



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

**SJCC Campus
Parent & Student
Handbook
2025-2026**

Mission Statement

*"To reach and teach each student to bring them closer to
Jesus Christ, empowering them to positively impact society."*

Sacred Heart
500 Smith Rd.
Fremont, OH 43420
419-332-7102

St. Joseph Central Catholic
702 Croghan Street
Fremont, Ohio 43420
419-332-9947

TABLE OF CONTENTS

Non-Discrimination Statement	4
Parent's Role in Education	4
Buckley Amendment	5
Mandatory Reporting	5
Gender-Related Matters	6
Enrollment & Tuition Policy	7
Access to Educational Data	7
Catholic Culture	8
Sacramental Preparation	9
Service Hours	9
Technology & Chromebook Policy	10
PowerSchool	12
Health Services	13
BHCS Counselors	15
Arrival & Dismissal	15
Attendance Policy	15
School Visitors	20
Cafeteria & Open Lunch	20
SJJHA/SJCC Academic Guidelines	21
Grade Point Average and Rank	21
Graduation Requirements	21
Semester Grades	21
Earning Credits	22
Class Drop Policy	22
Semester Exams	22
Exam Exemption Policy	23
Incomplete Grades	23
SJJHA Promotion, Retention, & Placement	23
Senior Project Policy	24
CCP	24
Vanguard Tech Center	
25	
Flex Credit	25
IEP Progress Reports	25
SJCC Honors (6-12)	25
Academic Letters (9-12)	26
Honors Cords	26
Valedictorian & Salutatorian	26
Role of Homework	26

Study Hall	26
Cheating & Plagiarism	27
Artificial Intelligence (AI) Policy	27
Schoolwide Testing	28
Conferences & Appointments with Teachers	29
Eligibility	29
Homeschool Student Eligibility	30
BHCS Dress Code Expectations	31
Junior High Academy Uniform	32
SJCC High School Uniform	33
Dress Code Policy - All SJJHA/SJCC	34
Dress Code Violation Consequences	36
Personal Electronic Device Policy	36
Personal Electronic Device Violation Consequences	37
Bullying Policy	38
Anti-Gang Policy	38
Right to Free Speech	39
Student Marriage	39
Pregnancy Policy	39
Drug Policy	39
Alcohol, Tobacco & Vaping Policy	40
Firearms & Weapons	41
Search & Seizure Policy	41
Behavior Expectations for All BHCS Students	41
SJJHA & SJCC Disciplinary Procedures	42
Detention	42
Conduct Grades	43
In-School Suspension (ISS)	43
Referrals	43
Behavior Plans	44
Suspension & Expulsion	44
Christian Due Process	44
Withdrawal & Transfer of Records	45
Right to Amend	45

BISHOP HOFFMAN CATHOLIC SCHOOL

KINDERGARTEN – 12th GRADE

NON-DISCRIMINATION STATEMENT

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

PARENT'S ROLE IN EDUCATION

As partners in the educational process at BHCS, we ask parents/guardians to set rules, times, and limits so that your child:

- Gets an appropriate amount of sleep on school nights.
- Arrives at school on time and is picked up on time at the end of the day.
- Is dressed according to the SJJHA/SJCC Dress Code Policy.
- Completes assignments on time.
- Does not use their cell phone during school hours.
- Has lunch money or nutritional sack lunch every day.

Parents/guardians are asked to be responsible for the following:

- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy (these notes are kept for one year).
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example when possible.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.

- To not make negative posts about students, teachers, or the administration online.

At BHCS, we consider it a privilege to work with parents in children's education because we believe parents are the primary educators of their children. **A good example is the strongest teacher. Your personal relationships with God, with each other, and with the Church community will affect the way your child relates to God and others.**

Once you have chosen to partner with us at BHCS, we trust you will be loyal to this commitment. Both parents and teachers must remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.**

Students must take responsibility for grades they have earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

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

BUCKLEY AMENDMENT

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

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

MANDATORY REPORTING OF ABUSE AND NEGLECT

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

The law requires a mandated reporter to make a report if he or she believes a reasonable person also would suspect abuse or neglect given the same circumstances. The reporter does not have to provide proof when making a report of abuse. A report of suspected abuse or neglect should be

made even if the reporter believes it already has been reported. The reporter may have additional information that was not previously reported to the child protective services agency.

DIOCESE OF TOLEDO POLICY ON GENDER-RELATED MATTERS

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

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

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

- Treat all persons with sensitivity, respect, and compassion.
- On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be based on the following:
 - What is the specific request of the adult, student, and/or parent(s)/guardian?

- Is the request in keeping with the teaching of the Catholic Church?
- Is the parish, school, or ecclesiastical organization reasonably able to provide for the request?
- Require that names and pronouns be in accordance with the person's biological sex.
- Maintain names in records according to the person's biological sex.
- Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
- Require that participation on athletic teams and extra-curricular activities be according to biological sex.
- Consult the Office of Marriage and Family Life with extenuating circumstances.

ENROLLMENT & TUITION POLICY

ADMISSION

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

TUITION

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

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

ACCESS TO EDUCATIONAL DATA

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

CATHOLIC CULTURE

RELIGIOUS EDUCATION FOR STUDENTS IN GRADES K-12

Religious education at BHCS supports and assists parents in preparing their children to respond to the presence of God. Through our religious education program, students are enabled to assimilate, grow, and mature in the knowledge, values, and attitudes in which they are called by Jesus Christ and the teaching of the Roman Catholic Church.

All students enrolled at Bishop Hoffman Catholic School, whether they are Catholic or not, are **required to take religion classes and participate in the school's religious education activities.** Our religious education program provides opportunities for students to integrate their learning and living experiences through Catholic doctrine and tradition, Bible study, Catholic Social Teaching, and preparation for the reception of the Sacraments. **Students who are not Catholic are expected to participate respectfully in religious activities to the extent that their own beliefs allow, while always demonstrating reverence for the Catholic Faith.**

School Mass attendance is also part of our Catholic culture. **Mass for the SJCC Campus is on Fridays at 8:00a.m.** Families of students are encouraged to attend Mass with our students at that time. School Mass times may be adjusted or rescheduled occasionally for Holy Days, special events, and days that school is not in session. Please contact the Director of Faith Formation and Discipleship to determine if a scheduled Mass time has been changed.

The School Mass does not replace weekend attendance. Students are expected to attend their parish to fulfill the Lord's Day Eucharist Mass Celebration (Sunday Mass Obligation).

BHCS students are also expected to attend all other Catholic prayer experiences. Examples of these include but are not limited to monthly Adoration, Holy Days of Obligation, Stations of the Cross, meaningful service activities, and other similar Catholic faith-building experiences such as retreats.

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

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

SACRAMENTAL PREPARATION

All BHCS students who will be receiving Sacraments, i.e., Baptism, First Reconciliation, First Communion, and Confirmation, must do so with their home parish.

While we nurture students' spiritual formation and growth through our programs, a student's home parish oversees the Confirmation preparation program and ensures students receive the Sacrament. For more information regarding Confirmation, please contact the Sacramental Coordinator of your home parish, or feel free to ask the Director of Faith Formation and Discipleship for additional information.

SERVICE HOURS

BHCS has made meaningful service a priority for Grades K-12. We expect all BHCS students to participate in meaningful service each year, through their class and school-led activities.

At the high school, the total number of service hours required for graduation equals 40 hours. Students who are enrolled for less than four years at SJCC are required to have ten service hours per each year of attendance (i.e. students enrolled for 1 year need 10 service hours; for 2 years, 20 hours; for 3 years, 30 hours).

SERVICE HOUR FORMS

Service Hour Forms for SJCC students are available digitally and in the Main Office. All service hours completed must be signed by the individual overseeing the volunteer opportunity. No more than two hours can be approved by a student's parent. Students are required to submit this form at the end of each school year. Hours are to be performed per year. For seniors, all service hours must be completed and submitted two weeks prior to graduation. Grade cards, diplomas, and transcripts will be held until all service hours are documented as follows:

- **High School**
 - 9th grade = 10 hours
 - 10th grade = 10 hours
 - 11th grade = 10 hours
 - 12th grade = 10 hours
- **Junior High Academy**
 - 6th grade = 5 hours
 - 7th grade = 5 hours
 - 8th grade = 8 hours (Hours acquired for Confirmation can be included)

TECHNOLOGY & CHROMEBOOK POLICY

TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY & CHROMEBOOK POLICY

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

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

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

The BHCS Chromebook Program Handbook is a separate and detailed explanation about the 1:1 Student-to-Chromebook availability for all BHCS students in grades K – 12. The primary goal of the BHCS Chromebook Program is to engage all students in the academic use of the internet and G Suite applications. All guidelines in the BHCS Chromebook Program Handbook are considered to be an inclusion of the BHCS Student-Parent Handbook.

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

- Files stored on school computers are restricted to school-related assignments only. Personal files may not be stored. It is highly recommended that students use their own flash drives for storage.

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

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

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

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

Students will be allowed to continue accessing their bishop-hoffman.net account for an indeterminate period after they have graduated from or transferred out of the school. Please note that these accounts will eventually be deleted for security purposes, and it is the student's

responsibility to transfer their data to a new Google account. The school will attempt to give fair warning before an account is terminated, as well as instructions on how to transfer data to a new Google account.

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

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

POWERSCHOOL

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

HEALTH SERVICES

SCHOOL NURSE

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

IMMUNIZATIONS

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

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

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

MEDICATIONS (Prescription and Over-the-Counter)

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

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

*A student in possession of any medication (prescribed or over the counter) is strictly prohibited.

**A student may carry their own inhaler once the required paperwork (physician's order, parent's release form) has been received.

CARE OF ILLNESS/INJURY

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

If your child is injured or becomes ill at school, a careful assessment will be performed. Depending on the severity of the situation, one of the following appropriate actions will be taken:

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

WHEN TO KEEP YOUR CHILD HOME DUE TO ILLNESS

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

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

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

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

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

Please help us track the spread of illness by reporting the nature of your child's illness, especially communicable diseases such as: Chickenpox, Head Lice, Conjunctivitis (Pink Eye), Fifth Disease, Hand/Foot/Mouth, Impetigo, etc.

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

SCREENING AND EARLY DETECTION

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

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

PUBLIC ANNOUNCEMENT – ASBESTOS

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

BHCS COUNSELORS

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

ARRIVAL & DISMISSAL

SJJHA/SJCC CAMPUS

- Students may enter the building at 7:00a.m.
- Students must be in their classrooms by 7:30a.m. to be considered on time.
- All SJJHA/SJCC students are dismissed at 2:20p.m.

ATTENDANCE POLICY FOR STUDENTS

Students are expected to attend classes regularly and to be on time for all classes. Daily school attendance has a major impact on a student's achievement. Educational research has shown that students who attend school regularly, pay attention to daily lessons, and complete their homework receive higher grades. When a student misses a day of school, he/she misses a day of learning.

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

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

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

- Parents/Guardians who have a student(s) attending the SJJHA/SJCC Campus are to call (419) 332-9947 by 8:00 AM.

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

EXCUSED ABSENCES

The student is required to bring in a handwritten (**no emails will be accepted**) note signed by the parent/guardian the day the student returns from the absence. The note must include the student's first and last name, the dates of the absence, the reason for the absence, and the parent/guardian's signature.

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

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

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

Failure to present a note upon return to school will result in an unexcused absence.

UNEXCUSED ABSENCES

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

HABITUAL TRUANCY AND EXCESSIVELY ABSENT POLICY

Per the Ohio Department of Education, a student is considered "excessively absent" when:

- 30 or more consecutive hours without a legitimate excuse
 - Ex: The child is absent Thursday, Friday, Monday - Wednesday
- 38 or more hours in one school month without a legitimate excuse
- 65 or more hours in one school year without a legitimate excuse

Per the Ohio Department of Education, a student is considered "habitually truant" when:

- 30 or more consecutive hours without a legitimate excuse
 - Ex: The child is absent Thursday, Friday, Monday - Wednesday
- 42 or more hours in one school month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse

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

1. When the student has been absent for 30 hours, the Administration will contact the parent/guardian to ascertain the reason for the absences and what the family is doing to mitigate these absences.
2. If the child is absent for 38 hours in one school month, the school will send a certified letter to the parent/guardian clarifying:
 - a. Attendance Policy
 - b. The date and time of a mandatory meeting with the administration
 - c. Plan jointly developed to address absences/truancies
3. If the child is absent for 65 hours in a school year, a certified letter will be sent clarifying:
 - a. Attendance Policy
 - b. A mandatory meeting with date and time established

- c. Progress on developed plan targeting students' absences/truancies
- d. Discussion to determine if BHCS is the best fit for the student/family

In accordance with the State of Ohio, any student attending SJCC on a state funded scholarship who exceeds 20 unexcused absences will lose their scholarship funding.

ABSENCE MAKE-UP WORK POLICY

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students have the number of school days missed to make up work. For example, if a student misses two days of school, he/she will have two school days (NOT including Saturday and Sunday) upon returning to make up for all the work missed. Students who have had extended absences (over four consecutive days) may, at the discretion of the teacher and Administration, have additional time to complete missed assignments. If a student fails to make up missed work within the outlined or arranged time, he/she will receive a "0" for that work.

ABSENCE DUE TO EXTENDED TRAVEL

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

Students must ask teachers for work they will miss due to the extended absence. Because of the possibility of a change in teacher plans, teachers *are not required* to provide schoolwork before the student takes the personal convenience absence. By the end of the first day that the student returns to class, he/she must have made arrangements for taking any missed tests or completing any missed assignments. All incomplete work must be made up within five school class days of the student's return, or he/she will receive a "0" for that work.

It is the responsibility of the parent(s)/guardian(s) to inform each teacher of the planned absence, and it is the responsibility of the parent/guardian and student to get the required assignments when the student returns to class. The form for personal convenience absence is available in the school office.

STUDENT TARDINESS

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

SJCC SCHOOL TARDY POLICY:

- Three unexcused tardies to school in a semester will result in a phone call to the parent/guardians.
- Five unexcused tardies to school in a semester will result in a detention, and students will be issued a detention for each additional unexcused tardy in that semester.
- Six unexcused tardies to school in a semester will result in a meeting with the student and Administration.
- Seven unexcused tardies to school in a semester requires a mandatory meeting between student, parent/guardian, and Administration.
- Excessive tardies accumulated throughout the entire school year, not only in the semester, may result in further disciplinary action per Administration.

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

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

SJJHA/ SJCC LATE TO CLASS POLICY:

Each teacher will take attendance when the bell rings for class. If a student is late to class without a pink slip, they will be issued a detention.

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

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

ENTERING AND LEAVING SCHOOL DURING THE SCHOOL DAY

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

SCHOOL VISITORS

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

CAFETERIA LUNCHES

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

SJCC OPEN LUNCH

Senior students are given Open Lunch privileges for one hour on an assigned date approximately once a month. On days when there is a scheduled Open Lunch for students in grades 9-11, they will need written parent permission (Pink Slip in Office).

Students are to report to their scheduled class by the end of the hour or they will be subject to the teacher's late policy and any associated consequence, including loss of Open Lunch privilege.

SJJHA AND SJCC ACADEMIC GUIDELINES

GRADE POINT AVERAGE AND RANK

Grade point average shall include all graded subjects. Weighted courses for grades 9 – 12 receive 12.5% weight to G.P.A. A list of weighted courses is available through the School Counselor. *GPA earned is identified in parenthesis (General GPA first/Weighted GPA second).*

100 – 98 A+ (4.3/4.8375)	97 – 93 A (4.0/4.5)	92 – 90 A- (3.7/4.1625)
89 – 87 B+ (3.3/3.7125)	86 – 83 B (3.0/3.375)	82 – 80 B- (2.7/3.0375)
79 – 77 C+ (2.3/2.5875)	76 – 73 C (2.0/2.25)	71 – 70 C- (1.7/1.9125)

69 – 67 D+ (1.3/1.4625)

66 – 63 D (1.0/1.125)

62 – 60 D- (0.7/0.7875)

59 Below F (0.00/0.00)

*GPA's are not rounded up, i.e., a 3.846 is not rounded up to a 3.85.

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

GRADUATION REQUIREMENTS

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

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

Students must be enrolled in seven academic classes each year. Colleges consider two years of a foreign language as the minimum preparation for college admission. Four years is considered strong preparation. More detailed information is shared in the course selection handbook from the School Counselor.

SEMESTER GRADES

Semester grades are weighted in the following manner:

40% = the first/third quarter

40% = the second/fourth quarter

20% = the semester exam

For full-year courses, the first and second semester grades are averaged for a yearly grade.

EARNING CREDITS

Full credit is awarded for a course if a student earns a passing grade for both semesters or fails the first semester but passes the second semester **if** the average of the two semester grades is passing. In the case where the student passes the first semester and fails the second semester, ½ credit is awarded for the course.

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

CLASS DROP POLICY

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

COURSE RETAKES

Students who wish to retake a class at SJCC may do so with parent/guardian and teacher’s approval. The original grade received and the higher retake grade will both appear on the student’s official transcript. There are no replacement grades as both grades are factored into cumulative GPA.

SEMESTER EXAMS

Semester exams are required and may be cumulative or summative at the teacher’s discretion. Failure to take an exam will result in a 0 score for the exam. If absence on an exam day is due to illness, it is the student’s responsibility to make arrangements with the teacher to make up the exam as soon as possible. Students are required to be in the building only for their scheduled exam times.

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

EXAM EXEMPTION POLICY

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

Students who receive a passing score on the Ohio State Test for a course in the same academic year may be exempt from taking that course’s final exam. This exemption applies only to the corresponding course and testing year.

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

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

INCOMPLETE GRADES

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

SJJHA PROMOTION – RETENTION – PLACEMENT

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

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

Junior High Teachers along with Administration will make the decision about a student's progress and determine if the student is ready for promotion to the next grade. Parents/Guardians will be notified by the end of the third quarter to arrange a meeting to discuss their recommendations. Parents/Guardians will have a voice in their student's educational pathway, but the final decision is that of the Teachers and Administration.

SENIOR PROJECT POLICY

Each student will complete a Senior Project in the SJCC English 4 or Advanced English 4 class. This project and course are required to be completed in order to graduate and earn the St. Joseph Central Catholic diploma.

Senior Project is designed to be a cumulative evaluation of the student's ability to design, articulate, and present a project centered around their chosen future career field of work. It is a self-directed and independent project led by the Senior English teacher.

Overall, this project's goal is for students to become lifelong learners, caring citizens, and to be leaders in their chosen path. Due to the nature of the Senior Project assignments, failure to complete the project will result in a failing grade, and therefore not earning the English 4 credit which is required to graduate and earn the SJCC diploma.

COLLEGE CREDIT PLUS (CCP)

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

All College Credit Plus (CCP) classes will be included in a student's high school GPA and class rank. CCP course GPA weighting is determined on a course-by-course basis. The incentive for taking advanced courses on the SJCC Campus and/or CCP courses is provided in the form of weighted grade point averages (12.5% of earned GPA).

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

Requirements are (but not limited to):

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

VANGUARD TECH CENTER

In partnership with Vanguard Technical Center, students have the opportunity to participate in courses which provide education in a focused skilled trade area. There is an application process for interested students during sophomore year. Students then attend half-day programs at Vanguard during junior and senior years. For more information, please contact the School Counselor.

FLEX CREDIT PROGRAM

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

Procedures to receive approval are outlined as follows:

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

IEP PROGRESS REPORTS

BHCS is dedicated to providing support for students with Individualized Education Programs (IEPs). To ensure ongoing communication and transparency, progress reports will be issued on a quarterly basis for students with IEPs. The reports will outline the individualised goals and objectives for each student. The reports will detail the progress made during the preceding quarter, with information on achievements as well as identification of areas that may require additional support and or recommendations for modifications to the IEP to support the student's continued growth.

SJCC HONORS (6-12)

1st Honors

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

2nd Honors

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

ACADEMIC LETTERS (9 – 12)

A student who receives 1st or 2nd Honors for both semesters of a school year will receive an Academic Letter to wear on his/her letter jacket.

Each successive year on the Honor Roll, the student will receive a pin to add to the letter. A star is awarded for those with first honors for both semesters and a bar to those with a combination of

first and second honors or second honors for both semesters. For academic honors, total GPA includes CCP courses.

HONORS CORDS

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

National Honor Society members who have maintained a cumulative 3.85 GPA at the end of fourth quarter senior year will wear a gold honor cord as well.

*Reminder that GPA's are not rounded up, i.e., a 3.846 is not rounded up to a 3.85.

VALEDICTORIAN & SALUTATORIAN

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

- Valedictorian will be the student who has earned the highest cumulative GPA.
- Salutatorian will be the student who is ranked second in cumulative GPA.

ROLE OF HOMEWORK

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

STUDY HALL

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

CHEATING & PLAGIARISM

As a Catholic school, we expect our students to uphold the highest standards of honesty and integrity. We will not tolerate cheating in any form. This includes cheating on tests and quizzes, plagiarizing, copying work, or providing work to another student to copy, whether in or out of

class. Cheating will result in an ‘Office Referral’ and loss of credit or lower score in the class. Parents will be notified and made aware of the incident and punishment.

Cheating includes, but is not limited to:

Any unauthorized assistance on assignments, tests, or projects such as copying from another student, using notes or electronic devices without permission, fraudulently using instructional materials and supplementary aids, and any other intentional misrepresentation or deception used to gain academic credit. This also includes plagiarism by submitting work that is not your own, including the work of another student, information copied from online, and the unauthorized use of Artificial Intelligence (AI).

ARTIFICIAL INTELLIGENCE (AI) POLICY

As a Catholic school, we uphold the dignity of the human person in all aspects of education. Technology, including Artificial Intelligence (AI), is to be used in ways that respect and enhance the human experience, never diminishing the value of personal effort, authentic relationships, or moral development.

The following guidelines have been established regarding the use of AI at Bishop Hoffman Catholic Schools:

- Students are strictly prohibited from using AI tools or platforms in the classroom or for any school work unless they have received explicit permission from their teacher.
- When permitted, AI may only be used as directed by the teacher and must not be used to complete assignments, tests, or projects dishonestly.
- AI used to cheat, plagiarize, or misrepresent one’s own work is strictly prohibited and considered academic dishonesty.
- All student use of AI must align with Catholic values and the school’s code of conduct.
- Students must never share personal or sensitive information with AI tools or platforms.
- AI may not be used to generate or share inappropriate, harmful, or offensive content.
- Teachers and staff may use AI tools to enhance instruction, develop resources, and create a better educational environment for students, but they will always prioritize the well-being and dignity of students and will never replace the essential human connection central to Catholic education.

- The school is committed to protecting student data and privacy in accordance with legal requirements and Catholic teaching on the dignity and safety of every person.

Any misuse of AI, including academic dishonesty or violation of privacy, will result in disciplinary action as outlined in the Teacher's syllabus or at the discretion of Administration in the form of an Office Referral. Consequences may include but are not limited to loss of credit for the assignment, a parent-teacher conference, detention, and/or suspension. Repeated plagiarism offenses may put students at risk of expulsion.

SCHOOLWIDE TESTING

The following tests are in addition to those developed by teachers to monitor student progress and to evaluate areas in need of remediation. These tests are administered in accordance with the Diocese of Toledo and the State of Ohio.

SJJHA TESTING (6-8)

Students in Junior High participate in MAP Testing. MAP is an acronym for Measures of Academic Progress and was developed by the Northwest Evaluation Association. MAP is a computerized standardized assessment that students in grades 6-8 will take approximately three times per year (Fall, Winter, and Spring).

SJCC TESTING (9-12)

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

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

CONFERENCES AND APPOINTMENTS WITH TEACHERS

BHCS expects parent/guardian involvement in their student's education. Each campus will announce the scheduled dates and times for parent-teacher conferences at the beginning of the school year.

- In grades 6–8 conferences will be mandatory for every student. If a parent fails to attend a conference, the student's next report card will be held until a conference has occurred.
- Conferences are highly encouraged for any student in grades 9 – 12. Parents of students receiving a D or an F grade(s) **must** schedule a conference with their child's teacher in that class. The student is required to attend and lead the conference.

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

SJCC ELIGIBILITY

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

HIGH SCHOOL

- Student/Athlete has at least a 1.5 GPA
- Student/Athlete is passing FIVE one credit courses.
- Student/Athlete is passing Religion.

JUNIOR HIGH

- Student/Athlete is passing at least four of the classes taken during the quarter.
- Student/Athlete is passing Religion.

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

INCOMING 9TH GRADERS:

Student/Athlete must have earned passing grades in a minimum of four courses in their final grading period of grade 8 in order to be eligible during their first grading period of 9th grade.

ALL STUDENT/ATHLETES:

Student athletes are responsible for maintaining their eligibility. If a student/athlete is receiving a D or below in any class, the following must be completed:

- The student must have the teacher of the course(s) complete a progress report to be submitted to the Eligibility Officer by the end of the week.
- If the student/athlete is not meeting eligibility requirements, he/she will be on probation and is allowed one week to correct their grades or they become ineligible.
- If the student does not take accountability by submitting the progress report, they will not be considered eligible until the progress report is turned in.

Also, Students/Athletes who have received 2 or more detentions in a rolling 3 week period will not be considered eligible until one detention drops off.

*These policies can be reconsidered if the absence of that player forces the team to forfeit a game based upon team size or at the discretion of administration.

ADDITIONAL CONSIDERATIONS:

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

HOMESCHOOL STUDENT ELIGIBILITY

BHCS welcomes homeschool students who wish to enrich their educational experience by participating in our school's athletic and extracurricular programs. We are committed to providing a positive and inclusive environment, while ensuring fairness and consistency for all participants. Participation in school-sponsored athletics and extracurriculars by homeschool students is governed by both the Ohio High School Athletic Association (OHSAA) and our non-public school's policies.

To be eligible to participate in athletics or extracurriculars, homeschool students must meet the following criteria:

- Students must be homeschooled exclusively by their parent(s) or legal guardian(s) in accordance with Ohio state homeschooling laws. Students enrolled in any other school—including but not limited to online schools, virtual academies, or alternative educational institutions—are not eligible to participate in our athletics or extracurricular programs.
- All homeschool students wishing to participate are required to enroll in and attend in person our on-campus Religion class.

All paperwork and Homeschool Student/Parent Contracts will be completed through the Enrollment Coordinator, School Counselor, and Athletic Director.

We recognize and appreciate the contributions that homeschooled students make to the SJCC community. Homeschooled students are encouraged to participate with their classmates in class retreats and in any service projects or activities.

BHCS DRESS CODE EXPECTATIONS

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

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

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

JUNIOR HIGH ACADEMY UNIFORM

SHIRTS – GIRLS & BOYS

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

PANTS- GIRLS & BOYS

- Khaki dress pants. No corduroy.
- Belts are required (brown or black) for pants with belt loops.
- No cargo, baggy, hip huggers, leggings, joggers, wide leg, or bell bottom pants.
- Pants must be worn at the waist.

SKIRTS/SHORTS- GIRLS & BOYS

- Khaki shorts or skirts - must be no more than 4 inches above the knee.
- Shorts are only permitted through October 31st and after April 1st.
- Skirts and shorts may not be rolled at the waist.
- No cargo or knit shorts.
- Skirts must be no more than 4 inches above the knee..
- Girls are encouraged to wear bike shorts hidden underneath skirts and permitted to wear leggings (not flared) that are solid color (black, white, gray) with skirts.

COLD WEATHER ATTIRE

- Only BHCS/SJCC red quarter-zips purchased from The Uniform Shoppe or Fremont Athletic Supply may be worn with a white T-shirt underneath when weather appropriate.
- Red, White or Navy-Blue cardigan sweaters with uniform shirt.
- No hoods or hooded sweatshirts allowed.

SHOES/SOCKS

- Shoes must be closed-toe and in a neutral color (black, white, grey, or brown) with only red accents permitted. Athletic shoes are acceptable as long as the overall look is professional and would be appropriate in a workplace setting.
- No open-toe, platform shoes, high tops, fashion boots, sandals, crocs, flip-flops, or slippers.
- Shoes must not be distracting by color, style, logo, or language.
- Pants must not be tucked into shoes.
- Socks are required, but no over the knee socks are permitted.
- Neutral colored socks (white, black, grey, brown, navy) are encouraged.

SJCC HIGH SCHOOL UNIFORM

BLAZERS

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

BUTTONS/PINS

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

COLD WEATHER ATTIRE

- Only BHCS/SJCC school quarter-zips purchased from The Uniform Shoppe or Fremont Athletic Supply may be worn when weather appropriate.
 - A white blouse must be worn underneath.
 - A tie **MUST** be worn underneath for gentlemen.
- **The school blazer must be worn over the sweater/quarter-zip.**
- No hoods or hooded sweatshirts allowed.

PANTS/SKIRTS - LADIES (9-12)

- Traditional gray dress slacks or uniform skirts are to be worn. Pants must be worn at the natural waistline with a brown, black, or gray belt.
- Pants must be hemmed and may not be form fitting, dragging on the ground, or above the ankles.
- Skirts must be no more than 4 inches above the knee and may not be rolled at the waist.
- Girls are encouraged to wear bike shorts hidden underneath skirts and permitted to wear leggings (not flared) that are solid color (black, white, gray) with skirts.

BLOUSES - LADIES (9-12)

- Solid white collared blouses must be worn at all times under blazers and sweaters/quarter-zips.
- Blouses cannot have ruffles, embroidery, color, logos, or designs.
- Only the top button of the blouse may be open.
- Only white/nude color undergarments can be worn under the blouse.
- Blouses are to be tucked securely into the pants/skirts and secured with a belt (if belt loops are present).

PANTS - GENTLEMEN (9-12)

- Traditional gray dress slacks are to be worn. No corduroy.
- Pants must be worn at the natural waistline with a brown, black or gray belt.

- Pants must be hemmed and may not be form fitting, dragging on the ground, or above the ankles.
- Shorts are not permitted.

DRESS SHIRTS/TIES - GENTLEMEN (9-12)

- Solid white collared dress shirts are to be worn at all times under blazers and sweaters/quarter-zips.
- Dress shirts cannot have embroidery, color, logos, or designs.
- Only plain white T-shirts are allowed to be worn under the dress shirt.
- Any color tie may be worn as long as the tie is not inappropriate.
- The knot of the tie must cover the top shirt button, but the top button may be unbuttoned.

SHOES/SOCKS

- Shoes must be closed-toe and in a neutral color (black, white, grey, or brown) with only red accents permitted. Athletic shoes are acceptable as long as the overall look is professional and would be appropriate in a workplace setting.
- No open-toe, platform shoes, high tops, fashion boots, sandals, crocs, flip-flops, or slippers.
- Shoes must not be distracting by color, style, logo, or language.
- Pants must not be tucked into shoes.
- Socks are required, but no over the knee socks are permitted.
- Neutral colored socks (white, black, grey, brown, navy) are encouraged.

DRESS CODE POLICY - ALL SJJHA/SJCC

APPEARANCE FOR GIRLS/LADIES

- Must be well-groomed.
- No carved hair, shaved hair, or punked hair (including mohawks).
- Hair with unnatural colors is not permitted.
- No colored/sparkled hair extensions/clip-ins.
- Any hairstyle unacceptable to the Administration will not be permitted.
- Jewelry must be tasteful and not to the excess.
- Ear piercings are allowed.
- Tongue piercing, facial piercings, visible body piercings, or gauges are not permitted.
- Hats, suspenders, handkerchiefs, bandanas, or chain wallets are not permitted.
- Tattoos and brands must be covered completely and NOT visible.

APPEARANCE FOR BOYS/GENTLEMEN

- Must be well-groomed.
- Sideburns are not to extend below the earlobes.
- No facial hair is allowed.

- The hair should not fall below the eyebrows or touch the jacket collar in the back.
- Hair that obscures the face and eyes is not permitted.
- No carved hair or punk hairstyles (including mohawks).
- Any hairstyle unacceptable to the Administration will not be permitted.
- No earrings (including studs).
- Tongue piercing, facial piercings, visible body piercings, or gauges are not permitted.
- Nail polish and make-up are not permitted for boys/gentlemen.
- Hats, suspenders, handkerchiefs, bandanas, or chain wallets are not permitted.
- Tattoos and brands must be covered completely and NOT visible.

NON-UNIFORM DAYS

- Hooded sweatshirts can be worn on designated dress down days, but they are **NOT permitted to be worn during Mass.** Hoodies must be able to be taken off when entering Church.
- Skirts, shorts, dresses, sweatpants and jeans are permitted but must be no more than 4 inches above the knee.
- Jeans must be in good condition - no torn/ripped jeans are permitted.
- Yoga pants and leggings are permitted if the top/shirt completely covers the backside.
- No running shorts of any kind - all shorts must be no more than 4 inches above the knee.
- No spaghetti strap, tube tops, or crop tops with midriff showing.
- Pajama pants are NOT permitted unless it is a themed Spirit Day.
- No offensive language or graphics (including but not limited to the promotion of drugs and alcohol).
- No open-toe shoes, flip flops, or sandals (exceptions for girls on Dress-Up days).

TEAM/HOUSE SPIRIT DAY

- Students may wear their Game Day Spirit Wear (only during their current sport/extracurricular season), House Shirt, Elite 3 Shirt or Spirit Shirt **on Tuesdays.**
 - Prior to the season, the coach/director/advisor will determine which shirt will be worn every Tuesday during your season/club.
 - Shirts must all be of the same type for each team member.
 - Shirts must be tucked-in to the uniform pants or skirt and secured with a belt.
- For the 2025-26 school year, high school students are permitted to wear their Class Spirit shirts **only on days when there is a scheduled schoolwide Pep Rally.**
 - Shirts must be tucked-in to the uniform pants or skirt and secured with a belt.

DRESS CODE VIOLATION CONSEQUENCES:

If a student is violating the uniform policy, they will be sent to the office. Administration reserves the right to contact home requesting the parent bring in the correct uniform item or to address a student's appearance at any time.

Upon the third and any following offense, the student will be given detention by Administration. If a student consistently refuses to adhere to dress code, there will be a meeting with the parent/guardian.

If there are more than three instances of a student sent to the office for the length of skirts/shorts, the student will be required to wear uniform pants the remainder of the school year

PERSONAL ELECTRONIC DEVICE POLICY

***adopted from Ohio's Cell Phones in School's Model Policy**

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, Bishop Hoffman Catholic School has determined the use of cell phones and smart watches by students during school hours should be limited.

The objective of this policy is to strengthen student focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

DEVICES COVERED BY THE POLICY

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

This policy applies to all students in grades 6 - 12.

RESEARCH

Research shows that student use of cell phones and smart watches in schools has negative effects on student performance and mental health. These devices distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

USAGE

Students are prohibited from using cell phones from 7:30am to 2:20pm.

Administration reserves the right to implement strategies and policies to effectively limit cell phone usage during the school day and will communicate these implementations with students and parents/guardians.

EXCEPTIONS

The following are exceptions to the cell phone policy, and additional exceptions may be granted at the discretion of the Administration:

- Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.
- A student may use a cell phone to monitor or address a health concern.

PERSONAL ELECTRONIC DEVICE VIOLATION CONSEQUENCES

If a student violates this policy, the Teacher and Administrator shall take the following progressively disciplinary measures:

- First Occurrence - Student turns off phone and gives it to the teacher. The phone will remain with the teacher for the student to pick up at dismissal. A written warning is documented by the teacher and sent to parent/guardians and administration.
- Second Occurrence - Phone will be turned off and given to the teacher who will take it to the office. Detention is issued. Parent/guardian must pick up the phone in the office and conference with the administration.
- Third Occurrence - Phone will be turned off and given to the teacher who will take it to the office. Detention is issued. Parent/guardian must pick up the phone in the office and parent/guardian will be notified that the student will be required to drop off and pick up their cell phone in the main office for the remainder of the school year.

BULLYING POLICY

Bishop Hoffman Catholic School will not permit or condone harassment, sexual harassment, intimidation, or bullying. Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits towards another particular student or group of students more than once and the behavior both causes mental or

physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to such behaviors as stalking, exclusion, bullying, intimidating, menacing, coercion, name calling, taunting, making threats, hazing and electronically transmitted acts (Internet, email, cellular telephone, etc.).

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

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

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

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

ANTI-GANG POLICY

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

RIGHT TO FREE SPEECH

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

STUDENT MARRIAGE

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

PREGNANCY POLICY

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

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

DRUG POLICY

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

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

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

ALCOHOL, TOBACCO AND VAPING POLICY

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

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

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

VAPING SENSOR

When/if a student is vaping and/or tampering with the sensor, administration will be alerted. Once alerted, cameras will be viewed to see who left the restroom after the alert. The student(s) will be called down to the office which may result in student discipline such as a suspension or expulsion. Whenever a student is seen leaving the restroom after an alert, parents will be notified. The student's locker and their person may be searched and student eligibility to participate in sports or school activities may be impacted. The following may occur if and when a violation occurs:

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

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

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

FIREARMS & WEAPONS

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

SEARCH & SEIZURE

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

BEHAVIOR EXPECTATIONS FOR ALL BHCS STUDENTS

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

BHCS STUDENT EXPECTATIONS ARE:

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

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

SJJHA & SJCC DISCIPLINARY PROCEDURES

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

DETENTION

Detention is held on Tuesday mornings from 7:00-7:30 am and on Thursdays from 2:25-2:55 pm. The dress code of the day is in effect for detention. Being late or failing to attend results in an additional detention. Students may be given tasks to perform around the school campus that are service oriented. Parents are asked to sign the detention slip whether they agree with the detention or not. They may then schedule a conference with the Administration.

DETENTION VIOLATIONS

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

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

CONDUCT GRADES PER QUARTER

0-1 Detention = Grade A

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

IN-SCHOOL SUSPENSION (ISS)

Students who receive 4 detentions in a quarter will earn an In-School Suspension. For each additional 2 detentions in the same quarter, they will serve 2 days of In-School Suspension. Students will be required to complete all assignments and will receive at minimum 50% credit.

REFERRALS

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

REFERRAL VIOLATIONS

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

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

BEHAVIOR PLANS

If a student chronically disobeys the policies outlined in this handbook, they may be placed on a Behavior Plan. Behavior Plans will be created in collaboration with the student, parent/guardian, teacher(s), School Counselor, and Administration.

Administration reserves the right to expel any student prior to establishing a Behavior Plan.

SUSPENSION & EXPULSION

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

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

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

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

WITHDRAWAL & TRANSFER OF RECORDS

WITHDRAWAL PROCESS

Any student who leaves Bishop Hoffman Central Catholic School before the completion of 12th grade is considered a student who has withdrawn. Once parents notify the admissions office that a student is leaving for whatever reason, the process of transfer of student records begins.

The student is responsible to return all BHCS owned property including electronic devices, books, etc. and complete the student check out with the admissions office or school office.

TRANSFER OF STUDENT RECORDS

The transfer of the records of a BHCS student to another school is conditional based upon the successful completion of academic requirements and fulfillment of all obligations. Student records include cumulative academic file, health file, and additional assessments if applicable. Student records are forwarded to the new school once our school receives a request from the new school with the parent's signature declaring that the records may be sent. Bishop Hoffman Catholic School then mails the child's records once the child no longer attends BHCS.

TRANSFER OF RECORDS OF 8th GRADE GRADUATES

Transfer of records is automatic for 8th graders within BHCS registered at St. Joseph Central Catholic High School when all requirements are in place. If the transfer is outside BHCS, a written request from the school is sent to BHCS. From that point all the above policies apply.

RIGHT TO AMEND

BHCS administration reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.