed up.
- In regard to uploading assignments to PowerSchool or any other system used within the classrooms, our department may advise however it is under the discretion of the teacher on how to handle blank, missing, or problematic assignment uploads.
- Students will have the first week of school to indicate any issues they have with their technology. After that they assume responsibility for any issues thereafter. Each student will be given a charger. Students will be assessed a fee for damaged accessories such as chargers and keyboards, this entails missing keys, frayed wiring, and nonfunctioning chargers.

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.

### **Student Summer Device Usage**

Students who plan to return to Bishop Hartley in the fall will be keeping their assigned take home device during the summer. Those students who are not returning to Bishop Hartley High School for the following school year will be required to return their device to the Technology Department before the last day of classes.

If a family does not wish to have their student keep their device during the summer, they may turn their device and charger into the school before they leave for the summer.

Regarding early device turn - in, students are expected to get prior approval from all their



instructors. This is to ensure students will not need their devices for any final classroom instructional time. Devices should be charged and on to insure their functionality.

Students should still abide by the policies listed in the Student Handbook to keep their device functioning and safe. This includes not installing any software that will damage the device, as this may render it unusable. Devices should be kept in a safe place inside the home if not being used. For devices and accompanying accessories that are lost, damaged, or stolen fees will be assessed the following school year.

### **Student Appointment Policy**

In the event a student needs to make contact with the technology department an appointment should be made by the student when applicable. Our department makes every effort to maintain open hours in the event of emergencies, however only those with appointments are assured to be seen. Office hours for students will be posted, students will only be seen during these hours. If an appointment is needed outside this scope, students will need to notify our 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 (*2023-2024 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 issue, and cost.
- Families indicating that a device has been stolen will need to file a police report with their local police department, along with submitting a copy of the report to the Bishop Hartley Technology Department.
- Accessories such as chargers and keyboards are issued out in functioning order, therefore families are responsible for the cost of their replacement.

### **Temporary Devices**

In the event a student's device is in the possession of the technology department it will be assessed whether or not the student has an alternative device at home that may act as a supplementary device for the completion of take home assignments. Depending on the amount of work needing to be completed on the student's device a temporary device may be issued for usage at home and school. Alternatively, instructors have a device students may be able to use during instructional time based on need and availability. Students are responsible for checking in on the status of their device's repair. Temporary devices will not be issued forth in the case of failure to adequately charge a device, failure to bring a device to school or in the

event of a lost device unless payment is received. Temporary devices are the responsibility of the student and should be treated in such a way as to not cause any undue damage to the device. Should damage or loss occur regular fees apply.

## Pricing

In an effort to ensure the continued sustainability of our device inventory, pricing has changed to reflect current market valuations.

- **(Damaged) Microsoft Surface Go** \$50.00 for repairing, shipping and set up of new Microsoft Device
- **(Damaged Keyboard) Microsoft Surface Go** \$30.00 as we do not repair or replace keys of this model a new keyboard may be issued upon evaluation
- **(Damaged Screen) Lenovo 100E** \$200.00 for repairing, shipping and set up of new Lenovo Device
- **(Damaged) Lenovo 100E** Damage beyond screen will result in the cost of a new device at market value
- **(Damaged Keyboard) Lenovo 100E** \$30.00 as we do not repair or replace keys of this model a new device may be issued upon evaluation
- **(Damaged Screen) Lenovo 500w** \$200.00 for repairing, shipping and set up of new Lenovo Device
- **(Damaged) Lenovo 500w** Damage beyond screen will result in the cost of a new device at Market Value
- **(Damaged Keyboard) Lenovo 500w** \$30.00 as we do not repair or replace keys of this model a new device may be issued upon evaluation
- **Lost, Stolen or Damaged Chargers** \$20.00 for the cost of a replacement

**PAYMENT**      *In a typical case full payment of any assessed fees would need to be received before any replacements or repairs occur. However, in the event this is not possible a payment plan may be arranged.*

**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.*

- **1<sup>st</sup> Incident:** A student will need to return the notification with student and parent(s)/guardian(s) signature.
- If a device is broken or lost the student is given a letter indicating the next course of action. The letter requires a parent's signature. The student keeps the broken device until the letter and payment are received, at which point a new device is issued and the student is responsible for setting it up.
- **2<sup>nd</sup> 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 devices be placed in a protective case.* Cases for these devices should 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 devices 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 are responsible for bringing 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. Disciplinary action may follow.

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.

## **Classroom Management/Filtering Software and Privacy Policy**

Bishop Hartley provides classroom management software to aid teachers in regulating students’ internet/application usage in the classroom as well as web filtering to help students navigate the internet safely. This software stores monitored student device activity that is collected during monitoring sessions as long as the class or student exists in the program. Depending on the information gathered by the software it may be deemed actionable by Bishop Hartley or law enforcement. Further information is provided by the company and kept on file, available upon request.

## **Bishop Hartley Learning Management Systems**

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

### **Schoology**

Online and cloud-based learning management system that allows students to access class resources, materials, assignment, grades, attendance and connect with teachers. Schoology is a part of the PowerSchool platform. 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.

## Student Access

**Single Sign On (SSO):** For both Schoology 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 Schoology (*classroom.powerschool.com*) by selecting the “Sign In with Microsoft” box. Any student who forgets their password needs to meet with our Systems & Network Coordinator, Mr. Michael Reese to reset the password.

## Learning Management Student Policies and Responsibilities

- Students are expected to check Schoology 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** Schoology (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 *Diocesan 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 Diocesan 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**

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.

**DIGITAL FORM\*\*\*\*\***  
**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  
at \_\_\_\_\_, hereby consent to the release of the following  
personally identifiable information.  
*(Student Name)*  
*(Name of School)*

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**



# 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. All students must be seen by the nurse before going home due to illness.

## Medication

A student who is required to take **medications (both prescription and/or over-the counter)** 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 for any medication that must be given at school. 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 dose 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. Edwards, the school nurse.

## [Administering Medications to Students – Diocesan Policy 7100](#)

## 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 sports physical each year.

Ohio Law requires that students new to a school (*ninth grade and above*) have a physical examination by a physician. Physical examination 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.

## **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 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.

# Columbus Diocesan Admissions Policy

[Admission: Diocesan Policy 5100](#)

[School Attendance Areas: Diocesan Policy 5103](#)

[High School Waivers: Diocesan Policy 5104](#)

## 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.

## Application Procedures

### 8<sup>th</sup> Grade Students in Bishop Hartley Partner Schools

**Opening Application Date: October 17, 2023**

1. Families complete the on-line application;
2. Families submit a non-refundable application fee of \$150.00;
3. Families must submit the student's final 7<sup>th</sup>, most recent 8<sup>th</sup> 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.

### 8<sup>th</sup> 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 \$150.00;
4. provide a copy of the student's most recent 8<sup>th</sup> grade report card, final 7<sup>th</sup> 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 9<sup>th</sup> Grade Students**

All students in 8<sup>th</sup> 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.

Based on these test results and supporting documents from a student's application, Bishop Hartley may require students to complete summer programming to set them up for success.

### **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.

## 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.

# OPERATION POLICIES

## School Day Policies

### Morning and Afternoon Announcements:

Students are required to listen to morning (at the end of 3rd period) and afternoon (end of 7th period) announcements for important school updates and procedures.

During morning announcements students are required to stand and act reverently during the morning prayer and the Pledge of Allegiance.

Any student not abiding by these expectations can be written up for disrespect.

### Hallway Policy

Any student in the hallway during class time must have a hall pass. Any student without a hall pass will be considered tardy or truant.

A student is permitted to have two hall passes in each class per quarter. The goal of this policy is to maximize students academic time in the classroom and mentor group and minimize disruptions to the learning environment.

### Schedule

Bishop Hartley school day has seven class periods plus a mentor group

## School Communications

Bishop Hartley High School utilizes the following modes of communication to keep students and families informed and engaged.

### The Weekly Herald

- Emailed via Constant Contact every Friday or the last day of the week
- Contains school events ,school happenings and the most current information about schedule and academics
- This is the school's primary sources of communication each week
- Each family should be reviewing this information weekly

### School Messenger

- Email, Phone Message and Text Message (SMS)
- Used to message school closures, emergencies, important upcoming events, and last minute reminders
- Text Messaging (SMS) requires opt-in to this service. A special messaging will be sent out at the beginning of the year to opt-in or out of the service.
- Phone Messages will come via a robocall with the phone ID labeled as Bishop Hartley. Any message sent via phone is also sent via email.

### Outlook Email ([bishophartley.org](http://bishophartley.org))

- Each student, faculty and staff are assigned a bishophartley.org email.
- This emailed is used for internal student to student and faculty to student communications and it is used for parent to faculty communication.

- Students are responsible for checking this email daily during the school year as important school information and announcements are communicated through this platform

### **School Phones**

- Each faculty and staff has a school based extension to receive phone calls
- Phone calls are designed for detailed and longer conversations
- Faculty extensions are sent straight to voicemail from 8 am – 3:20 pm on school days.

### **School Website: <https://www.bishop-hartley.org/>**

- The school website contains vital information for the Bishop Hartley community including current families, prospective families and alumni families.
- The student handbook can be accessed via the “Parents” and “Students” dropdown menus at the top of page.

### **Social Media**

- The school social media accounts are used to communicate and share school events, announcements and highlight students, faculty and staff.
- All Athletics Teams operate an Instagram account. These accounts can be found on the athletics portion of the website at <https://www.hartleyathletics.org/social-media>
- The school social media platforms include the following:
  - **Instagram:** [bishophartleyhighschool](#)
  - **YouTube:** [Bishop Hartley High School](#)
  - **Facebook:** Bishop Hartley High School

### **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, Vice Principals, 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 Safety and Security Office.
3. A car must be locked. If the car tag is lost or stolen, report to our Safety and Security 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 the Safety and Security 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 After School Detention.

### **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.

### **Criminal Background Checks and “Protecting God’s Children”**

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 5106 Admission – Child Custody](#)

[Diocesan Policy 5210 Child Custody Issues](#)

[Diocesan Policy 5220 Contact with Students During School Hours](#)

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 are no reasonable expectations of privacy and shall not include locker rooms. Safety and Security and Administration shall be responsible for the management, audit and use of electronic surveillance.

### **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.

### **Insurance**

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

### **Lockers**

#### **[Diocesan Policy 5500 Searches of Students and Schools](#)**

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. Under no circumstances are students to 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 lunch occurs during three separate time slots of 28 minutes each during 5th period. Students will eat during 5a, 5b, or 5c. The school operates its own independent lunch program based in conjunction with the United States Department of Agriculture: Food and Nutrition Services. Thus, the school must abide by certain policies and procedures for main line hot lunch and salad bar offerings.

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.

Free and Reduced-Lunch is offered based on family need. Using the following link to review requirements and application [Food Services Page](#)

Below are detailed policies and information regarding school lunch:

Offerings:

- Main Line Hot Lunch. Price is \$5.00. Menu is posted monthly on [website](#)
- Salad Bar. Price is \$5.00 per trip. Variety of fresh fruits, vegetables and grains
- A La Carte. Prices posted daily. Options vary daily.

Special Notes:

- A La Carte is student choice and must be purchased per item. Items are not unlimited and based on stock and inventory
- Students who do not have a lunch on a given day will be fed via the main line or salad bar

### **Line-Jumping**

Line Jumping or ditching at lunch is considered disrespectful and is covered in our student code of conduct. Students are not permitted to save spots or move up in line next to friends at the salad bar, a la carte, or main lines. Multiple infractions will result in increased discipline measures.

### **IOU Policy**

- The cafeteria will allow an IOU up to \$5.00. The cafeteria will not allow any further purchasing on the a la carte line 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 the Director of Food Services, Mrs. Jahahn, and the student.
- Accounts may not go into the negative for a la carte items after May 1<sup>st</sup>.
- Students may not have another student purchase from a la carte for them if they are in the negative. Infractions will be reported to the Dean of Students.

### **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 rooms, cafeteria kitchen, storage rooms, school office, copier room, Teacher lounge and mail room.

## **School Crisis Management Plan**

Bishop Hartley 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**

### **Use of Name: Diocesan Policy 1060**

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.

## **Telephone/Messages**

A telephone in the Main Office is available with permission from the school receptionist 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.

## **Visitors**

### **Contact with Students During School Hours: Diocesan Policy 5220**

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.

**Diocesan Policies:** All diocesan policies can be found on the Office of Catholic Schools Policy Page linked below.

[Office of Catholic Schools Policies](#)

[1000 Series – School and Community](#)

[5000 Series - Students](#)

[7000 Series: Health and Wellness](#)

Attendance

Bullying and Cyberbullying

Child Custody Issues

Discipline Policy

Dispensing Medication

Dug and substance abuse

Feeder School Areas

Harassment

Parent Communication System

Pregnancy Policy

Reporting Sexual Abuse

School Violence

Social Media Policy

Suspension and Expulsion Policies

Use of Name/Branding Policy

Visitors

Bishop Hartley reserves the right to update the Student Handbook at any time when new situations require updates to be made. In the event that an update to the Student Handbook is required during the current school year, students, parents, and faculty and staff will be notified.

We ask all students and parents/guardians to read the Student Handbook every year and confirm their agreement to it by completing the student handbook form every year (insert hyperlink to form or site where parent can complete this). In the event that updates are made during the school year, a student and/or parent or guardian's initial completion of the student handbook form will be considered an automatic agreement to uphold and abide by any updates without the need to re-submit the student handbook form.

Note: A student and/or parent or guardian's failure to complete the student handbook form will be considered an expression of a student and/or parent or guardian's automatic agreement to uphold and abide by the student handbook and any updates that occur during the school year.

# 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, 2021

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.