

# BISHOP ROSECRANS HIGH SCHOOL



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Zanesville, OH 43701  
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[www.rosecrans.cdeducation.org](http://www.rosecrans.cdeducation.org)

## Student/Parent Handbook 2018-2019

*Welcome to the 2018-2019 school year. This handbook is meant to be a comprehensive guide to all facets of life and learning at Bishop Rosecrans High School. A safe and orderly environment promotes student learning and we want to ensure in this handbook that parents, students, staff and friends have all the important information concerning the philosophy and policies of our school. The Gospel values are the foundation of our school's mission and serve as our guide in formulating this handbook. Motivated by the love of God and the love for our students, we have done our best to make the rules and policies of Bishop Rosecrans High School fair, reasonable, and just. An effective school must be committed to continuous improvement. The school administration in conjunction with the Catholic Schools of Zanesville Board of Trustees has worked together to review and update the Student/Parent Handbook. The changes to this handbook are printed in red. Have a great year!*

*Prayer for Bishop Rosecrans High School*

Draw us together, each and all, into your Heart  
and pray that the Holy Spirit may descend anew to unite us.  
Through the fires of His love may we overcome the divisions that separate us,  
so that we can give credible and joyful witness  
to Jesus' Resurrection, His victory over death and sin.  
Help us to show God's love to all those we encounter  
that they too may be drawn to faith in our Lord and Savior, Jesus Christ,  
who loves without measure and shows mercy to all  
like the Father, in unity of the Holy Spirit.

Amen.

~adapted for BRHS from prayer written by Sr. Teresa Condit of the Two Hearts, OSIHJM

*ACCREDITATION*

*Bishop Rosecrans High School is fully accredited by the Ohio State Department of Education and the Ohio Catholic Schools Accreditation Association and is a Columbus Diocesan High School. The Ohio Department of Education has issued teacher certification and licenses to the teaching staff for the grade level and subjects they teach. In addition to the courses offered at BRHS, exceptional students are encouraged to supplement their course work with college level courses offered at Zane State University and Ohio University Zanesville.*

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**BISHOP ROSECRANS HIGH SCHOOL  
MISSION STATEMENT**

The mission of Bishop Rosecrans High School is to provide a community in which all can live and grow in faith, scholarship, and service following the teaching of Jesus Christ and the Catholic church.

**BISHOP ROSECRANS HIGH SCHOOL  
BELIEF STATEMENT**

We believe Christ is the reason for this school. Therefore we are all called to be visible signs of the Gospel message in our daily lives.

We believe faith formation is an ongoing collaboration between school, family and community.

We believe Catholic education teaches faith, scholarship, service and community.

We believe instruction/assessment must provide for the diverse needs and abilities of all students.

We believe in continuous improvement through research, ongoing education and implementation of best practices.

**CATHOLIC IDENTITY**  
*Religious Activities & Education*

Bishop Rosecrans High School provides many opportunities for each student to deepen his/her relationships to Christ. As a Catholic school an opportunity is provided for the student body to participate in the celebration of the Liturgy. Mass is celebrated twice per month, on Holy Days and on other special occasions. The sacrament of Reconciliation and prayer services is held during Advent and Lent. A Catholic/Christian based all school retreat is held once per year. Attendance is mandatory for all students.

All Bishop Rosecrans High School students are required to take a one credit religious class each year during their attendance at Rosecrans. These classes cover Catholic history, beliefs and practices. A student's personal religion is respected. All students are expected to participate to the maximum level allowed by the faith they practice.

Faculty and staff perform a very specific role in creating and maintaining the school's religious educational environment. The specific role of our faculty and staff is to enumerate and advance the teachings of the Catholic Church in all of their activities associated with the School. Specifically, our faculty and staff are required to integrate Catholic teachings into their coursework, to serve as religious advisors and mentors to our students, to propagate and disseminate Catholic tenets, and to engage in religious training of all students. Our faculty incorporates Church teachings into the curriculum, accompany students to Mass, and serve as role models for Catholic tenets. All of our faculty are expected to teach and conduct themselves in furtherance of our School's religious mission. Schools play a central role in fulfilling the mission of evangelization, which is shared by Church and School. In addition to Catholic indoctrination, our schools are to incorporate fruitful dialogue between the Gospel and culture, and must confront the challenges of the modern secular world in our teachings.

Pursuant to contracts, faculty and staff are subject to decisions affecting their employment which are based on religious considerations, are required to abide by Catholic Church teachings, and to seek an ecclesiastical source of dispute resolution through the Bishop. Although at times it may be necessary to hire otherwise, practicing Catholics are strongly preferred for hire and retention at the School.

Our faculty and staff are required and expected to uphold Catholic values and doctrine, and to advance the School's Catholic mission by their teaching and conduct.

### **NON-PARTICIPATING CHURCH MEMBERS**

Recognizing the unique role of the Catholic school as an agency for carrying out the educational mission of the Church, the diocese encourages schools to welcome students of other faiths as well as Catholic students who express a desire for the Catholic school's program and environment.

In accepting students of other faiths, Catholic schools shall be directed by the guidelines for admission contained within diocesan regulation. During the pre-admission interview, parents and students should be informed about the school's philosophy, program (particularly the program of religious education), expectations for parents, students and religious activities. Since the Catholic school is defined by its religious character, enrollment in a Catholic school assumes involvement in the religious life of the school. Therefore, students of other faiths shall participate in religion classes, attend liturgical and para-liturgical services, and take part in the school's program of service. However, such participation shall not belie the fundamental Christian principle of the individual person's freedom and dignity. That students will participate in the religious life of the school – and how – must be made especially clear to parents and students at the time of registration. *Catholic Diocese of Columbus Policy #5119.1*

### **BISHOP ROSECRANS HIGH SCHOOL ALMA MATER**

Hail to thee our Alma Mater  
Loyalty we pledge to you;  
Through the years our love grows stronger  
Faithful Bishops through and through,

Memories that linger forever  
We will cherish when we have gone away;  
As the years go by we'll sing this song  
Hail to thee dear Rosecrans High.

### **NON-DISCRIMINATION STATEMENT**

The Bishop Rosecrans High School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Admission to Bishop Rosecrans High School is probationary pending approval of all required and requested records. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

### **CHANGES TO HANDBOOK AND POLICIES**

Bishop Rosecrans High School reserves the right (in writing) to amend handbooks and change policies with proper notification of those affected.

### **PARTNER SCHOOL AREAS**

Bishop Rosecrans High School accepts students from the following areas: Muskingum, Perry, Guernsey, and Morgan. Students from all other counties must have a release signed by the principal.

## **DIRECTORY INFORMATION NOTICE**

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

*Catholic Diocese of Columbus Policy # 5126.0*

## **PUBLISHING STUDENT INFORMATION**

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

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

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

*Catholic Diocese of Columbus Policy #5126.0*

## **VISITORS TO THE BUILDING**

All visitors must register in the office upon their arrival to school and departure from the school.

## **BACKGROUND CHECKS & VOLUNTEERS**

All paid school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and an FBI background check and must attend the "Protecting God's Children," workshop.

### **Criminal Background Check and "Protecting God's Children"**

All volunteers must have on file a BCI background check and must attend "Protecting God's Children" no matter how much or how little contact they have with children or youth, and no matter what time of the day or night they volunteer.

In addition to the above requirements all volunteer coaching staff must obtain a Coaching Permit through the Ohio Department of Education. The information to apply for a Coaching Permit is found through the ODE website <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>.

*Catholic Diocese of Columbus Policy #4110.0*

## **PERSONAL PROPERTY**

Valuable property should not be brought to school. Items such as electronic devices, expensive jewelry, electronic games, and cellular phones etc., may not be used by students during school hours. These items will be confiscated and returned to the parents. The school will not accept responsibility for the loss

of personal property. Locks are available to lease for \$6.00 through the high school office. No backpacks or book bags are permitted in the classrooms.

### **LOCKERS**

Student lockers are the property of Bishop Rosecrans High School, which are provided solely at a convenience for the students to use. Student lockers are subject to search and seizure by school officials.

The school cannot be responsible for stolen books, material and personal property from student lockers.

Writing on the outside and/or inside of a locker is prohibited and any damage occurring through carelessness, kicking, slamming etc. could be considered vandalism.

If lockers are left in need of repair or cleaning above and beyond normal use at the end of the year, a fee of \$50.00 will be charged to the student for the necessary maintenance and repair.

### **TEXTBOOKS**

The school furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to him/her, and is expected to return each book at the end of participation in the course, or pay for any book lost, destroyed, stolen or mutilated. No report card, records, transcripts or diplomas will be issued until all books are returned and/or fees paid.

### **DRIVING & PARKING POLICY**

Driving to school is a privilege not a right. The following procedures must be followed to retain driving privileges.

1. Vehicles must be registered with the school office and have proper insurance coverage.
2. Registration must be on file in the school office.
3. Students must purchase a yearly parking permit for \$25.00.
4. Students must visibly display the parking permit in their car.
5. A student shall not sell, give, share or otherwise transfer the parking permit to another student.
6. Students must park in their assigned parking spots.
7. Students are not permitted in their cars during the school day unless permitted by a supervising authority.
8. Students will operate a motor vehicle on school premises safely and at a rate of speed consistent with the existing conditions, but in no case should speed exceed 10 miles per hour.
9. Students parking illegally will receive one warning and then the car will be towed at the owner's expense.

### **FUNDRAISING**

All fund raisers done on behalf of Bishop Rosecrans High School or any group that represents Bishop Rosecrans High School is not permitted unless prior permission is granted by the school Principal.

All fundraisers are to be reviewed by the school administration and submitted to the Catholic Schools of Zanesville Finance Committee for approval on a year to year basis.

## CHILD CUSTODY

The custodial parent is required to provide the principal or the person in charge of Admission with a certified copy of any child custody order or decree pertaining to a pupil. *Catholic Diocese of Columbus Policy #5119.2*

## SCHOOL CLOSINGS

In the event of inclement weather, school closings will be reported on WHIZ-TV, WHIZ radio, School Website, and broadcast call system.

## SCHOOL CRISIS MANAGEMENT PLAN

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

## CRISIS PLAN

A Crisis Plan is in effect for any type of emergency that may arise. Each faculty and staff member has a copy and is familiar with the procedures. In the event of a crisis, the students will be informed of the proper procedures.

## SCHOOL HOURS

Bishop Rosecrans school hours are 7:55 am - 2:40 pm.

WARNING BELL	7:55	
PERIOD ONE	8:00-8:42	(Prayer & Pledge)
PERIOD TWO	8:45-9:27	
PERIOD THREE	9:30-10:12	
MENTOR GROUP	10:15-10:25	(Mentor Group)
PERIOD FOUR	10:28-11:10	
PERIOD FIVE	11:13-11:55	
PERIOD SIX	11:58-12:28	(A Lunch)
PERIOD SIX	12:40-1:10	(B Lunch)
PERIOD SEVEN	1:13-1:55	
PERIOD EIGHT	1:58-2:40	

## CLOSED CAMPUS

Bishop Rosecrans High School has a closed campus. Students are not permitted to leave the premises for any reason without permission from the office and their parents.

## SCHOOL ENTRANCE

Students, visitors and guests must enter and exit the school building through the main doors on the north side of the building. The doors facing the east, west and back of the building will be locked at all times. This is for the safety, security and protection of our students, faculty and staff.

## SCHOOL ABSENCE, TARDINESS, and EARLY DISMISSAL

According to Diocesan Policy "A school is justified in refusing credit to any student who misses 28 days. An exception to the above would be the case of a student who is hospitalized, or has extended illness or

injury and is able to make up the work through tutoring or some other type of aid approved by the principal.” This same policy could apply to individual classes where absences are excessive.

Ohio law requires that students returning to school after all absences bring a written note from their parents or guardian stating (1) the date(s) of absence(s); (2) the reason for the absences(s); and (3) the parent’s or guardian’s signature. The parental note must be taken to the office upon the student’s return to school or the absence will be and will remain unexcused. All students must get an admission slip the day of return. It is the student’s responsibility to ask for and complete all missed work. Bishop Rosecrans High School further requires a phone number at which the parent or guardian may be reached during school hours. Parents and students should make every effort to provide a medical excuse slip to the school office for appointments. In the case of excessive absences medical excuses are required. **Absences, Tardiness, and Early Dismissals must be received in writing (a signed note from parent or parent’s registered email address) from the parent or guardian.**

The following conditions may excuse a student from school attendance:

1. Personal illness or injury (doctor’s certificate may be required for absence).
2. Family illness—emergency situation requiring the student's presence.
3. Quarantine of the home by local health officials.
4. Death of a relative. (Limited to three days unless reasonable cause exists).
5. Observance of a religious holiday consistent with a student’s established faith.

School absences will be coded as follows:

- Medical excused: only with a note from a physician/doctor
- Absent excused: with a note signed by a parent
- Absent unexcused: with phone call, once note is received from parent or doctor the absence will be recoded as excused.

If a student is absent from school, the parents must call the school at (740) 452-7504 by 10:00 a.m. to inform the office of their student’s absence. If the school has not been notified, the school must, by law, contact the parents by phone or letter to inform them of the student's absence from school. State law requires students to be in attendance every day. The following are the steps that may be taken by the principal to prevent attendance problems:

Students are tardy when they are not in the classroom when the tardy bell sounds at 8:00 a.m. More than three (3) days of being tardy to school per quarter renders a student subject to a school detention (service). The fourth and each successive occurrence of that quarter will incur another school detention (service). The seventh and each successive occurrence that quarter will incur an out-of-school suspension and no credit for missed work will be given. The classroom teacher will determine consequences for tardiness to individual classes.

Continued unexcused tardiness may result in dismissal.

Failure to report for detentions issued by the office could result in an out-of-school suspension.

## TARDINESS

Students who are tardy to school or miss any part of the school day are to report directly to the office to secure an admission slip to enter class. This admission slip is to be shown to the student’s teachers for the remainder of the day. Students will not be admitted to class without an admission slip. **Students may receive an excused tardy due to the following reasons:**

- Inclement weather
- Illness
- Family illness
- Medical/Dental appointment
- Death in family

## ATTENDANCE GUIDELINES

- TARDY:** Late to homeroom or first period but arriving before 8:45 a.m.  
Arrival after 8:45 a.m. and before 11:13 (fifth period) has started.
- HALF-DAY ABSENCE:** With the exception of tardiness as explained above, any other absence for part of the morning or afternoon is considered half a day absent.
- FULL-DAY ABSENCE:** Attendance for less than four full periods.
- EXTRA-CURRICULAR PARTICIPATION:** In order for a student to participate in any extracurricular activity the student must be in school at least four full periods.
- MEDICAL APPOINTMENTS:** Under normal circumstances no more than a half-day will be excused for dental appointments. These appointments should be scheduled outside the school day when possible.

A student has the same number of days to make up work as they have been absent from school, (i.e., if a student is absent three (3) school days, he/she has three school days after his/her return to make up work. A student who is absent only one day has to take "pop quizzes" the day he or she returns. If a student is absent more than one day, he/she will have a one (1) day grace period before making up unannounced assignments or quizzes. It is the student's responsibility to meet with the teacher in order to ascertain what class work needs to be completed due to class absences. It is the student's responsibility to find out when the missed assignments are due.

## EARLY DISMISSAL

Legitimate reasons for early dismissal from school will be accepted provided a note signed by a parent is presented at school.

Students seeking an early dismissal should report to the school office with a note stating the reason and time to be excused. The student must sign out on the designated form so that his or her name appears on the "early dismissal" area of the daily absence list. The student will be given an excuse form that should be shown to the classroom teacher before leaving.

When returning to school before the day is over, the student should sign back in at the school office and pick up an admission slip initialed to return to the class.

The reason for early dismissal must give an explicit reason for the early dismissal. (i.e. doctor appointment, dentist appt, etc.) Excuses of "needed at home" are unexcused. The school may request a doctor/dentist excuse upon the student's return.

## LUNCH HOUR/CAFETERIA

The following common courtesies are expected of our students during lunch:

1. Students are to remain on campus during lunch period
2. Food is to be eaten only in Dury Hall, not in the hallways, classrooms, or outside of the building unless student(s) obtains permission from the classroom teacher or administration.
3. Students are to go through the serving line in single file, behaving appropriately.

4. Running, pushing, yelling, displacing other in line, and disruptive behavior are not permitted in the cafeteria or Dury Hall.
5. Throwing food, paper or other items is unacceptable. After eating, all trash in your area must be disposed of in their proper location.
6. Students may not order or have delivered to them food items from outside vendors unless a medical condition so warrants. Students must "brown bag" or purchase meals from the school cafeteria.
7. No card playing is allowed.
8. All students are to remain in Dury Hall during their assigned lunch period unless proctors on Duty excuse them.

## DRESS CODE

Based upon our belief as a Catholic institution, we have an expectation that our students will exhibit modesty and appropriateness in their dress. We also want our students to concentrate on the importance of their character and not on fashion and competition. Students are expected to be neat and well-groomed and to dress in a manner that reflects good taste and decency. Fleece jackets/sweatshirts, sports jackets, or outside jackets **may not** be worn in the building during the school day. Students must be in uniform at the beginning of the school day. Dress code at athletic events must be appropriate and in keeping with the school dress code policy.

Decisions regarding the dress code will be made by the administration or a designee. Beginning 2016 the previous school approved uniform sweatshirts are not part of the school uniform. Students must purchase the approved half zip sweater as part of the school uniform.

### Girls

- Standard uniform skirt (Plaid or Khaki)
  - Skirt must be no higher than two inches above the knee.
  - **Solid black or gray leggings may be worn under uniform skirts.**
- Dress pants (Black or Khaki) **Plain belt must be worn with pants (black or brown).**
  - Not permitted – Corduroy pants, painter pants, low rise pants, skinny jeans, cargo pockets, patch pockets, stretch pants, long johns, sweat pants, or boxer shorts under or over the uniform.
- White oxford shirt – short or long sleeve shirt
  - Shirt must be tucked in at all times. Only top button may be unbuttoned.
- Knit polo shirt (Black, White, or Red)
  - Shirt must be tucked in at all times. Only top button may be unbuttoned.
- Shorts (Black or Khaki)
  - Shorts must be no higher than two inches above the knee.
  - Shorts may be worn through October 15<sup>th</sup> and beginning April 15<sup>th</sup>
- Sweaters
  - Uniform sweaters or half zip sweaters must be purchased through the Bishop Rosecrans High School sponsored apparel site. Sweaters must be plain without a logo red, black or grey V-necks or have the Rosecrans "R" embroidered on the sweater. **Approved school shirts must be worn with uniform sweatshirts and sweaters.**
- Socks/Shoes
  - Dress or tennis shoes may be worn.
  - No open toed shoes. No slippers or shoes that resemble house slippers. No sandals. Shoelaces must be tied.
- **Undergarments must be worn at all times and not showing.**

## Out of Uniform Days (which includes exam days, Spirit Week & House Olympics)

- No sweat pants or leggings
- No zippered fleece
- No hooded sweatshirts
- No knit pants
- No skinny jeans/jeggings
- No running shorts
- No gym shorts
- No nylon pants/shorts
- No sleepwear
- No clothing with holes or tears may be worn.
- No shirts with implications of drugs, alcohol or of a sexual nature will be permitted.
- No tank tops or spaghetti strap shirts.
- No undergarments visible
- Student attire must be neat, appropriate and in good taste.
- Students must pay \$1.00 to participate.

## General comments

- T-shirts worn under uniform shirts must be red, black, gray or white. It also must not have any writing, pictures or designs on it.
- No outside coats or jackets are to be worn in the building during the day.
- No hats
- No torn, ragged, immodest short and/or tight clothes are permitted.
- No excessive jewelry is permitted.
- No facial piercing.
- No tattoos may be visible.
- Hair must be neat and properly trimmed so as not to cause distractions. Hair that is dyed must be in natural colors only.
- Any clothing, fashions, fads, or hairstyles deemed to be a distraction by the administration will not be permitted.

## Boys

- Dress pants (Black or Khaki) **Plain Belt must be worn with pants (black or brown).**
- Not permitted – Corduroy pants, painter pants, low rise pants, skinny jeans, cargo pockets, patch pockets, or sweat pants.
- White oxford shirt – short or long sleeve shirt
  - Shirt must be tucked in at all times. Only top button may be unbuttoned.
- Knit polo shirt (Black, White, or Red)
  - Shirt must be tucked in at all times. Only top button may be unbuttoned.
- Shorts (Black or Khaki)
  - Shorts must be no higher than two inches above the knee.
  - Shorts may be worn through October 15<sup>th</sup> and beginning April 15<sup>th</sup>
- Sweaters
  - Uniform sweaters or half zip sweaters must be purchased through the Bishop Rosecrans High School sponsored apparel site. Sweaters must be plain without a logo red, black or grey V-necks or have the Rosecrans "R" embroidered on the sweater. **Approved school shirts must be worn with uniform sweatshirts and sweaters.**
- Socks/Shoes
  - Dress or tennis shoes may be worn.
  - No open toed shoes. No slippers or shoes that resemble house slippers. No sandals. Shoelaces must be tied.

### Out of Uniform Days (which includes exam days, Spirit Week & House Olympics)

- No sweat pants
- No zippered fleece
- No hooded sweatshirts
- No knit pants
- No skinny jeans
- No running shorts
- No gym shorts
- No nylon pants/shorts
- No sleepwear
- No clothing with holes or tears may be worn.
- No shirts with implications of drugs, alcohol or of a sexual nature will be permitted.
- No tank tops, sleeveless shirts, muscle shirts
- No undergarments visible
- Student attire must be neat, appropriate and in good taste.
- Students must pay \$1.00 to participate.

### General comments

- T-shirts worn under uniform shirts must be red, black, gray or white. It also must not have any writing, pictures or designs on it.
- No outside coats or jackets are to be worn in the building during the day.
- No hats.
- Students must be properly shaved at all times.
- No torn, ragged, immodest short and/or tight clothes are permitted.
- No excessive jewelry is permitted.
- No facial piercing.
- No earrings are permitted
- No tattoos may be visible.
- Hair must be neat and properly trimmed so as not to cause distractions. Sideburns cannot be longer than the bottom of the earlobe. Hair that is dyed must be in natural colors only.
- Any clothing, fashions, fads, or hairstyles deemed to be a distraction by the administration will not be permitted.

### Team Days

Games jerseys may be worn once per week during the season on the day approved by administration. All players must dress alike. For example, one player cannot wear a game jersey and another player wear a team t-shirt. No hats can be worn by students. ***This is a Varsity team privilege only.***

The following days have been approved for the following sports:

- Football – Fridays
- Volleyball – Thursdays
- Soccer – Tuesdays
- Cheerleading – coincident with Football and Boys Basketball
- Golf – Mondays
- Swimming – Thursdays
- Boys Basketball – Fridays
- Girls Basketball – Tuesdays
- Softball – Wednesdays
- Baseball – Wednesdays
- Track – Fridays
- Gymnastics – Friday

## STUDENT CONDUCT CODE

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all—students, teachers, administrators, custodians, and community members—show pride by doing our share to make Bishop Rosecrans High School a better place in which to learn and work. The ultimate goal of the Bishop Rosecrans staff is to develop self-discipline in all students.

The following rules apply while on school premises, school buses, or any other school property during school activities at or away from school. Students participating in extracurricular activities (athletics, clubs, activities, etc.) may be subject to additional disciplinary actions.

### GENERAL GUIDELINES FOR BEHAVIOR

#### RULES AND REGULATIONS:

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

The Catholic Church and this Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

#### RESPECT:

Within the school community, it is especially important that students treat one another and all school personnel with respect. Any student who displays disrespectful, defiant behavior in words or actions and/or refuses to obey a directive of any teacher or administrator will be suspended from school for a minimum of two (2) school days. **Parents will be notified of the suspension and a conference will be required before the student returns to classes.**

Any deliberate act or threat of violence toward any student or any member of the school staff will render the violator(s) subject to expulsion.

#### **Bishops 24/7 Policy**

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body, faculty and staff. This includes but is not limited to any and all Social Media. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students, faculty, staff or coaches or conduct that is of such nature as to jeopardize the good name of the school, **will** subject a student to discipline.

If a student is found to be in violation of Policy 5140.11 discipline for such conduct shall be at the sole discretion of the school administration and may include any or all of the disciplinary actions listed below depending on the severity of the offense as well as the previous disciplinary record of the student.

- Detention(s)
- Suspension and/or removal from participation in extracurricular and athletic activities and contests
- Counseling/family counseling;
- Approved school/community service;
- In-School suspension;
- Referral to Juvenile Court and/or other appropriate law enforcement agency;
- Suspension from school
- Expulsion from school following suspension; and
- Diversion programs

*\*\*Catholic Diocese of Columbus Policy #5144.3 and 5140.12*

### MINOR MISCONDUCT CODE

A VIOLATION OF ANY RULE RESULTS IN DISCIPLINARY ACTION INCLUDING, BUT NOT LIMITED TO DETENTIONS, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, COURT REFERRAL, LOSS OF PRIVILEGES.

<b><u>First Offense of any minor misconduct:</u></b>	Student receives a detention.
<b><u>Second Offense of any minor misconduct:</u></b>	Two detentions issued.
<b><u>Third Offense of any minor misconduct:</u></b>	One day in school suspension (p. 20)

The fourth, fifth and sixth offenses of any misconduct will result in two day in school suspension (p. 20). After the sixth offense the student will have a one day out of school suspension for each incident.

**Obscene Language/Materials:** Students shall not use obscene, vulgar or profane language, or possess vulgar materials. Staff members will exercise control of obscene language in all supervised activities.

**Tuancy:** Students shall abide by the attendance laws of the State of Ohio.

**Driving:** Students driving a vehicle shall follow the rules and regulations established for this privilege.

**Tardiness:** Students shall arrive at school and for each of their assigned classes at the properly scheduled time. (pp. 9-11)

**Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students will be warned, parents contacted and appropriate reprimands issued.

**Unauthorized or Unsupervised Areas:** Students may not be in unauthorized or unsupervised areas.

**Gambling:** Gambling is not permitted. (i.e. cards, electronic games, etc.)

**Dress Code:** Violation of the dress code is prohibited. Repeat violations can result in more serious consequences.

**Hall Pass:** Any student out of class must have permission from the classroom teacher and sign out of the classroom.

**School Safety Procedures and Drills:** Students must follow the procedures and directives of school personnel for the safety of all students, faculty, and staff of Bishop Rosecrans High School.

**Skipping class/school:** students not in assigned class

**Leaving the building without permission:** Students must have parent permission and administration permission before leaving the building for any reason.

**Violation of Bus Rules:** Students must follow all bus rules and regulations. Violation of any rule will be reported to the Principal and appropriate reprimand issued.

**Intentional disregard for policy:** Students who intentionally disregard school policy will be subject to disciplinary action.

**Bishop Rosecrans High School:** Reserves the right to waive **and/or adjust** any disciplinary regulation for just cause.

**Repeated violations** will be dealt with in accordance with the serious misconduct code.

## SERIOUS MISCONDUCT CODE

A violation of any rule may result in disciplinary action, including but not limited to in-school suspension, out-of-school suspension, court referral, expulsion, compensatory payment of damages, loss of credit for assigned work or tests, loss of bus privileges, suspension from participation in curricular and extracurricular school activities and/or athletics, and in the case of seniors participation in graduation exercises. After ten (10) accumulated days of out of school suspension the student will be recommended for expulsion. Any students' conduct which would constitute criminal conduct under the Ohio Revised Code is also a violation of the serious misconduct code.

<b><u>First Offense of any serious misconduct:</u></b> (p.20)	Student receives a one day in school suspension.
<b><u>Second Offense of any serious misconduct:</u></b>	Two day in school suspension. (p. 20)
<b><u>Third Offense of any serious misconduct:</u></b>	Two day out of school suspension.

The fourth, fifth and sixth offenses of any misconduct will result in three day out of school suspension. After the sixth offense the student will have five days out of school suspension for each incident.

**Disruption of School:** Students shall not by the use of violence, force, coercion, threat, **incite panic** or any other means cause material disruption or obstruction to the normal operation of this school.

**Damage of Property:** Students shall not cause or attempt to cause damage of school or personal property.

**Assault:** Students shall not act or threaten in such a way as could cause physical injury to other students, any school employee or other persons.

**Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument.

**Narcotics, Alcoholic Beverage and Drugs:** Students shall not possess, use, transmit, conceal or be under the influence of the aforementioned items. "Look-alike drugs and drug paraphernalia are included under this rule and will be dealt with similarly.

**Tobacco:** Tobacco, in any form shall not be carried or used by any student.

**Repeated Violations and/or Insubordination:** Students shall not fail to comply with directions of teachers, student teachers, substitute teachers, teachers' aides, principal or other authorized school supervision of school personnel.

**Stealing:** Students shall respect the personal ownership rights of others. The principal may exercise his/her prerogative of reporting thefts to local authorities.

**Hazing:** Students will not participate in humiliating and sometimes dangerous, activities as part of a program of rigorous physical training and/or initiation.

**Harassment:** Students shall not harass other students, school employees, people who are guests of the school or persons conducting business for the school.

**Sexting and Egregious behavior:** Students will not participate in activities that are demeaning to self or others.

**Student Pranks:** Pranks are prohibited. Any mischievous or malicious act which causes damage to the school facilities, jeopardizes safety and security of students, faculty, staff, and/or visitors in the school.

**Other violations:** which are not covered in the above codes.

**Bishop Rosecrans High School:** Reserves the right to waive **and/or adjust** any disciplinary regulation for just cause. However, if investigations reveal additional student misconduct further disciplinary action may be taken by school administration or designee.

## CHEATING & PLAGIARISM

A VIOLATION OF ANY RULE RESULTS IN DISCIPLINARY ACTION INCLUDING, BUT NOT LIMITED TO DETENTIONS, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, COURT REFERRAL, LOSS OF PRIVILEGES.

The unauthorized possession of any academic material including tests, quizzes, exams, assignments, etc., is considered cheating. Students shall not give or receive information regarding graded work or activities; shall not misrepresent the results of researched or laboratory assignments; shall not give or receive unauthorized assistance or assignments. Copying material or claiming ownership of another person's work is a serious academic offense and can result in severe disciplinary action. Any student who comes into possession of unauthorized academic material involuntarily must inform a school official immediately. Student(s) will receive zero credit for tests or assignments, parents will be notified and incident will be noted in the student's permanent academic record.

## HARASSMENT POLICY

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

Sex harassment is not limited to conduct that is sexual in nature – it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to

unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Any person who believes he/she are subject to harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.
6. Where it is determined that improper harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

*\*\*Catholic Diocese of Columbus Policy #5140.05*

## **BULLYING**

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

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

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

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

Consequences for students who bully and/or harass others may include, but not limited to, counseling, parent conference, detention(s), suspension(s), and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

*\*\*Catholic Diocese of Columbus Policy #5140.02*

## DETENTION/SERVICE DETENTIONS

Less serious offenses will result in detention(s). Detention is served before school by teacher arrangement or immediately after school 2:45-3:30. Students are notified the day of the infraction and are to serve the detention on the assigned date. General Detention is held on Thursday from 2:45-3:30 pm. **The parents will be informed, in advance, by an email correspondence and a copy of the detention notice sent home with the student** and after parental signature the student is to return the signed copy to the office or teacher. Transportation home after detention is the responsibility of the student/parent. There will be no exceptions to this rule and there are no exemptions from serving a detention(s). Detentions assigned at the end of the school year must be served and grade reports will be held until the detention is served.

The following rules must be followed in detention:

1. Students must arrive on time.
2. No talking or moving from assigned seat.
3. No headphones, electronic devices, cell phones.
4. Students must bring school work or reading material.
5. Failure to attend assigned detention will result in further disciplinary action which may include additional detentions or suspensions.

Misconduct during detention will result in automatic dismissal from the detention, In-School Suspension will be issued and parents and coaches will be notified.

During any one quarter, each student is allotted five detentions from two or more sources. Upon a student's receiving his or her sixth detention, the student will be assigned a one day In-School Suspension. Extracurricular advisors and coaches may impose additional consequences.

## IN-SCHOOL SUSPENSION GUIDELINES

1. Students serving in-school suspension shall be permitted to make up and receive credit for assignments during in-school suspension.
2. Students are to bring school work.
3. Students may use the restrooms or get a drink only with permission of the office staff.
4. Parents will be notified of in-school suspension and of the student's right to appeal.
5. **This applies to actual days of instruction. Calamity days, scheduled holidays, teacher professional development etc. are not included in the assigned days of suspension.**

School administration has the authority to recover costs associated with In-School suspension(s).

## OUT OF SCHOOL SUSPENSION GUIDELINES

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

1. A student who has been suspended from the building for any reason may not return to school property or participate in any extracurricular activities until the suspension has expired.
2. Suspended students will not be permitted to make up any graded work such as quizzes, homework, lab reports, etc. missed during the periods of suspension.
3. Suspended students will be permitted to make up tests or exams missed during the period of suspension or to hand in major papers or projects due during the period of suspension within one (1) school day after returning to class.
4. A parent/guardian conference may be required before the student may return to class.
5. Emergency removal from the building does not count towards the suspension.

6. This applies to actual days of instruction. Calamity days, scheduled holidays, teacher professional development etc. are not included in the assigned days of suspension.
7. There are no in-school suspensions in lieu of Out of School Suspensions.

### **COURT REFERRAL**

Referral to the Muskingum County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

### **APPEAL**

Should you not agree with a disciplinary action, please start the appeal process where it originated (i. e., if a teacher assigns a detention you do not agree with, discuss it with the teacher. If the principal recommends expulsion, discuss it with the principal. The "Chain of Command" to appeal (in general) is Teacher, Principal, The Department of Education, and Columbus Diocese.

### **EMERGENCY MEDICAL FORMS**

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

### **FOOD ALLERGIES**

The Diocese of Columbus schools strive to provide a safe environment for students with life-threatening food allergies. Parents should notify the school office of any life-threatening food allergy on or before the first of each school year or as soon as food allergy is diagnosed. Each school year, parents and physicians will be required to complete, sign, and return a "Food Allergy Action Plan" specific to the student with life-threatening food allergies. The administrator will review all allergy information provided by the student's parents and physician and share this information with the appropriate teachers and staff. Parents will provide the school with the medications prescribed in the "Food Allergy Action Plan". Medications will be kept in the Clinic or with the student as specific needs dictate. The parents of a student with a life-threatening food allergy will provide a supply of "safe" snacks for use by their child. Parent of children with life-threatening food allergies are responsible for notifying bus transportation providers with information regarding their child's allergy. (Diocesan Policy 5141.3)

### **ADMINISTERING MEDICATIONS TO STUDENTS**

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

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

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

- d. times or intervals at which it is to be taken;
- e. duration; and
- f. possible side effects;

A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

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

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

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged.

Administration of these medications (i.e., throat lozenges, acetaminophen drugs such as Tylenol and Datril) should be determined on the school level, if the school judges that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

At the discretion of the principal, the school may require that medication be kept by school personnel. (Diocesan Policy 5141.0)

### **CHILD ABUSE LAWS**

Bishop Rosecrans High School abides by the Ohio Revised Code that states that it is the responsibility of each professional staff member by law to report immediately to the appropriate community agency any suspected case of child abuse and/or neglect. The professional staff member shall also notify the building principal about the referral (OCE 5140.0)

### **STUDENT PREGNANCY**

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

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

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

*Catholic Diocese of Columbus Policy #5138.0*

### **WELLNESS POLICY**

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

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

**NUTRITION EDUCATION:**

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

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

**PHYSICAL EDUCATION:**

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

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

**SCHOOL-BASED ACTIVITIES:**

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

All schools with a lunch program must follow nutritional guidelines.

**NUTRITION GUIDELINES:**

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

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

**MEASUREMENT AND EVALUATION:**

1. The policy shall be reviewed regularly to evaluate school-wide compliance effectiveness.

2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

*\*\*Catholic Diocese of Columbus Policy #5145.0*

## **DRUGS/TOBACCO AND ALCOHOL USE/ABUSE**

It is the primary objective of Bishop Rosecrans High School to insure that the education of all shall proceed in an efficient, orderly and non-disruptive manner. The sale, use or possession of intoxicants/tobacco, illegal drugs, vaping, e-cigarettes or any item that resembles a smoking device or is used as a smoking device, other controlled substances on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to disciplinary measures.

A student's self-referral to the school administration will not be processed in a disciplinary framework. A student seeking help and/or information regarding his/her usage of mood-altering chemicals has rights to confidentiality as provided by law.

### **1. Statement of Policy Regarding Students:**

Student while on school property or at a school-sponsored activity, shall not possess, buy, use, give or otherwise transmit, apply, or be under the influence of a mood-altering chemical of any kind, including alcohol, caffeine pills, and ("look-alike") controlled substance, the possession of which is prohibited by law.

#### a. Definitions:

**Possession:**

Includes, without limitation, retention on the student person or in purses, wallets, lockers, desks or automobiles parked on school property.

**Under the influence:**

Defined as manifesting signs of chemicals, misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student.

**Mood-altering chemical:**

Includes without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and any common substance such as "whiteout", glue, gasoline, etc., used for its mood-altering effect. Prescription drugs are included in this, unless authorized and kept in the original container which container shall state the student's name and the directions for proper use.

**Counterfeit or look-alike:**

(O.R.C., Section 2925.01p) any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.

#### b. This policy extends to the use of the above:

- i. On or in close proximity to any property owned, leased by, or under the control of Bishop Rosecrans High School, including vehicles used for the transportation of students.
- ii. During normal school hours, including lunch and class changes, and summer activities.
- iii. At any school-sponsored or sanctioned activity or event away from or within the school.

### **2. Staff Responsibilities:**

All Bishop Rosecrans staff has responsibilities to report all suspected cases of drug and or alcohol use, misuse or abuse by students. Staff members will report to the principal alleged possession, misuse or selling of drugs and/ or drug paraphernalia or instruments. Staff will promptly notify the Principal in writing of the alleged offense.

When the Principal has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

- a. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action which may apply.
- b. If the student is in need of medical attention, the emergency squad will be notified.
- c. The parent or the guardian of the student will be notified immediately and asked to meet with the school principal.
- d. Only in the case of medical emergency and the parent(s) cannot be reached, will the person on the student's emergency call list be notified.
- e. The principal will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- f. Notification to the police department shall be in accordance with the provisions under each offense. When reported a written record shall be made of the incident to the sheriff or deputy, who at his discretion may conduct an investigation.

### 3. **Searches:**

If the school has reason to believe that intoxicants, illegal drugs or potentially harmful substances or drug paraphernalia or instruments are concealed in a school locker or on a student, the following applies:

Locker Searches:

School lockers are the property of Bishop Rosecrans High School and are subject to search at any time, with or without cause by school officials.

Personal Searches:

The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his/her person. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at his discretion, may call the Zanesville Police Department to investigate.

Student Vehicle:

When the possession of illegal or dangerous items is suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the principal will notify the police department and proceed to search the vehicle.

Security Searches:

For security purposes backpacks and all bags may be subject to search.

### 4. **Medication:**

In accordance with O.R.C. 3313.713 prescription medications must be kept locked in the office and administered by school personnel. A "Physician's Medication Procedure Request Form" must be completed, signed and on file in the office before any prescription medication will be given.

### 5. **Disciplinary Guidelines:**

- a. Upon any student offense, a parent will be contacted.
- b. The principal retains the option to suspend or expel the student at any time. A parental/guardian conference to decide options is held before the student is readmitted.
- d. The Substance Abuse Policy is a freshman through senior year "career" policy.
- e. Failure to comply with the policy results in the severity of the offense being increased to the next level of offense. Suspension or expulsion can also result with failure to comply.
- f. In the case of an underclassman, offenses which occur at the end of the year carry over to the following academic year unless treatment by a professional is documented during the summer and the principal is notified on the foregoing. A student who fails to complete the

contract will have transcripts and (in the case of a senior) diploma withheld until contractual obligations are fulfilled.

- g. The student's parent or guardian will be required to sign an Evaluation for Treatment Agreement and an Authorization for Release of Information, if requested by the school.
- h. Any parent or guardian who chooses not to support the school policy faces the possibility of the student being suspended or expelled.

6. **Consequences:**

a. ***First Offense:***

- Any violation of the previously mentioned policies will render the violator(s) subject to a minimum three (3) day or a maximum five (5) day out-of-school suspension. Student must maintain all class work. The parents and student agree to be assessed and have the assessment results released to the school.  
In all instances, police officers may be called to the scene.
- Completion of approved counseling program.
- No leadership positions including but not limited to officer positions in clubs/classes, House Council, Valedictorian or Salutatorian status, captains on athletic teams etc. for the remainder of the school year or two semesters whichever is greater.
- Five (5) community service hours.
- Loss of privileges (i.e. dances, athletic events, trips, extra-curricular activities).

b. ***Second Offense:***

- Mandatory ten (10) day out-of-school suspension. Student must maintain all class work. The parents and student agree to be assessed and have the assessment results released to the school.
- In all instances, police officers may be called to the scene.
- Professional assessment with completion of recommended treatment plan. (A list of approved chemical dependency counselors or licensed physicians specifically trained in chemical dependency will be provided).
- Contracted agency will notify school that client is in assessment process.
- No leadership capacity for academic year or extracurricular activity for one calendar year.
- Ten (10) community service hours.
- Loss of privileges (i.e. dances, athletic events, trips, extra-curricular activities).

c. ***Third Offense:***

- Suspension with an expulsion hearing.

8. **Expulsion/Withdrawal for Disciplinary Reasons:**

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

## **ATHLETIC PHILOSOPHY & REGULATIONS**

The Athletic Department at Bishop Rosecrans High School is an integral part of the entire educational experience for all of our students. Rosecrans High School embraces the philosophy that an athletic program committed to education and excellence should be offered as part of the school's mission. We, as the Athletic Department, agree with and support the standard of Bishop Rosecrans High School that Christ is the reason for this school.

Bishop Rosecrans High School is a member of the Ohio High School Athletic Association (OHSAA) and competitively competes in the Gray Division of the East Central Ohio League (ECOL). As a member of

these two organizations, Bishop Rosecrans High School voluntarily agrees to abide by rules and regulations published in their official documents.

Every case is different and the parent and student should review the current OHSAA rules (www.ohsaa.org) prior to making any change of school decisions. Although exceptions exist, normally a student who transfers from one high school to another is ineligible to participate in sports for fifty percent of the season unless the family (not just the student) has made a change of residence from one public school district to another public school district. It is important that the parent and student review the current OHSAA rules on transfer eligibility before making any change of schools or attending any high school (grades 9-12) sports practices at a different school from their currently enrolled school. Since Bishop Rosecrans High School is a member high school of OHSAA and plays other OHSAA schools, the final decision on transfer eligibility resides with OHSAA.

## **DRUG, ALCOHOL AND TOBACCO POLICY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **Introduction:**

Participation in athletics and other extracurricular activities is a privilege offered to all students at Bishop Rosecrans High School. Students can lose this privilege by violating this code developed to protect their safety and health. This code begins on the first day of practice for fall sports (for athletes participating in a fall sport) and the first day of school for the rest of the student body. It ends on the last day of school or the last day of competition/activity if the competition/activity extends beyond the end of the school year. This code will also apply to any activity (including transportation to and from the activity) outside of the school year where students are representing Rosecrans in any capacity, either formally or informally.

### **Tobacco Policy:**

The use and/or possession of tobacco in any form are prohibited.

### **Consequences of Violations:**

- **1<sup>st</sup> Offense** Denial of participation for 10% of scheduled contests of that sport or activity. Any remaining percentage not served shall be applied toward the next sport or activity in which the student participates. Student will complete 6 hours community service approved by school administration.
- **2<sup>nd</sup> Offense** Denial of participation for 20% of scheduled contests of that sport or activity. Any remaining percentage not served shall be applied toward the next sport or activity in which the student participates. Student will complete 6 hours of community service and be subject to 10 hours of Tobacco Education program approved by school administration. The student agrees to revoke any leadership position in any sport or activity.
- **3<sup>rd</sup> Offense** Denial of participation for 50% of scheduled contests of that sport or activity. Any remaining percentage not served shall be applied toward the next sport or activity in which the student participates. Student will complete 6 hours of community service and be subject to 10 hours of Tobacco Education program approved by school administration. The student agrees to revoke any leadership position in any sport or activity.
- **4<sup>th</sup> Offense** Denial from participation in any sport or activity for the remainder of the high school career.
- 

General school policies also apply. Violations of these rules are cumulative during a student's high school career.

### **Alcohol and Illegal Drug Policy:**

The use and/or possession of alcohol or illegal drugs in any form is prohibited.

### **Consequences of Violations:**

- **1<sup>st</sup> Offense** Denial of participation for 20% of scheduled contests of that sport or activity. Any remaining percentage not served shall be applied toward the next sport or activity in which the student participates. Student will complete a program of counseling to be determined by the school administration and verification of program completion will be submitted by the agency to the school. The student agrees to revoke any leadership position in any sport or activity.
- **2<sup>nd</sup> Offense** Denial of participation for 50% of scheduled contests of that sport or activity. Any remaining percentage not served shall be applied toward the next sport or activity in which the student participates. Student will complete a program of counseling to be determined by the school administration and verification of the program will be submitted by the agency to the school. The student agrees to revoke any leadership position in any sport or activity.
- **3<sup>rd</sup> Offense** Denial from participation in any sport or activity for the remainder of the high school career.

Violations of these rules are cumulative during a student's high school career.

### **Detection:**

Violations must be detected by law enforcement personnel, coaches, school administrator, or school staff.

### **Proof:**

Discipline will be administered upon the basis of clear and convincing evidence as determined by the athletic director and/or principal.

### **Procedure for removal from extracurricular and athletic activities:**

1. The infraction shall be reported to the athletic director (athletes) or principal (others) by the head coach, school administrator or staff member.
2. The student and his/her parents will be required to meet with the athletic director (athlete) principal (others) to be informed of the infraction and the consequences to be imposed. The student and parents will be required to sign a document acknowledging they understand the proposed consequences and the consequences that will occur if there is a future violation of the policy.
3. The student has the right to appeal his/her infraction/consequences to the principal whose decision will be final. Such an appeal must be in writing and sent to or delivered to the principal within 15 days of the meeting described in Section B above, setting forth the grounds for such appeal.

### **Self-Referral:**

A self-referral program is in effect whereby a student may refer himself/herself to the athletic director, principal, assistant principal, guidance counselor or coach acknowledging a substance abuse problem. The student will then be required to complete a counseling program (at the student's expense) approved by the school.

A self-referral is not counted as a violation and does not carry punitive consequences. However, a self-referral cannot be used by a student as a method to avoid consequences once the Drug, Alcohol, and Tobacco Policy is violated and a student has been identified.

The self-referral process must be initiated by the student or his/her parent(s). Use of the self-referral process is restricted to one time per student.

**Voluntary Admission Upon Questioning:**

Voluntary Admission upon Questioning is when a violation is not detected by law enforcement personnel, coaches, administrators, or school staff but a student voluntarily admits to a policy violation when questioned by a coach or school personnel at a time subsequent to the actual violation. If this violation constitutes the first

Voluntary Admission on Questioning is counted as a violation but will not require any removal from competition for the first offense. However, a second, third or fourth offense, whether detected or voluntarily admitted to upon questioning, will result in the imposition of whatever consequences are called for by the policy. A voluntary admission cannot be used as a method to avoid consequences once the Drug, Alcohol and Tobacco Policy is violated and a student has been identified.

**PROCEDURE TO RESOLVE PARENT TEACHER & PARENT COACH DISAGREEMENTS**

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the Principal or a Bishop Rosecrans School Board member, it will be referred to the principal for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

The goal of this section is to establish a simple framework for addressing concerns, to provide for prompt resolution of concerns, to expect that all parties will participate in a cooperative manner to resolve concerns, and to assure that the system has a procedure to receive concerns in an orderly fashion to achieve the best possible education program for students.

1. **Step #1- Direct Conversation**

If a parent has a disagreement or misunderstanding with a teacher or coach, the parent must address the concern to the specific teacher or coach directly involved with the circumstances surrounding the concern. The teacher/coach will meet with the parent as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern. (Subject to change by mutual agreement).

2. **Step #2 – Fact and Possible Resolution**

If a parent or teacher is not satisfied with the outcome of Step #1 or the parent/teacher/coach is unwilling to meet independent of the administrator, a meeting with the teacher/coach, the principal, and parent will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step #1. This step is to be informal and verbal. No further action will be taken beyond Step #2, unless the parent submits in writing a signed and dated statement of facts giving rise to this concern, the name of the accused teacher/coach, and the remedy sought.

3. **Step # 3 – Formal Process**

If a parent’s concern is not satisfactorily resolved at either the first or second level, the parent should then refer this concern to the Principal in writing. At that time another meeting will be arranged at the convenience of the parent and teacher/coach directly concerned, but in no case later than ten calendar days (subject to change by mutual agreement). The teacher/coach has the right to be at all meetings with or without a non-legal representative as he/she so determines. The Principal will supply written dispositions to all parties within five calendar days. The disposition may also be placed in the teacher’s personnel file when deemed appropriate by

the Principal. The teacher/coach and parent shall be informed if the letter is to be placed in the personnel file.

### **STUDY PERIODS**

#### **Quiet Uninterrupted Independent Study Periods**

1. Students must be occupied with school work or reading while in study hall.
2. Students may study in groups with the permission of the study hall teacher.
3. Quiet and order will be maintained at all times. No talking is permitted except with permission of the study hall teacher.
4. Property damage will not be tolerated.
5. No high school student may schedule more than five study halls per week excluding lab periods.
6. No (electronic) game or card playing is permitted during school hours.
7. Students are not permitted to be out of study hall unless the reason is to complete a class assignment. The student must have a signed pass from the study hall teacher.

### **OUT-OF-CLASS PERMISSION**

No student may be out of his assigned class without signing the Sign-In Sign-Out sheet in his/her respective classroom. Teachers will issue permission sparingly. Teachers will be responsible for the whereabouts of their students at all times. **There are no exceptions to this rule.**

Students must report to the office if they have a need to leave the building (such as getting something from their car) and they must check back in the office upon their return. For student safety students must be escorted by a member of the faculty or staff.

### **TELEPHONE USAGE**

If a student must make a necessary phone call during school hours, they are to be sent to the school office where the telephone call will be placed. Students may use their cell phones or office phone to make the necessary call in the presence of school personnel.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones & personal electronic devices have become an integral part of the fabric of society and an important tool for communication between parent and child. However, because cell phones have video, photographic, and text-messaging components, use during the school day can be, at best, a distraction, and at worst, a violation of school rules. Students are not permitted to photograph or video students, faculty, staff, parents, or visitors to the school building or activities without permission of the parties involved and a violation of this policy will result in a **two day** suspension. Additional violations will be considered as serious misconduct. **Please see Electronic Device Policy p. 40.**

Therefore, use of cell phones is not permitted between 7:55 am and 2:45 pm, including lunch periods. Students may use cell phones during class period if designated to do so for instructional purposes and under the direct supervision of a teacher. **This policy is per semester.**

**First Offense:**

Phone/device is confiscated. Student receives warning.

**Second Offense:**

Phone/device is confiscated. Detention issued.

**Third Offense:**

Phone/device is confiscated until parent/guardian picks up the phone/device. Detention issued.

Parent is required to pick up the phone/device for **third offense and each one thereafter; in addition, the student will serve a detention.**

\*\*Other inappropriate electronic devices (Ipod,tablet,Ipad etc.) are also prohibited and are subject to these consequences. Please refer to the Bring Your Own Device policy (BYOD) for additional information.

### SCHOOL DANCES

School dances are open to all Bishop Rosecrans students with the exception of prom, which is open to only juniors, seniors, and their pre-registered guests. Students are required to abide by all guidelines established by the school regarding behavior at dances. Students should arrive at dances no more than thirty minutes after the designated starting time. Students who arrive more than thirty minutes after the designated starting time may be denied entrance. Students may not leave a dance more than thirty minutes before the designated concluding time without oral consent from a parent or legal guardian. Styles or types of dancing that are judged to be overly suggestive are not appropriate. It is expected that all Rosecrans students dress modestly. Modest dress does not include clothing that is low-cut in the front or back, has open midriffs, or is judged to be too short or too tight. Also clothing that has inappropriate or offensive language, symbols, advertises or glorifies alcohol, drug or tobacco use is prohibited. Any Bishop Rosecrans student who does not follow school guidelines for behavior at dances is subject to removal from the dance and suspension from future school events.

Guests of Bishop Rosecrans students attending any dance must be at least in the 9<sup>th</sup> grade, **except for prom, which is open only to guests who are in the 11<sup>th</sup> grade and 12<sup>th</sup> grade and are currently enrolled in high school.** Request forms are available in the school office or from the club advisor. Guests for all dances must be pre-registered in the office **one week prior to the day of the dance.** All guests are expected to act appropriately and will be held to the same standard of conduct as Bishops students. It is the responsibility of the student to insure that their guest behaves properly. Any guest who acts inappropriately will be asked to leave and will be forbidden to attend future events.

### DANCE CONDUCT

1. Dancing must reflect Christian values and morals.
2. Dancing must be respectful of self and others.
3. When dancing is judged to be inappropriate, the following rules will be enforced:
  - a. Dancing face to face is strongly encouraged.
  - b. All dancing must be vertical.
  - c. There must be visible space between all dancers.
  - d. All dancing viewed as inappropriate or disrespectful by the dance chaperones
    - o 1<sup>st</sup> - the students will receive a warning
    - o 2<sup>nd</sup> -the students will be removed from the dance floor
    - o 3<sup>rd</sup> - the students will be removed from the dance and the parents will be called.

Chaperones reserve the right to end the dance if students continue to disrespect the school dance policy and Code of Conduct. Failure to cooperate with the Dance Conduct will result in immediate removal.

### GRADING SCALE AND POLICY

Grades will be given numerically on the student's quarterly report card. A scale giving the equivalent letter grade will also be provided.

<u>Current Grading Scale</u>		<u>Point System for GPA</u>	
A	100-93	A	4.0
B+	92-90	B+	3.5
B	89-85	B	3.0
C+	84-82	C+	2.5
C	81-76	C	2.0

D	75-70	D	1.0
F	69-00	F	0

The overall GPA is determined by the point system. A class that is  $\frac{1}{2}$  (.5) of the year is calculated by dividing the points received by 2. A class that is  $\frac{1}{4}$  (.25) of the year is calculated by dividing the points received by 4.

During the first semester the lowest grade students may obtain is a 60% for the quarter and a 50% on the first semester exam. However, in the third and fourth quarters and on the second semester exam, all students will receive the grade they earn for the quarter and on the semester exam.

An automatic course failure is given when evidence is clear that the exam was intentionally failed or not completed. The quarterly grade point average will appear on each report card. The year end report card will reflect the cumulative grade point average.

An incomplete grade must be made up by the student within a reasonable time or no credit will be granted for the course. It is suggested that students be granted the same amount of time to make up work as they were absent from school. This is a suggestion and "rule to thumb"... the time of the grading period will influence this guideline greatly.

A student who fails the first semester and passes the second semester of a year course shall receive the full credit of the course if recommended by the teacher and approved by the principal.

Semester exams are compulsory in all major subjects. Work missed due to an unexcused absence may not be made up. Semester grades are determined by counting each quarter grade as  $\frac{2}{5}$  (or 20%) and the exam as  $\frac{1}{5}$  (or 10%). Final grade is determined by averaging first semester and second semester grades.

The valedictorians and salutatorians of the graduating class will be selected based on Accumulative Grade Point Average at the end of the third quarter of their senior year. In order to be a valedictorian or salutatorian, a student must attend Bishop Rosecrans High School for at least six (6) consecutive semesters or three (3) consecutive years. The student with the highest final grade point average at the end of the third quarter will be designated as the valedictorian and the student with the next highest final grade point will be the salutatorian. In the event there is more than one valedictorian there will be no salutatorian. Valedictorian(s) and salutatorian will be announced after May 1<sup>st</sup> of the current school year.

Example of determination of Valedictorian and Salutatorian:

Student 1	3.9456	Student 3	4.00
Student 2	3.9452	Student 4	3.9445

In this example Student 3 is the Valedictorian and Student 1 is the Salutatorian.

School administration will identify those students receiving these honors by extending the place values to the right of the decimal as far as necessary within the limitations of the student management system software.

Beginning with the class of 2019  
 Grades up to the end of the 3<sup>rd</sup> quarter grading period of the senior year will be the final grades used for the purpose of determining Valedictorian and Salutatorian.

Valedictorian & Salutatorian must also receive the Ohio Diploma with Honors.

The valedictorian and salutatorian must earn credit in two of the following courses offered at Bishop Rosecrans High School: AP Calculus, AP Biology, Honors English 12, Columbus State Community College American History, Columbus State Community College Biology.

The designation of Valedictorian will be given to the graduating senior with the highest grade point average. In the case of identical grade point averages, the honor will be shared equally by those qualifying.

The designation of Salutatorian will be given to the graduating senior with the second highest grade point average. In the case of identical second highest grade point averages, the honor will be shared equally by those qualifying.

**Beginning with the class of 2022 an attendance requirement of 90% for six consecutive semesters will be used to determine Valedictorian/Salutatorian status along with the above stated criteria**

The student speaker(s) at graduation ceremonies will be the designated Valedictorian(s).

The Salutatorian(s) will give a brief message before the presentation of diplomas.

**Class rank will not be reported on grade reports and transcripts.**

Classes taken through College Credit Plus (CCP) off campus do not meet the above requirement for designation of Valedictorian or Salutatorian status.

Classes taken through Mid-East Career and Technology Centers will not be calculated for Bishop Rosecrans High School honor rolls or academic awards.

**National Honor Society-Qualifications:**

1. Candidates must attend a meeting with the NHS advisor at the beginning of the selection process and will receive an application in early March from the advisor.
2. Candidates must complete the application and submit to the advisor by the application deadline.
3. Students applying to NHS must have attended Bishop Rosecrans High School at least one (1) semester prior to application.
4. Cumulative grade point average must be 3.5 or better through the first semester for membership eligibility.
5. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service.
6. Once selected, members have the responsibility to continue to demonstrate these qualities.
7. A cumulative GPA of 3.5 must be maintained to remain eligible for NHS.

**REQUIREMENTS FOR GRADUATION**

<b>Courses</b>	<b>Class of 2022</b>	<b>Class of 2021</b>	<b>Class of 2020</b>	<b>Class of 2019</b>
Religion	4	4	4	4
English	4	4	4	4
Social Studies	3	3	3	3
Math	4	4	4	4
Science (must have 1 each in biological and physical sciences)	3	3	3	3
Health	.5	.5	.5	.5
PE	.5	.5	.5	.5
**Electives	5	5	5	5
Total credit hours	24	24	23	23
Christian Service	75 hrs.	75 hrs.	75 hrs.	75 hrs.

Ohio Graduation Test ending with class of 2018	N/A	N/A	N/A	Pass
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**\*\*Electives:** 1 elective credit or 2 elective half credits must include: Business/Technology, Fine Arts, or Foreign Language

### GRADUATION TEST REQUIREMENTS

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English, and six points across science and social studies. All state end-of-course tests must be administered online.

Graduation requirements 2018 and beyond students must also earn a cumulative passing score of 18 points using seven end-of-course state tests. End-of-course exams are:

- Algebra I and Geometry
- Biology
- American History and American Government
- English I (9) and English II (10)

*Ohio Department of Education Requirements for Graduation <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond>*

### COLLEGE CREDIT PLUS

Students in grades seven through twelve may participate in College Credit Plus (CCP) program beginning 2015-2016. The program is governed within the Ohio Revised Code Chapter 3365 and corresponding rules 3333-1-65.1 through 3333-1-65.10.

Ohio's new CCP can help students earn college and high school credits at the same time by taking college courses from eligible post-secondary institutions (i.e. community colleges, post-secondary career technical institutions, state university, and many private colleges and universities.) The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to eligible college-ready students.

Parents and students must attend an informational session help by the school guidance counselor or designee.

Complete all forms and online applications by the deadlines set by the Ohio Department of Education and the college/university.

Texts required for College Credit Plus classes will be borrowed, rented or used texts.

If a student does not receive a passing grade for a CCP course they are not permitted to retake that course.

**Students in the 11<sup>th</sup> and 12<sup>th</sup> enrolled in a CCP semester course and receive 3 or more credit hours in the course may have a period in the opposite semester for college planning and preparation.**

College Credit Plus classes cannot interfere with the Bishop Rosecrans High School schedule. Students will not be permitted to leave early from BRHS classes or arrive late from CCP classes.

**Parents/guardians, please consider this program very carefully. It may or may not be the right program for your student. Before we can consider your student for this program, (s)he must be able to gain**

**admittance to a participating college or university. The post-secondary institution will admit students based on his/her college-readiness in one or more subject areas.**

Students will complete 75 Christian Service hours.

- Christian Service hours will be broken down as follows:
  - o 20 hrs. church related
  - o 55 hrs. school and community related

The total four-year service hour graduation requirement beginning with the class of 2012 is 75 hours. The following is a guideline for completion of service hours.

Freshmen:	10 hours
Sophomores:	25 hours
Juniors:	20 hours
Seniors:	20 hours

Each year of the above should include at least 5 hours of Church service.

New students who enroll after their freshman year will have their service hour requirement prorated in accordance with the service policy revision of 2008.

### EXAM POLICY

Semester exams are given in **December** at the end of the second quarter. Final exams are given in May and June at the end of the fourth quarter. Exams may not be rescheduled unless for a family or medical emergency. Students must take exams on or before the scheduled exam date. All exams missed must be made up on the last scheduled exam period from 12:30 pm-2:30 pm. An automatic course failure is given when evidence is clear that the exam was intentionally failed or not completed.

1. All students must be in school when they have a scheduled exam.
2. The use of cell phones for any reason is not permitted during exam periods.
3. Students must come to the office to make any phone calls.
4. Students must report to the library to study when they do not have an exam scheduled
5. Students must remain in the classrooms or library for the entire exam period.
6. Students are not permitted to leave early from any exam period.
7. Students are not permitted to be in the hall during an exam period.
8. No food or drink(s) are permitted in the classrooms or library.
9. Students may buy lunch at Bishop Fenwick if they are attending exam review sessions beginning 12:00 pm.

**Students must follow the out of uniform dress code for exam days (p. 15). Students not in compliance with the dress code will be sent home to change or will remain in the office until appropriate clothes are delivered. The student will make up the missed exam on the last day of exams beginning at 12:00 pm.**

### STUDENT RECORDS

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Schools shall establish procedures to verify the accuracy of data and to remove information no longer needed.

Those who are permitted to view an individual student's records are as follows:

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

Parents(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file. All records are kept in the school office, the office of the school academic advisor.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

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

*\*\*Catholic Diocese of Columbus Policy #5125.0*

### **ACADEMIC LETTERS**

Academic letters are given specifically to students who earned an annual grade point average of 3.5 or higher the previous academic year. The students who already have academic letters will receive gold bars.

#### **Honor Roll:**

The Honor Roll is published at the end of each grading period. Students receiving 4.0 are on the Principal's List. Students receiving 3.50 or higher are on the "3.5" Honor Roll, and students receiving 3.0-3.49, without a "D" are listed on the "3.0" Honor Roll.

### **HONORS DIPLOMAS CRITERIA FOR THE CLASS OF 2011 AND BEYOND**

Need 7 of 8 criteria to qualify (post-secondary classes count):

- 4 English
- 4 Math (Alg. 1,2, Geometry or 3 year sequence of equivalent content)
- 4 Science (Must be 1 credit of chemistry and 1 credit of physics)
- 4 Social Studies
- 3 units of one foreign language or 2 units each of two foreign languages
- 1 fine arts
- Either 1 unit of business/tech and 2 additional units in any of the other categories  
OR 3 additional units in any of the other categories
- Career GPA of 3.5 and up to the last grading period of senior year
- Composite ACT of 27 or equivalent composite of 1210 on the SAT

### **COURSE PLACEMENT**

Advanced High School Credit for

The governing authority for each high school concerning awarding high school credit for work completed at the middle school level at non-diocesan schools shall be the principal of each diocesan high school. For a student attending a diocesan high school in ninth grade coming from a non-diocesan or other diocese elementary school, high school credit will be granted under the following conditions:

1. The teacher who taught the class for credit has the proper certification/license to teach a 7-12 or a 4-9 course in a particular subject area.
2. The student earns an 85% average (or mastery in all standards) across four quarters.
3. The student will earn a minimum score on comprehensive (state) test of the subject in order to demonstrate the knowledge and skills required to move to the next level of the course. The passing rate will be determined by Bishop Rosecrans High School.
4. Students will have received 120 hours of course instruction.

### ACADEMIC ELIGIBILITY

During the preceding grading period, the student must meet the following criteria:

- (1) Received passing grades in a minimum of five one-credit courses which count toward graduation, and
- (2) Have obtained a minimum grade point average of 1.5, and
- (3) Must not have more than one failing grade.

Failure to fulfill this requirement will make the student ineligible for non-academic activity and its associated activities (ex: practice sessions, meetings, rehearsals, etc.) for the following grading period. Students may be allowed to resume participation in associated activities after three weeks provided they are not receiving any grades lower than a C on their progress reports. Ineligibility will continue until grades are officially posted at the end of the grading period. A grading period is defined as that period of time for each quarter of the academic year.

### FAILURE POLICY

**Policy for making up a failed core course required for graduation:**

- A. Student makes up class during summer school **offered off site** on a pass/fail basis. Student receives credit but make-up grade is not entered in G.P.A. **The failed course grade will not be replaced.**
- B. Student makes up the class during the regular school year, **if their class schedule allows.** Student receives the full value of the grade and it is factored into the G.P.A.

### ONLINE COURSES & SUMMER SCHOOL CREDIT RECOVERY

Students who fail a class may be allowed to make it up through an approved online course or approved summer school program. However the following rules apply:

- A. Students can only take one online course as make-up for a course in their four years of high school.
- B. The online course and the specific course will be selected by school administration.
- C. Students may take up to two summer school courses as a make-up for a course(s) in an approved program by the administration in their high school career.
- D. The grade in the online course or summer school course will not be considered when determining the student's grade point average.
- E. The cost of these courses is the student's responsibility.

### SCHEDULE CHANGES

Schedule changes can be made only during the second week of school for returning students. Freshmen and new students may change their schedule up until the Monday following the release of the first progress report. He or she may drop a class to add a study period until the end of the first grading period.

If a class is added after school starts, it is the responsibility of the student to make up all missed work. Class changes will not be considered for students wishing to take the same class from a different teacher.

Students cannot request a schedule change until the second week of school. Schedule change request forms are available in the school office and the final schedule changes must be done by school administration. The student is to bring a schedule change form to the teacher(s) involved for him/her to sign in order that the teacher may correct the class records. Schedule Change Request forms must be signed by a parent or guardian. The schedule change forms are then to be returned to the school administrator by the student before the final change will be made.

1. There must be a written recommendation from the teacher of the subject involved to the counselor.
2. A schedule change form properly signed by the teacher, parent, and student must be returned to the guidance counselor or school administration.
3. The guidance counselor will make a recommendation to the principal who will make the final decision.
4. The guidance counselor will inform the student regarding the final decision. **The student may not change classes until a final decision has been made.**

Schedule changes made after the above criteria have been met will be reflected a WF (Withdrawal Fail) or WP (Withdrawal Pass) on the student's transcript and grade report.

### TUITION AND FEES

A tuition schedule for the current academic year may be obtained from the school office. Tuition for the next academic year must be paid by the last day of school of the present academic year. Requests for financial assistance may be obtained by completing the FACTS Grant & Aid Assessment online form and the Bishop Rosecrans High School Tuition Assistance Application. This form(s) may be obtained from the school website and must be completed in March of each year for the following school year. No financial assistance may be considered without the completion of this form and you must be registered with the school for which you are requesting financial assistance. Arrangements may be made through the school business manager to obtain student loans through FACTS Tuition Management. Loan forms must be completed in accordance with the above schedule. Insofar as the school offers opportune time and methods for payment of tuition, a late fee of \$50 will be assessed to those accounts not settled prior to the deadline.

Tuition and fees must be current. If at the end of a grading period a tuition account is not current, a student's grade report, transcripts, and diploma will be withheld until the tuition account is current. All tuition accounts and fees must be paid in full in order for students' report cards and/or transcripts to be released. A student may not return to Bishop Rosecrans High School without fulfilling financial obligations of the previous year.

A non-refundable Application Fee of \$25.00 is required each year.

A non-refundable athletic fee of \$300 is required of all students who participate in the athletic program. The fee must be paid prior to participation.

A non-refundable graduation fee of \$55 is due and payable from each member of the graduating class prior to April 1.

Students are required to pay a retreat fee.

Students participating in the vocational program offered by the local technical school must enroll in religion class and will be charged 1/8 of the annual cost of tuition in order to receive a Bishop Rosecrans High School diploma.

## PARTICIPATING MEMBERSHIP IN A PARISH

1. Families must be recognized by their Pastors as Participating Member rate according to the current tuition scale for the grades in which students are enrolled. In recognizing families as Participating Members, the Pastor agrees to pay the appropriate Parish Subsidy Grant. Questions concerning parish membership should be directed to the Pastor.
2. For a family to be recognized by the Pastor as a "Participating Member", the family must:
  - a. Be registered in the parish;
  - b. Be recognized as participants in the sacramental life of the parish;
  - c. Contribute time and talent to the ministries of the parish;
  - d. Regularly contribute to the financial support of the parish.
3. Families who are not recognized as Participating Members will not receive the Parish Subsidy Grant (Non-participating) according to the current Tuition Scale for the grades in which students are enrolled.
4. Parish membership is subjected to periodic review. Families who, at any time, are found to be outside this definition may be charged the non-participating rate, or a prorated adjustment of that rate.

## TUITION REFUND POLICY

Any student who voluntarily withdraws or is expelled during an academic year will be responsible for payment of tuition.

July 1 <sup>st</sup> – First day of school:	full refund will be given if the tuition is paid in full less a \$300.00 administration fee.
First day of school – January 1:	One half of tuition will be charged.
January 2 – June 1:	Full tuition will be charged.

**NOTE:** If a student has received a tuition grant or scholarship award and the student withdraws or is expelled before December 31<sup>st</sup> no grant/scholarship amount will be applied to their tuition account. A prorated amount will be applied to the tuition account depending on the date of withdrawal after December 31<sup>st</sup>. If a student is expelled all prepaid tuition is forfeited. **Any student who has any type of suspension is no longer eligible for financial aid from Bishop Rosecrans High School for the remainder of their high school career.**

Scholarships given to the school in the name of a student are returned back to the donor for redistribution.

## ATHLETIC FEE VOLUNTEER POLICY

The Bishop Rosecrans High School annual athletic fee is \$300.00. This fee will be reduced to \$125.00 in April of the current school year when parents/guardians volunteer to work 10 hours minimum at any of the following school events which must be income producing:

- Concessions (all seasons)
- BRHS Holiday Bazaar (first weekend in December)
- BRHS annual auction "Bishops Ball" (March or April)
- Event Parking
- Athletic Hall of Fame Dinner

Special events approved by school administration.

Students are not permitted to work in order to reduce the athletic fees as students receive service hours to meet graduation service hour requirements.

Students in 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grades taking a high school course to receive high school credit must attend BRHS or pay the tuition rate of 1/8 the cost of tuition for each class.

## TRANSCRIPTS

A fee of \$5 will be charged for each certified transcript request in order to cover handling costs. Juniors will be allowed up to four requests without cost. Graduating seniors will be allowed up to six requests for transcripts without cost. In addition, they will be allowed two certified final transcripts without cost. All state mandated test scores required for graduation are reported on transcripts.

## TECHNOLOGY ACCEPTABLE USE POLICY

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes.

Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person. Further, at no time may any camera or other electronic device be utilized by a student in a manner that might reasonably create in the mind of another person a perception of being threatened, humiliated, harassed, embarrassed, or intimidated.

Students are prohibited from using cameras and other electronic devices to capture or record tests, information, or any other information in a manner that constitutes fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic devices to capture or record the words and/or images of any student, administrator, faculty, staff member, or guest of BRHS in the school or while attending a school related activity, without express prior notice and explicit consent for the capture and recording of such words and/or images. Cameras and electronic devices are banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists.

Unauthorized electronic devices will be confiscated from the student by school personnel and disciplinary action taken (p. 30)

### **TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:**

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

#### **1. Acceptable Use of the Internet:**

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

- a) Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never to view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- b) Do not access or participate in chat rooms. or multi-user environments including but not limited to IM, MUDs or MOOS; download or play games; subscribe to or access list serves; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- c) Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to them or any other person without appropriate staff approval.
- d) Do not engage in any commercial, for-profit activities.
- e) Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- f) Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- g) Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- h) Do not use the Internet in any way which disrupts the service or its operation for others.

2. **Consequences for Inappropriate Use of the Internet:**

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

- A. A warning followed by re-clarification of the acceptable use guidelines.
- B. Loss of privilege of Internet access for not less than 45 school days.
- C. Notification of parents and administrators by phone or personal conference.
- D. Referral to proper authorities for disciplinary and/or legal action.

**Terms and Conditions for Technology Network and Equipment Access and Use:**

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

**Acceptable Use of Networks and Technology Equipment:**

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

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

- G. Do not alter the computers or change the settings or system configurations in any way.
- H. Do not alter, damage or vandalize Diocese technology equipment or software in any way.
- I. Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

**Consequences for Inappropriate Use of Networks or Technology Equipment:**

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

- A. A warning followed by re-clarification of the acceptable use guidelines.
- B. Temporary or Permanent Loss of access to Diocese technology resources.
- C. Notification of parents and administrators by phone or personal conference.
- D. In-School/Out-of-School Suspension.
- E. Expulsion
- F. Referral to proper authorities for disciplinary and/or legal action.
- G. Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

**Conclusion:**

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

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

**Internet Users: If you continue past this page you are agreeing to the terms of the Columbus Diocesan Technology Acceptance Use Policy. This means you will be subject to the consequences for violations of that policy.**

**A Summary of the policy Concerning Use and Care of Computers and Equipment and The Acceptable Use Policy of Internet and Online Resources**

**Do:**

- 1. Sign in
- 2. Take care of equipment
- 3. Ask for help with printer problems
- 4. Print just one copy of a document (School related only!)
- 5. Use the Internet for educational pursuits
- 6. Treat teachers and fellow students with respect
- 7. Ask before you enter a site that you think might be questionable
- 8. Immediately back out of any questionable sites
- 9. Follow instructions of teachers, librarians, tech teachers and lab assistants
- 10. Close applications by going to File and Quit and then sign off when you are finished
- 11. Leave computer on

**Don't**

- 1. Have food or drink around equipment
- 2. Share any passwords
- 3. Access or download any inappropriate material
- 4. Access chat rooms, newsgroups or listservs or instant messaging
- 5. Access or download games, game cheat codes, MUD's, MOO's or simulations
- 6. Harass others in any way

7. Submit or reveal your name, any personal information or phone numbers of yourself or others
8. Change any computer settings, hardware, parts or cabling
9. Access or manage a personal web page on school computers
10. Download without permission

If you agree to and have read the Acceptable Use Policy, continue and use good judgment...

***\*\*Catholic Diocese of Columbus Policy #6142.1***  
**BYOD (Bring Your Own Device)**

Bishop Rosecrans High School encourages all students to bring their own electronic device to assist in their learning process.

**Definition**

Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices at school. Devices include but are not be limited to: cell/smart phones, tablets (such as iPad), laptops, and netbooks. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them.

**Purpose**

The BYOD program is designed to help students keep up with the demands of the 21st Century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students authentic experiences to build their 21st Century skills (collaboration, creativity, communication and critical thinking) to prepare them for college and career.

**Bring Your Own Device**

Our district offers filtered wireless access. Students in grades 9-12 may bring a supported personal computing device (see equipment recommendations below) to school for educational purposes with teacher approval. While at school, students are required to connect to BRHS filtered Wi-Fi connection to ensure access to the best online resources.

**Guidelines**

When using their device, students need to expand the concept of their school community to the community they will be interacting with online. Appropriate use of devices and rules concerning devices apply from the time the student leaves for school until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes will subject the student to disciplinary action. Serious offenses will be reported to the local authorities. Recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

**Responsibility for Devices**

The electronic devices that students bring to school are their sole responsibility.

The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited resources will be spent to locate lost or stolen items.

Personal devices may be subject to investigation in accordance with Diocesan Policy.

Students are expected to keep their devices secure at all times and not loan to others.

Students are expected to exhibit digital responsibility and follow the BRHS Acceptable Use Policy while using technology.

Use of technology is a privilege, not a right. This privilege can be revoked. Bishop Rosecrans High School will not provide technical support.

## ATHLETIC CODE OF CONDUCT

A student who elects to participate in a co-curricular/extracurricular activity, is agreeing to abide by the standards of conduct established for that activity. Therefore, it is vitally important for both the students and the student's parents to carefully review the expected standards of conduct established in the athletic code or any special rules established by the athletic department/coach for that given activity. And, if for whatever reason the student feels that he/she cannot abide by such, then the student should not elect to engage in the activity.

It is important to remember that when a student-athlete chooses to violate the School and Athletic Code of Conduct, it is the athlete who has violated his/her own oath of participation.

Because infractions are taken seriously, the coach involved, the athletic director and the principal/designee shall meet and determine the penalty according to the degree of the infraction. The student-athlete and his/her parent should be notified before the penalty is determined and provided the opportunity to present their position on the incident. An athletic discipline report will be completed for each violation and maintained by the athletic director. These rules and regulations are in effect twelve months a year.

**A. STUDENT ATHLETE:** A student athlete is a student who is or has participated in any of the extracurricular activities listed above.

**B. ATHLETIC PARTICIPATION:** Percentages apply to regular season contest only and student/athletes remain ineligible for post-season competition as long as any carry-over consequences exist.

**C. ATHLETIC SEASON:** Is considered to run from the first official day of practice established by O.H.S.A.A. through the last official contest.

**D. TEAM MASS:** Each team will attend Mass as a team at least two times during the current athletic season.

**E. CHEERLEADER SEASON:** Is considered to begin with the starting date for football practice and continues through the last official contest for varsity boys/ basketball. For purposes of enforcing loss of participation, football and boys' basketball will be considered as two separate seasons. Football season ends with the last game and boys' basketball begins with the first practice date established by the O.H.S.A.A.

**F. TWELVE MONTH POLICY:** All athletes shall abide by a code of conduct which will earn him/her the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, inappropriate activity and comments on social media, theft, vandalism, disrespect, immorality, or violations of the law tarnish the reputation of everyone associated with the athletic programs, and will not be tolerated. This code shall be in effect for 12 months a year, 24 hours a day, for those who made the team. If you make the team and quit, the code still applies. If an

athlete is cut, the code does not apply. The code of conduct applies for one calendar year after the conclusion of the last sports season in which the athlete participated.

**G. HOSTING:** For purposes of this Code of Conduct, a "Hosting" violation occurs when a student organizes and/or holds an event to which others are invited and where conduct prohibited by the Code of Conduct occurs. Hosting may occur in a student's home or in any other public or private place. The totality of the circumstances shall be considered in determining whether a student is in violation of the Hosting prohibition of this Code of Conduct. One or more students may be in violation of the Hosting prohibition for the same event.

**H. FAILURE TO COOPERATE:** When, as a result of the consequences set forth hereinafter, a student athlete is required to attend alcohol and drug education, and if that student fails to agree to attend such a program, such failure to agree to attend will result in the athlete being removed from athletic participation until the starting date of the season in which the infraction occurred. The student athlete will be required to attend ten (10) hours of alcohol and drug education before further participation will be granted.

**I. PROOF:** Discipline will be administered upon the basis of clear and convincing evidence.

### REGULATIONS: ALCOHOL AND DRUGS

Student athletes of Bishop Rosecrans High School shall not possess, give, sell, distribute or otherwise transmit any alcoholic beverages, illegal drug, and counterfeit drugs or controlled substance, the possession or transfer of which is prohibited by law. Further, the students athlete shall not use, or be under the influence of any alcoholic beverage, illegal drug, counterfeit drug or controlled substance, including but not limited to narcotics, hallucinogenic drugs, amphetamines, steroids, cocaine, or intoxicants or any kind. (This Code does not apply to medications prescribed by student athlete's physician.)

**A. PENALTIES: use or possession of Alcohol and/or Drugs**

<p><b>1.</b> The penalty for a first violation will be <i>denial of athletic participation for 20%</i> of the scheduled contests of that sport. Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p>	<p><b>1.</b> Upon confirmation of the second violation, athletic participation will be denied athletic participation of <b>50%</b> of the scheduled contests of that sport. Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p>	<p><b>1.</b> The student athlete found in violation of the training rules a third time shall be <i>denied athletic participation for the remainder of their athletic career.</i></p>
<p><b>2.</b> The athlete agrees to <i>complete a program of counseling</i> as established by the Principal and/or Governing Board. (An unexcused absence from a session will immediately reactivate the original</p>	<p><b>2.</b> The athlete agrees to <i>complete a program of counseling</i> as established by the Principal. (An unexcused absence from a session will immediately reactivate the original prohibition of</p>	<p><b>2.</b> After one calendar year from determination of his/her guilt, an appeal can be made to the appeals board for reinstatement contingent upon substantiated</p>

prohibition of participation.)	participation.)	rehabilitation.
<b>3.</b> The athlete agrees to <i>revoke any leadership positions</i> , such as, but not limited to, team captain, and will not hold any leadership positions on athletic teams for the remainder of the school year. He/she may also be required to forfeit individual post season banquet recognition (i.e. Team MVP, etc...).	<b>3.</b> The athlete agrees to <i>revoke any leadership positions</i> , such as, but not limited to, team captain, and will not hold any leadership positions on athletic teams for the remainder of the school year. He/she may also be required to forfeit individual post season banquet recognition (i.e. Team MVP, etc...).	
<b>4.</b> The athlete must <i>attend practice</i> . He/she must <i>travel</i> with the team. He/she must <i>sit on the bench</i> with the team. He/she <i>cannot be in uniform</i> .	<b>4.</b> The athlete must <i>attend practice</i> . He/she must <i>travel</i> with the team. He/she must <i>sit on the bench</i> with the team. He/she <i>cannot be in uniform</i> .	

### REGULATIONS: TOBACCO

Possession or use of tobacco in any form (cigarettes, cigars, snuff, chewing tobacco, electronic cigarettes etc.) is a violation of board policy and will result in the following consequences:

#### A. PENALTIES: use or possession of tobacco

<b>1.</b> Denial of athletic participation for <b>10%</b> of the scheduled contests of that sport. Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.	<b>1.</b> Denial of athletic participation for <b>20%</b> of the scheduled contests of that sport. Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.	<b>1.</b> Denial of athletic participation for <b>50%</b> of the scheduled contests of that sport. Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.	<b>1.</b> The student athlete found in violation of the training rules a fourth time shall be prohibited from athletic participation for the remainder of their athletic career.
<b>2.</b> The athlete will be required to <i>perform 6 hours of community service</i> approved by the school administration.	<b>2.</b> The athlete will be required to <i>perform 10 hours of a Tobacco Education Program</i> as approved by school administration and <i>conduct 6 hours of Community Service</i> .	<b>2.</b> The athlete will be required to <i>perform 10 hours of a Tobacco Education Program</i> as approved by school administration and <i>conduct 6 hours of Community Service</i> .	<b>2.</b> After one calendar year from determination of his/her guilt, an appeal can be made to the school administration for reinstatement contingent upon substantiated

			rehabilitation.
<p><b>3.</b> The athlete <i>must attend practice</i>. He/she must <i>travel with the team</i>. He/she must <i>sit on the bench</i> with the team. He/she <i>cannot be in uniform</i>.</p>	<p><b>3.</b> The athlete agrees to <i>revoke any leadership positions</i>, such as, but not limited to, team captain, and will not hold any leadership positions on athletic teams for the remainder of the school year. He/she may also be required to forfeit individual post season banquet recognition (i.e. Team MVP etc...).</p>	<p><b>3.</b> The athlete agrees to <i>revoke any leadership positions</i>, such as, but not limited to, team captain, and will not hold any leadership positions on athletic teams for the remainder of the school year. He/she may also be required to forfeit individual post season banquet recognition (i.e. Team MVP etc...).</p>	
	<p><b>4.</b> The athlete <i>must attend practice</i>. He/she <i>must travel</i> with the team. He/she must <i>sit on the bench</i> with the team. He/she <i>cannot be in uniform</i>.</p>	<p><b>4.</b> The athlete <i>must attend practice</i>. He/she must <i>travel with the team</i>. He/she must <i>sit on the bench</i> with the team. He/she <i>cannot be in uniform</i>.</p>	

## **1. Sportsmanship**

Because players are respected and admired, they exert a great deal of influence over the actions and behavior of the spectators. Their display of sportsmanship is to be expected, encouraged, and rewarded. The following sportsmanlike behavior is to be adhered to by our players:

- a. Shake hands with opponents before and after competition.
- b. Respect the official's judgment in interpretation of the rules. Never argue or indicate a dislike for a decision.
- c. Accept both victory and defeat without being boastful or bitter. Be gracious whether your team wins or loses.
- d. Cooperate with the coach and fellow players in promoting good sportsmanship.
- e. Accept seriously the responsibility and privilege of representing the Church, the school, and the community.

Athletes should live by a code of ethics, which will entitle them to the honor, and respect, which they can rightfully earn, through competition and representation of their school. Conduct resulting in dishonor to athletes reflects not only upon themselves, but also upon their teams, coaches, school, church, and family. Participation in Rosecrans athletics is a privilege, not a right. These rules and regulations are in effect every day, in school or out, for the athletic season beginning on the first scheduled practice and ending with the awards program for that sport. Violation of good sportsmanship may result in the denial of participation in future contests.

## **2. Student Athlete Conduct**

Student athletes are representatives of their school. As Ambassadors of the Bishop Rosecrans High School community, it is incumbent upon them to represent their school with class, respect, dignity, integrity, good sportsmanship and compassion for their fellow competitors and their communities. Failure on the part of the student athlete to do this may result in disciplinary action being taken against them by their coach, Athletic Director, Assistant Principal, and/or Principal. Such consequences may include, but are not limited to, normal disciplinary action taken against students such as: detention, In-School restriction, suspension from the sport or activity, or suspension from school. Student athletes shall be afforded their right of due process, and an appeal to the President of the Governing Board. A student's behavior shall follow these guidelines:

1. Athletes will always conduct themselves in the proper manner at all times. Conduct codes and school rules to all athletes for 24 hours of every day, 12 months a year.
2. No foul language or offensive actions will be permitted either as a participant or an athlete.
3. Show respect to your coaches, coaches of opposing teams and officials.
4. As an athlete, you are in the public eye at all times. You should be an example to others – maintain good grades and show respect to your teachers and administrators. Help with trouble (don't cause it).

### **3. Relationship with Teachers**

Athletes are expected to be examples of good behavior in all aspects of their school life. If a faculty or staff member reports an incident of unacceptable behavior or negative classroom attitude, the act will be discussed with the player, and disciplinary action, if necessary will be determined by the principal, athletic director, and coach.

### **4. Cheating**

The privilege of representing your school as an athlete also carries responsibility into the classroom. Any team member found to be cheating in class work or tests will be denied participation for one week of athletic contests effective immediately. Continued problems will bring increased denial of participation.

**Please refer to p. 40 of the Student/Parent Handbook for disciplinary action.**

### **5. Stealing**

One purpose of the athletic program is to develop respect for the rights and property of others. If an athlete takes the property of another person or of the school or becomes knowingly involved in theft by receiving stolen property, he/she shall be denied participation for one week of all athletic contests effective immediately. If a student has a second violation they will be dismissed from the team.

**Please refer to p. 40 of the Student/Parent Handbook for disciplinary action.**

### **6. Attendance Policy for Athletic Activities**

Students involved in athletics must be in attendance to participate in their activity after school. **Students must be in attendance by 11:07am** (before the start of the 5th period) **the day of an athletic contest, and the day after an athletic contest.** Athletes not in attendance according to these requirements shall not be eligible to participate in the next contest. The principal, according to the situation may make exceptions, or if the student has a doctor's permission slip. Students must be in attendance for at least four full class periods of the school day in order to practice, play or participate in any Bishop Rosecrans athletic activity.

### **7. Eligibility**

Below is a list of eligibility requirements for participation in athletics at BRHS:

- a. No student shall be kept from participation in athletics at BRHS due to his or her race, religious beliefs, gender, or socioeconomic status.

b. Students are required to meet certain academic requirements as set forth by the Diocese and the Ohio High School Athletic Association. Examples of these policies include:

1. Students must have a minimum of a 1.5 grade point average (GPA) during the preceding and current grading period in order to be eligible, must be passing at least 5 one-credit classes or the equivalency, and must not have more than one failing grade. (For other academic eligibility questions, please refer to the current year student handbook).
2. For transfer students and eligibility, please refer to the Bishop Rosecrans High School Student Handbook.
3. Students must be deemed eligible on the first day of practice for that sport in order to participate in that sport for that school year. A player who is not eligible for practice when the season begins may not join a team later in the season, or after the end of the next grading period. A student may not be added to a team once a "cut" has been made.

c. Students must have medical information, proof of insurance, completed physical form and parental consent information on file with the Athletic Director prior to the first practice to be eligible to participate in athletic activities at BRHS.

## 8. Hygiene, Appearance, and Decorum

"Wash yourselves, make yourselves clean;" (Isaiah 1:16a)

Being that student-athletes represent their school to their peers, parents, and members of this and other communities, it is important that they look, act, and play like athletes. Coaches are responsible for ensuring that the players do so in a manner that well represents the individuals, the team, the school, and the community. Players that fail to abide by these rules are subject to disciplinary action and may have their participation withheld until they comply with the coaches' rules.

While it is difficult to create a policy that is able to accommodate everyone, there are reasonable standards that can easily be met by athletes relative to their grooming, appearance, and decorum. Below is a list of these reasonable expectations:

- Players are encouraged to shower after practices and games. Facilities are provided and maintained so that players may practice good hygiene to prevent the spread of infections and diseases that may be transmitted throughout the course of athletic participation.
- Players are not to share towels, soap, deodorant, or other products which may transmit infection and disease.
- **Uniforms, game and practice, should be regularly washed and properly cared for by the athlete.**
- School policy and the coach have the authority to make decisions regarding game day appearance such as wearing jerseys or dressing up for school. Players are expected to dress according to a coach's specification pursuant school policy, and should dress in a manner that reflects the unity of the team.
- During contests players' uniforms are to be worn as specified by coaches according to what is appropriate for that sport and that uniform, also following the guidelines and rules of the Ohio High School Athletic Association. For example: Softball, Volleyball, and some Football uniforms are not tucked in, while Golf shirts, Basketball jerseys, and Baseball uniforms are all to be tucked in. These determinations are expressed by the coach at the beginning of the season, and will be included in a coach's team rules and regulations.
- **Players may not wear earrings or other jewelry while competing in their sport pursuant OHSAA; visible tattoos are to be covered during any interscholastic athletic competition, i.e. scrimmages, previews, games, tournaments.**
- During practices athletes are to wear proper attire. In the case a practice uniform is provided they are to wear the practice uniform. Coaches may make rules and establish consequences for those athletes who do not bring their practice clothes. **Players are not to take shirts off during practice (no shirts vs. skins) and female athletes must wear appropriate tops over sports bras.** While shirts and shorts do not have to adhere to the policies specified in the student dress code for school, a

degree of modesty is expected and clothing shall not be excessively revealing or worn inappropriately.

- Players should be neat and generally well-groomed meaning their hair should be clean, neatly combed and worn in a manner appropriate for athletic competition. This means hair should not be in a player's eyes or face. As a rule a male athlete's hair should not go beyond his collar and a female who wears her hair long should keep her hair pulled back while practicing or playing.
- Players are expected to refrain from the use of profanity, vulgar language, and rude gestures. Coaches will establish consequences for players who use inappropriate language which may include, but not be limited to: running, push-ups or other exercises, benching, or suspension from the team depending on the severity of the situation and the number of times the issue has been addressed.
- Coaches have the authority to establish rules and regulations for their athletes that fall under the umbrella of these guidelines. They shall have the full support of the Athletic Director and Principal in making decisions regarding these issues. The intent of this policy is to create a reasonable set of minimum standards for athletes to protect them from infection and disease, to ensure their safety, and to promote the ideals of class and integrity throughout the athletic program.

## **10. Dual Sport Participation**

Any student/athlete seeking to participate in two sports in one season will be required to determine his/her "primary" and "secondary" sports. This determination will be used only to resolve scheduling conflicts that arise after the start of the season.

While not encouraged, dual sport participation in the same season is permitted under the following conditions:

- a. The athlete and his/her family are in favor of competing for two sports teams.
- b. The coaches of the affected sports are in agreement that this is a desirable situation.
- c. The coaches of the affected sports, the athlete, and the athletic director will meet to determine if a schedule for practices and competitions can be mutually agreed upon.
- d. The athlete is expected to practice regularly in both sports.
- e. The athlete will not be permitted to leave practice early in order to attend a practice in the other sport without permission of the coach of the "primary" sport.
- f. The athlete will not be permitted to miss any practices or contests in their "primary" sport without the consent of the "primary" coach.

If the letter requirements of both sports are met, then the athlete will be eligible to receive letters and awards in both sports.

All final authority regarding conflicts and clarification of this policy shall be vested in the Principal and Athletic Director.

## **11. Bishop Rosecrans High School Athletic Letter Requirements**

Each coach will determine the criteria for earning an athletic letter and team honors (e.g. captains, leaders etc).

Requirements for all student athletes to Letter in any sport:

- ❖ Student athlete must attend all practices and games in a season unless excused by Head Coach.
- ❖ Student athlete must act in a respectful manner throughout the entire season, during school to ALL faculty, coaches and officials.
- ❖ Student athlete must abide by the rules set forth by the school, OHSAA, coach and athletic department.
- ❖ Student athlete cannot have received an OSS during the season.

- ❖ Student athlete cannot have been suspended by any OHSAA official for inappropriate disrespectful behavior.
- ❖ Student athlete awards banquet.
- ❖ Student athlete must end the season in good standing.

In addition to the above criteria for earning a letter in a varsity sport, each individual sport has its own specific requirements.

#### **Girls Soccer:**

- GPA must be in accordance with OHSAA to remain eligible
- Student athletes must play in 50% of regular season varsity games

#### **Golf:**

- Student athletes must play in 50% of varsity matches

#### **Football:**

- GPA must meet Bishop Rosecrans High School standards
- Student athletes must compete in 20 out of 40 regular season quarters. A single play in a quarter would constitute as a quarter played.
- Must have regular attendance to all practices and team functions unless excused by coach

#### **Boys Basketball:**

- Student athletes must compete in 50% of quarters in that year's games
- Any senior that completes the entire basketball season can receive a varsity letter
- Any varsity player that has an injury that keeps him from playing in games and attends practices and games when possible is eligible for a varsity letter.

#### **Girls Basketball:**

- Student athletes must compete in 50% of quarters in that year's games
- Any senior that completes the entire basketball season can receive a varsity letter
- Any varsity player that has an injury that keeps him from playing in games and attends practices and games when possible is eligible for a varsity letter.

#### **Track and Field:**

- Letters will be awarded for both attendance at practice and meets
- A student athlete is to participate in at least 90% of the track meets as determined by the coaching staff or otherwise decided (ex. 10 out of 12 meets).
- If the coaching staff determines an athlete unable to participate due to injury, number of participants, or any other reason as specified, the athlete will not be penalized towards earning a letter
- A student athlete is to be at 90% of all practices with only excused absences due to illness, school work, or unavoidable family situations

The coach with approval from the Athletic Director/School Administrator has the right to waive any or all requirements when student athlete is injured. The coach with approval from the Athletic Director/School Administrator reserves the right to not award a letter to a player if there is just cause.