



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

**Sacred Heart Campus
Parent & Student Handbook
2026-2027**

Mission Statement

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

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

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BISHOP HOFFMAN CATHOLIC SCHOOL

KINDERGARTEN – 12th GRADE

NON-DISCRIMINATION STATEMENT

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

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

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

- Treat all persons with sensitivity, respect, and compassion.
- On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - What is the specific request of the adult, student and/or parent(s)/guardian?
 - Is the request in keeping with the teaching of the Catholic Church?
 - Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
 - Require that names and pronouns be in accordance with the person's biological sex.

- Maintain names in records according to the person's biological sex.
- Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
- Require that participation on athletic teams and extra-curricular activities be according to biological sex.
- Consult the Office of Marriage and Family Life with extenuating circumstances.

ENROLLMENT AND TUITION POLICY

ADMISSION

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

Students entering Kindergarten must be five years of age by August 1 of the upcoming school year or present evidence of passing the early entrance examination as required by Fremont City Schools. A request for early entrance must be made in writing to the Sacred Heart Campus Principal. The Head of School, Sacred Heart Campus Principal, and a review team will consider the request and assess the early entrance candidate to determine eligibility for early entrance at BHCS.

TUITION

To obtain the most current tuition 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 *Digital Academy* school management system.

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

****Extended Day services will not be available if you have an outstanding balance.**

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 Sacred Heart Campus is on Thursdays at 9:00a.m. and at the SJCC Campus Mass 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 in grades 6 - 12.** 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 students who will be receiving sacraments, i.e. baptism, first reconciliation, first communion, and confirmation, must do so with their home parish. Please contact the sacramental coordinator of your home parish or feel free to ask the Director of Faith Formation and Discipleship for additional information.

MEANINGFUL SERVICE HOURS

BHCS has made meaningful service a priority for Grades K-5. We expect all BHCS students to participate in meaningful service, each year, through their class and school-led activities. Each BHCS student is expected to perform service hours during his or her tenure.

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 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 – 5. The primary goal of the BHCS Chromebook Program is to engage all students in the academic use of the internet and G Suite applications. All guidelines in the BHCS Chromebook Program Handbook are considered to be an inclusion of the BHCS Student-Parent Handbook.

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

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

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

of technology resources through direct supervision, monitoring internet use history, or various software and hardware tools.

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

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

Publishing photographs, images, or likenesses of students in school publications on the school's website will be beneficial in promoting the school and the students' accomplishments, and in sharing the school's experiences with others. Sources of photos and other likenesses may include

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

AI IN EDUCATION: MODEL POLICY FOR CATHOLIC SCHOOLS

PURPOSE STATEMENT

To support students and educators in the use of artificial intelligence (AI) for educational and operational purposes, Bishop Hoffman Catholic School has created this policy on the use of AI.

Catholic schools embrace technological innovation as a gift of human creativity, itself a reflection of the Creator. Artificial Intelligence (AI) offers opportunities to support learning, increase efficiency, and enhance educational practices. At the same time, the Church teaches that all technological development must be evaluated in light of the dignity of the human person, the pursuit of truth, and the common good.

As Pope Leo XIV teaches in *Magnifica Humanitas*, technology must remain at the service of humanity and never become a substitute for human judgment, freedom, conscience, or relationships. Human beings are created in the image and likeness of God and possess an inherent dignity that no machine can replicate or replace. Therefore, AI shall always be used as a tool that supports authentic human formation rather than diminishes it.

In the Diocese of Toledo and at Bishop Hoffman Catholic School, the use of AI must be guided by the mission of Catholic education: to form saints and scholars who know, love, and serve Jesus Christ. AI should assist educators and students in their ministry, support student learning, and advance the work of Catholic schools while preserving the uniquely human capacities for reason, creativity, moral discernment, and relationship.

All AI implementation within diocesan schools shall be guided by the following principles:

1. **Human Dignity:** The human person must remain at the center of every educational decision. AI may assist but shall never replace the moral responsibility, professional judgment, or relational ministry of educators.
2. **Truth and Wisdom:** Students and educators must critically evaluate AI-generated content and seek truth through reason, evidence, and faith. AI-generated information should never be accepted uncritically.
3. **Human Relationships:** Catholic education is fundamentally relational. AI should strengthen, not weaken, authentic encounters among students, teachers, families, and the broader community.

4. **Formation of the Whole Person:** The purpose of education extends beyond acquiring information. AI should support intellectual growth while fostering virtue, character, spiritual development, creativity, and moral responsibility.
5. **Stewardship and the Common Good:** The use of AI should contribute to the flourishing of individuals and communities. Decisions regarding AI adoption should consider impacts on fairness, accessibility and the common good.

DEFINITIONS

- Artificial intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.¹
- Generative AI: Any internet-based generative artificial intelligence programs that make use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI.²
- AI tool: AI applications, algorithms, or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.³

AI LITERACY

The School recognizes the importance of preparing students and educators for the successful integration of innovative technologies. Accordingly, it is the policy of the School to responsibly integrate AI by building AI literacy for all students and educators, including integration of AI into relevant curriculum, professional learning opportunities, and safe and responsible usage. AI literacy within Catholic schools shall include not only technical understanding but also ethical and moral formation. Students and educators shall learn to evaluate AI through the lenses of Catholic Social Teaching, human dignity, truth, justice, stewardship, and responsible citizenship.

STAKEHOLDER ENGAGEMENT

Pastors, Catholic school leaders, educators, parents, and students should participate in discussions regarding the appropriate use of AI. Ongoing formation opportunities should be provided to help stakeholders understand both the benefits and ethical concerns associated with emerging technologies.

DATA PRIVACY AND SECURITY

The school is committed to protecting the privacy and security of all student and staff data. The adoption and implementation of any AI tool must adhere to existing data privacy and security

¹ [15 U.S. Code § 9401, Sec. 3](#)

² [O.A.C. 3342-3-01.8\(B\)\(15\)](#)

³ Ohio School Boards Association (OSBA), Sample Policy EDEC: Artificial Intelligence

policies that include, but are not limited to, Personally Identifiable Information (PII) and any other relevant state of Ohio and federal laws. AI tools should only access, store, or process data that is necessary, and must do so in a secure, transparent, and ethical manner. AI systems must be vetted to ensure they meet rigorous standards for data encryption, access control, and responsible data use. Users must also follow the terms of service, including appropriate age limits.

PROCUREMENT AND EVALUATION OF AI TOOLS

The adoption of AI-enabled tools should be conducted in accordance with existing procurement policies and in alignment to the [school] core values, goals, and priorities. Selection procedures must ensure that any AI tool must adhere to data privacy and security policies. Evaluation of tools must also address alignment to instructional and operational goals, accessibility, and cost. All third-party vendors providing AI tools must comply with [school] standards, state and federal law for data protection, ethical use, and accessibility.

ETHICAL USE OF AI

The use of AI must respect the God-given dignity of every person. AI systems shall not be used in ways that dehumanize individuals, encourage dependency, diminish personal responsibility, or undermine authentic human relationships.

AI shall never be viewed as a replacement for the vocation of the teacher, whose role includes witness, accompaniment, and formation of students in faith and virtue.

ACCEPTABLE USE

BHCS recognizes that responsible and appropriate uses of AI by students and educators will vary depending on the context, including but not limited to grade level, subject, and/or the nature of the classroom activity or assignment.

Students and educators should use AI in ways that promote learning, creativity, and responsible stewardship of technology. AI may assist with research, planning, drafting, feedback, and instructional support when authorized by educators. Expectations for acceptable student uses should be clearly articulated by educators in alignment with policy and guided by the specific requirements for an assignment or activity. This includes specifying AI use expectations in course syllabi and assignment instructions when relevant. These expectations should clearly articulate the expectations of use, types of relevant assignments where AI use is acceptable, and required format for references.

Educators should consider the impact on learning objectives and assessment of student learning when designing related instruction and classroom activities. No assignment shall require the use of a tool that cannot be provided by the [district/school]. AI tools approved for use should be clearly communicated.

Expectations for educator, staff, and third-party use should align with BHCS priorities. Educator use should be in alignment with the [Licensure Code of Conduct for Ohio's Educators](#). Educators and staff must model appropriate acceptable use practices when using AI tools for instructional and operational uses.

Use of tools that have not been approved by the school is not permitted.

AI should not be used to:

- Replace independent student thinking and learning.
- Circumvent the development of essential academic skills.
- Generate content that conflicts with Catholic teaching or human dignity.
- Create deceptive, harmful, discriminatory, or inappropriate content.
- Substitute for meaningful human interaction, mentorship, or pastoral care.

ACADEMIC INTEGRITY

Academic honesty reflects the Christian virtue of integrity. Students are expected to present work that authentically reflects their own learning and effort. While AI may serve as a tool to support learning, students must acknowledge its use appropriately and may not misrepresent AI-generated content as their own original work.

Educators shall help students develop habits of honesty, responsibility, and intellectual virtue when using AI.

IMPLEMENTATION AND REVIEW

When evaluating any AI tool, Catholic schools should consider:

- Does this tool support authentic learning and human flourishing?
- Does it respect student privacy and dignity?
- Does it strengthen rather than replace human relationships?
- Does it encourage critical thinking rather than passive dependence?
- Does it align with the mission and values of Catholic education?
- Does it contribute to the formation of the whole person—mind, heart, and soul?

The ultimate measure of any AI implementation is not efficiency alone, but whether it advances the mission of Catholic education and contributes to the integral formation of students as disciples of Jesus Christ.

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 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 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) have 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, 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 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, 11, 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 School Office at 419-332-7102.

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 upon a student's achievement. Educational research has shown that students who attend school regularly, and pay attention to daily lessons and complete their homework receive higher grades. When a student misses a day of school, he/she misses a day of learning. Learning is an ongoing process. Lessons proceed in steps. Each set is built on the last and builds toward the next. Each step helps students understand the meaning and progression of their learning and how the skills they are learning relate to major course objectives.

The expectation of the BHCS Administration and Staff is that parents and students place attendance at school as a high priority. 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 till age 18 unless otherwise instructed or excused.

State law in Ohio offers the following definitions of excessive absence and truancy:

Per the Ohio Department of Education, a child is considered excessively absent when the child has missed 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year per the Ohio Department of Education.

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

- Parents/Guardian who have student(s) attending the Sacred Heart Campus are to call (419) 332-7102 by 9:15 AM.

The student is required to bring in a hand-written (**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. Failure to present a note upon return to school will result in an unexcused absence.

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

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 (3 days) 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.

- 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.

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, alarm didn't go off, non-essential appointments: haircut, shopping, staying home to study for a test or complete a project or paper, 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 EXCESSIVE ABSENCE 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.

STUDENT TARDINESS - SACRED HEART CAMPUS

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

- Four unexcused tardies in a quarter will result in a phone call or email to parent/guardian.
- Eight unexcused tardies in a quarter requires a mandatory meeting between parent/guardian and Principal.
- Excessive tardies 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 2 or more hours in the morning or afternoon, this is considered absent for ½ day.

*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.

MAKE-UP WORK POLICY FOR STUDENTS RETURNING FROM ANY ABSENCE

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 days missed to make

up work. For example, if a student misses two days of school, he/she will have two calendar days (including Saturday and Sunday) upon returning to make up for all the work missed. Students that have had extended (over five consecutive days) absences may, at the discretion of the teacher and school administration, have additional time to complete missed assignments. If a student fails to make up missed work within the outlined or arranged time (in the case of an extended absence), he/she will receive a “0” for that work, no exceptions. Parents/guardians or students are strongly encouraged to get missed assignments when an absence occurs so that they can return to school as up-to-date as possible.

Upon a student’s return, they are expected to participate and complete current lessons, activities, homework and tests unless other arrangements have been made between parents/teachers.

ABSENCE DUE TO EXTENDED TRAVEL

Students may petition the principal 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 the building Principal. **Please be aware that extended travel time counts against the child’s unexcused absences per school attendance policies.**

Because of the possibility of a change in teacher plans, schoolwork will not be provided before the student takes the personal convenience absence. By the end of the second day that the student returns to class, he/she must have made arrangements for taking any missed tests or completing any missed assignments. **Teachers are not required to give make-up tests or assignments for absences due to vacations.** All incomplete work must be made-up within five class days of the student’s return.

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

ENTERING AND LEAVING SCHOOL DURING THE SCHOOL DAY

No child will be dismissed from school early without a written request from the parent/guardian (a phone call is acceptable but must be followed-up with a signed parent note). When a student leaves the school building during the day, he/she must sign out in the school office. When the student returns from an appointment, they must sign in at the school office as well.

ARRIVAL/DISMISSAL

- Extended Day students may enter the building beginning at 7:00 a.m.
 - All other students may enter the building at 8:30 a.m.
- All K-5 Sacred Heart Campus students must be in their first class by 8:40 a.m.
- Students picked up in the car line are released at 3:15 p.m.
- Bus students are released at 3:30 p.m.
- Arrival/Drop Off and Dismissal/Pick Up procedures will be communicated at the beginning of each school year and may be subject to change as needed. Communication will come from the Sacred Heart Campus principal.

Digital Academy

Student grades, attendance, and scheduling can be obtained electronically via the web-based program called Digital Academy. 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 having trouble accessing the site.

BHCS COUNSELORS

The Sacred Heart 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, personal, and social concerns.

CONFERENCES AND APPOINTMENTS WITH TEACHERS

BHCS expects parent/guardian involvement in their student's education. Sacred Heart campus will announce the scheduled dates and times for parent-teacher conferences at the beginning of the school year. In grades K – 5 conferences will be mandatory for every student. If a parent fails to attend a conference, the student's next report card will be held until a conference has occurred.

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.

THE ROLE OF HOMEWORK

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

CHEATING

As a Catholic school, we expect our students to uphold the highest standards of honesty and integrity. We will not tolerate cheating in any form. This includes cheating on tests and quizzes, plagiarizing, copying work or providing work to another student to copy, whether in or out of class. Cheating will result in an 'Office Referral' and loss of credit or lowered score in the class. Parents will be notified and made aware of the incident and punishment.

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 need to be consumed before school, at lunch, or after school must be confined to the cafeteria.

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.

SACRED HEART CAMPUS ACADEMIC GUIDELINES

REPORT CARDS/POWERSCHOOL

Although report cards are issued quarterly, parents are strongly encouraged to monitor their student's grades on PowerSchool. By doing this you are able to have continual feedback on your student's progress. Please do not hesitate to contact the teacher anytime it appears that your student is struggling. You will be issued a login and password at the beginning of the school year.

GRADING SCALE

(score/letter grade)

100 – 98	A+	97 – 93	A	92 – 90	A-
89 – 87	B+	86 – 83	B	82 – 80	B-
79 – 77	C+	76 – 73	C	72 – 70	C-
69 – 67	D+	66 – 63	D	62 – 60	D-
59 – Below	F				

The Sacred Heart report card also makes note of character development traits. The character development grade reflects effort and conduct and will be graded using the following scale:

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

Once you have reviewed the report card, please sign and return the envelope to the school. Please call the school if you have any questions or concerns to arrange a meeting with the teacher.

SACRED HEART PROMOTION – RETENTION – PLACEMENT

In keeping with the provisions detailed in the Ohio Revised Code Section 3313.609, Grade promotion and retention policy, the following guidelines will be adhered to when considering a student's promotion, retention, and placement.

PROMOTION, RETENTION, and PLACEMENT

Decisions are the right of the school. They are defined as follows:

- Promotion – student progresses to the next grade level
- Retention – student remains in the same grade for the upcoming school year.

- Placement – student is advanced to the next grade although his/her grades may not merit promotion. This option is considered if the teacher and principal determine that it would not be in the best interest of the child for him/her to be retained. This, as well, is a determination that the school makes. An evaluation the following year at midterm of the first quarter by the classroom teacher and principal will determine if the student should continue in that placement.

The teacher along with the principal will make the decision about a student's progress and determine if the student is ready for promotion to the next grade. Parents will be notified by the end of the third quarter to arrange a meeting to discuss their recommendations. Parents will have a voice in their student's educational pathway but the final decision is that of the Teacher and Principal.

HONORS AND AWARDS

CHRISTIAN LIVING AWARD (VIRTUE AWARD)

One student is selected each month by the classroom teacher for living as a model of Jesus in and out of the classroom and for practicing the monthly virtue. This award will be given after Mass on a predetermined day/time each month of the school year beginning in October.

ATTENDANCE AWARD – K-5

This is a special award presented quarterly for perfect attendance to students with no excused or unexcused tardies or absences for the quarter for any reason. At the quarterly assembly, those students will receive a certificate and a jeans or homework pass. At the end of the year assembly, those students with perfect attendance for the entire year will receive a certificate and a special treat.

HONORS – GRADES 3, 4 AND 5

First Honors:

To receive First Honors a student must meet the following criteria:

- Have an O or S in Conduct and Effort
- Have an average between 90 – 100% in each of the following subjects:
 - Religion
 - Math
 - Language Arts
 - Reading
 - Social studies

- Science/Health
- Physical Education
- Music
- Art

Second Honors:

To receive Second Honors a student must meet the following criteria:

- Have an O or S in Conduct and Effort
- Have an average between 80 – 89% in each of the following subjects:
 - Religion
 - Math
 - Language Arts
 - Reading
 - Social Studies
 - Science/Health
 - Physical Education
 - Music
 - Art

TESTING IN GRADES K – 5

The following tests are in addition to those developed by teachers to monitor student progress and to evaluate areas in need of remediation.

- MAP Testing – Students in grades K – 5 will take the MAP test three times per year, in Fall, Winter, and Spring. MAP is an acronym for Measures of Academic Progress and was developed by the Northwest Evaluation Association. MAP is a computerized standardized assessment.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) was established to address concerns administration, a teacher, or a parent may have regarding a student. A teacher, following reasonable attempts to address the concern through classroom strategies may refer academic, behavioral or social concerns to the team. The team consists of the principal, intervention specialist, general education teachers, and the referring teacher. An intervention specialist and/or other teachers who have contact with the student or former teachers may be members of the team.

STUDENT ASSISTANCE TEAM PROCESS:

1. Grade level meetings will be held regularly to identify students not meeting grade level expectations. Parents can initiate the process by requesting that the SAT team meet to

determine if their child has a skill deficit that needs to be further explored through the SAT process.

2. Parents are notified by the SAT Coordinator that the team is going to collect data, observe the student and create a short-term remediation plan to help the student.
3. Meeting with teachers and the SAT team to share observations and create a plan to address the student's identified area(s) of concern. Parents will be notified of the plan by the SAT coordinator.
4. Data collection, observation of the student identified and implementation of the short-term plan to address skill area(s) of concern are completed by the classroom teacher.
5. Meetings with teachers and the SAT team to determine results and the next step needed in the process will happen every 4-6 weeks.
6. Final meeting with parents, teacher, and SAT team to share results of data, observations and plan for the student moving forward and to determine the following:
 - a. Possible development of Student Minor Adjustment Plan, or recommendation for testing to identify a possible disability.
 - b. The student's area of concern is no longer a concern utilizing the plan in place and skills were remediated.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

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.

SACRED HEART DRESS CODE

PANTS – GIRLS AND BOYS

- Khaki or Navy-Blue Pants
- No cargo, baggy, hip-hugger, wide/bell-bottom pants, or jogger style pants with gathered ankles
- Pants may not sag
- No knit leggings worn as pants
- Brown or black belts required in grades 2-5

SHORTS – GIRLS AND BOYS

- Khaki or Navy-Blue shorts
- **Shorts must be no more than 4 inches above the knee**
- No cargo or knit shorts
- May be worn until October 31st and again after April 1st

JUMPERS/SKIRTS/SKORTS – GIRLS

- Khaki, Plaid or Navy-Blue (not knit material)
- **Must be no more than 4 inches above the knee**
- Tights (red, navy blue, or white) may be worn under jumpers and skirts (**no leggings**)

SHIRTS – GIRLS AND BOYS

- Red, Navy Blue, or White short or long-sleeved polo shirts (no insignia)
- If a t-shirt is worn under the polo shirt it must be white without printing/design
- No layering of shirts
- Shirts must be tucked in at all times

COLD WEATHER ATTIRE

- Approved BHCS logo red fleece/sweatshirt (no hoods) – quarter zip, full zip (can be purchased at The Uniform Shoppe on Front Street in Fremont)

- Red, White or Navy-Blue cardigan sweater with uniform shirt (no hoods or insignias)

SHOES/SOCKS/TIGHTS– GIRLS AND BOYS

- No open-toe, open-back, platform shoes, clogs, crocs, boots of any kind, flip-flops or uggs
- Casual, comfortable shoes including athletic shoes are appropriate
- Sandals with a backstrap can be worn until October 31st and again starting April 1st
- All shoes must be tied/secured
- Shoes must fit the foot – not flop on and off
- Socks/tights (red, navy blue, black or white) must be worn with all types of shoes
- No over the knee socks are permitted.
- Heel on footwear must not exceed 1”
- Appropriate shoes must be available for gym class
- Outside boots must be changed before entering the classroom

HAIR

- Must be neat, clean and well-groomed
- Carved hair, punked hair (including mohawks) or hair with unnatural colors is not permitted
- Hair that obscures the student’s face is not permitted
- Any hairstyle unacceptable to the administration will not be permitted
- **For Boys**
 - Must be neat, clean and well-groomed: Hair must not be long enough to touch the ears, eyebrows, or collar
- **For Girls**
 - Must be neat, clean and well-groomed
 - Headbands must be flat to the head without accessories that rise off the band ex: ears, flowers, horns, etc
 - No colored/sparkled hair extensions/clip-ins
 -

MISCELLANEOUS Items Not Permitted: Examples of the items **not permitted** (this is not an all-inclusive list – the administration reserves the right to add items to this list as situations arise):

- Scarves/Bandanas
- Suspenders
- Hats Indoors
- Unnatural/acrylic/fake nails

- Tattoos are NOT permitted
- Boys are NOT permitted to wear earrings in any form
- Girls should not wear dangling/hoop earrings larger than nickel size
- Chokers are not permitted
- Necklaces are not permitted unless it is religious
- Bracelets are not permitted unless it is religious
- Rings are not permitted
- Hair ties worn around the wrist are not permitted
- Fashion boots of any kind are not permitted
- Uggs (or similar brands) are not permitted

NON-UNIFORM DAYS

- Skirts, shorts, dresses 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
- Leggings permitted but shirt must completely cover the backside
- Pajama pants or shorts are not permitted
- Sweatshirts with appropriate logos/language are permitted
- Crocs are not permitted
- Casual, comfortable shoes, boots, or athletic shoes are permitted
- Students may wear athletic shorts (must be no more than 4 inches above the knee), pants or sweats in good condition - no rips/tears
- **No running shorts of any kind are permitted**

TEAM SHIRT/SPIRIT SHIRT DAYS

- Students may wear their Spirit shirt or Catholic Schools Week shirt on Tuesdays with uniform pants and belt
- Students may wear a BHCS or SJCC logo shirt on Fridays with uniform pants and belt

Consequences for not following the dress code:

- First Occurrence: The student is sent to the office, the parent is contacted, and we will provide the student with a change of clothes.
- Second Occurrence: Student is sent to the office and the parent is contacted to bring the proper clothing items.
- Third Occurrence: Student is sent to the office, the parent is contacted to bring the student proper clothing items and an after school detention will be given.

PERSONAL ELECTRONIC DEVICE POLICY

CELL PHONE, APPLE WATCH, SMART WATCH, FITBIT, GIZMO, AIRPODS, EARBUDS, HEADPHONES, PERSONAL ELECTRONIC DEVICES

In order to maximize student's ability to learn and remain focused throughout the school day the following policy will be strictly enforced.

Devices Covered by Policy

All personal electronic and/or communication devices including cell phones, gaming devices, 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.

The above-mentioned device(s) must be kept in the student's backpack during the school day and powered down.

The only exception to this policy is if a teacher gives a student permission to have their device out for use in class. It must be powered down and returned to their locker before going to the next class.

The staff of BHCS is not permitted to search for information on the cell phone/device. If the principal suspects inappropriate conduct in violation of school policy, the Principal may request permission from the student to review information contained on the device while the student and/or their parents are present.

If anyone from a student's family needs to contact the child, a call needs to be made to the office and not to the child's personal cell phone. Please refrain from texting your child during school hours.

Consequences

1. On the first occurrence, the teacher reminds the student of the Cell Phone/Apple Watch/Personal Electronic Device policy and documents the reminder, date, time.
2. On the second occurrence, the teacher takes the device from the student and issues a detention. The device can be picked up from the teacher at the end of the day. The teacher documents the occurrence date and time.

3. On the third occurrence, the student is sent to the office, his/her parent/guardian is called with a meeting scheduled. The device can be picked up by the parent/guardian in the office.
4. On the fourth occurrence, the student must drop off their device each morning before class at the office and pick-up the device at the end of each day for the remainder of the school year. Further consequence(s) may be issued at the discretion of the Principal.

BULLYING POLICY

Bishop Hoffman Catholic School will not permit or condone harassment, sexual harassment, intimidation, or bullying. Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits towards another particular student or group of students more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to such behaviors as stalking, exclusion, bullying, intimidating, menacing, coercion, name calling, taunting, making threats, hazing and electronically transmitted acts (Internet, email, cellular telephone, etc.).

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

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

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.

FIREARMS

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

SEARCH AND SEIZURE

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.

SCHOOL-WIDE DISCIPLINE EXPECTATIONS FOR 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.

To that end our expectations of all BHCS students are:

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

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

SACRED HEART CAMPUS CONDUCT AND DISCIPLINE POLICY

A demerit slip is given to the student indicating the number of demerits received and the nature of the violation. Details of the nature of the consequence will be included in communication with parent/guardian. Parents are asked to sign the demerit slip whether they agree with the demerit or not. A parent signature is requested so that the parents are aware that a violation occurred. The student is to return the slip to the homeroom teacher by the next school day. Parents/guardians will be notified via email and/or phone when a demerit is given.

1- demerit includes but is not limited to:

- Habitually coming unprepared for any part of the school day, including not returning parental communication by the deadline
- Disrupting class
- School uniform violation
- Chewing gum
- Littering
- Running in school building
- Spitting on church/school property
- Eating candy or food at inappropriate times
- Uncooperative behavior

2- demerits includes but is not limited to:

- Throwing objects or food in school or cafeteria
- Showing disrespect to others or to the property of others
- Disregard of playground, dismissal, or safety procedures
- Throwing stones, pinecones and/or snowballs on church/school property
- Disrespectful behavior in church

Immediate Detention includes but is not limited to:

- Using obscene language or gestures
- Cheating, lying, forgery of school documents
- Sending hurtful notes or messages
- Teasing, spreading scandal or rumors
- Stealing, fighting, hitting, punching, and/or kicking
- “Roasting”

Any of the following actions may be subject to possible immediate in-school suspension, or expulsion includes but is not limited to:

- Deliberately damaging property that requires repair (to be paid for by student/parent)
- Intimidating or harassing another student including sexual harassment and threats
- Bullying, this includes any form of cyber-bullying
- Deliberately making false reports of harassment, intimidation, or bullying
- Inappropriate touching
- Leaving school grounds during school time without permission
- Stealing or fighting, hitting, punching, kicking
- Possession, composition, or distribution of obscene or vulgar materials
- Pulling a false fire alarm, putting the safety of students/staff at risk

Students in grades 3-5 who receive three demerits within one quarter will result in a 45- minute detention and five points are deducted from their conduct grade. Detention is held from 3:15 - 4:00 p.m. For K-2 students who receive three demerits within one quarter will result in a recess detention and a behavior slip will be sent home.

Students in grades 3-5 who receive six demerits within one quarter will serve two consecutive 45-minute detentions and K-2 students will serve two consecutive recess detentions.

Accumulation of six demerits within one quarter will result in a conference with parent(s)/guardian(s), teacher/teachers, and student in grades 3-5; parent(s)/guardian(s) and teacher/teachers for students in grades K-2 to devise a plan of action.

Students in grades 3-5 who receive nine or more demerits result in a 1-3 day in-school suspension, out of school suspension, or expulsion may be necessary and a conference with teachers, parent(s)/guardian(s), the student, and the principal to devise a formal behavior plan of action and further steps. Demerit totals revert to ZERO at the **semester**.

BHCS CHRISTIAN DUE PROCESS AS RELATED TO SUSPENSION AND EXPULSION

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.

RIGHT TO AMEND

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

BHCS Extended Day at Sacred Heart Campus

ADMISSIONS AND ENROLLMENT

All students of Bishop Hoffman Catholic School may enroll in the Extended Day Program. Sacred Heart Campus admits students in Kindergarten through fifth grade. Enrollment forms are available in the school office and are available throughout the school year.

HOURS OF OPERATION

The hours of operation for Extended Day at Sacred Heart Campus are Monday thru Friday 7:00am-8:30am. Extended Day will follow the Bishop Hoffman School calendar for closing dates throughout the school year.

EXTENDED DAY SCHOOL DELAYS AND CANCELLATIONS

- 2 Hour Delay – When there is a two-hour delay extended day is closed.
- School Closed - When school is closed extended day is closed.

EXTENDED DAY STAFF

The staff of Extended Day is professional and caring. All employees are trained in first aid, communicable disease, and child abuse. Each year those employed by this program are required to continue their education in the Early Childhood and School Age Childcare field.

ABSENCES

If your child will be absent or there is a change in your child's schedule please call Extended Day at 419-332-7102 to inform us of the change. Sometimes children get scared or confused as to what they are to do on a daily basis. If we know your child's schedule we can then help to ease their fears, get to the right place, and make their day as enjoyable as possible.

TOYS FROM HOME

Students who attend the Extended Day program are not to bring their toys from home. When toys are brought to Extended Day, they often get lost or broken because of the many hands they may pass through. Please do not allow your children to bring toys from home. We will not be responsible for these items if they are lost, broken or come up missing.

DISCIPLINE

Children will be expected to respect the staff, each other and the materials in the center. A positive discipline will help the child grow in self-respect and help them gain control of his/her actions. If a child is disruptive or out of control, he or she will receive a verbal warning with one on one guidance. If the behavior continues, the child may be placed in a chair or directed to an activity so that the child has time to gain control. This is usually 3- 5 minutes. If the behavior continues after this "time-out" period, other techniques will be used to guide the child through his/her frustration. These techniques include redirection, alternative consequences, behavior modification, and problem solving.

MEDICAL AND DENTAL EMERGENCY PLAN

The school personnel give sick or injured children care. The family will be notified at once if the child needs to be sent home or have further medical attention. The BHCS Medical and Dental Emergency Plan will be used during the Extended Day hours.

MEDICATION

According to the Ohio Revised Code section 3313.713, prescription medicine necessary to keep a student in a center may be administered provided certain provisions are met. The BHCS Medication Policy will be used during the Extended Day hours.

SAFETY POLICY

In all programs, no child will be left alone or unsupervised. Each child will be released only to an authorized person. An authorized parent/guardian or person must be listed on the child's emergency form as having permission to pick up the child. The parent or guardian must notify us before the child will be released to anyone other than those listed. Evacuation route diagrams and fire emergency and weather alert plans will be posted in each room. In case of an emergency, the Extended Day will be evacuated to The Fremont Recreation Center on St. Joseph Street. The local radio station, Eagle99, would carry the announcements if anything such as building structure damage, gas leaks, would occur. An incident report will be completed when an accident or injury occurs.

GOALS

- In keeping with our Extended Day Philosophy, our goals are designed to help each child... To develop an awareness of being a child of God.
- Develop a positive image of themselves.
- Encourage "creativity" through dramatic play, and art projects.
- Promote respect for others and their individuality
- Encourage learning in a relaxed, safe, fun-filled environment.

OTHER IMPORTANT NOTES

Please label all of your child's belongings. Inform us of any changes made to your home address, phone number or emergency contact information. This information is used to contact someone if your child becomes ill or is injured.