



BISHOP READY  
— HIGH SCHOOL —

Parent and Student Handbook

Summer 2024

# TABLE OF CONTENTS

Table Contents .....	1
Introduction; Mission Statement and Statement of Beliefs.....	2
Students Rights, Responsibilities and Privileges .....	2
Bishop Ready High School Directory .....	4
Bell Schedules .....	5
Academic Policy .....	6
Co-curricular Programs.....	12
Transportation Policy .....	12
Living the Gospel Message Requirement .....	13
Teens, Parents and Success .....	15
Student Assistance Programs .....	15
Financial Policy.....	18
Attendance Policies and Procedures .....	19
General Policies .....	23
Student Code of Conduct.....	26
Automobiles.....	28
Lock Down Procedures .....	28
Lunch Period, Lunch Account Policy, and Cafeteria Directions .....	28
Administering Medications to Students .....	29
Visitor Regulations.....	30
Honor Code.....	31
Behavior.....	31
Discipline.....	32
School Violence.....	33
Suspension, Probation and Expulsion.....	34
General Uniform Code .....	37
Warm Weather Activity Guidelines .....	40
Volunteers and School Staff.....	41
Appendices.....	42
Appendix A: Ohio High School Athletic Transfer Policy.....	43
Appendix B: School Attendance Areas.....	44
Appendix C: Harassment Policy.....	45
Appendix D: Publishing Student Information.....	47
Appendix E: Technology Acceptable Use Policy.....	48
Appendix F: Crisis Management Plan .....	50
Appendix G: Wellness Policy.....	52
Appendix H: USDA Nondiscrimination Statement.....	54

# ***BISHOP READY HIGH SCHOOL***

## **INTRODUCTION**

This Parent-Student Handbook is designed to serve as a guideline as we work, pray, study, teach, learn, socialize and serve each other as members of the Bishop Ready High School Community. The philosophy herein speaks of a partnership between family and school. It is our belief that any organization functions best in the spirit of participation, consultation, mutual respect, care and understanding. These policies and procedures are designed to facilitate our functioning as a community wherein each member is respected, has rights and responsibilities, participates in the life of the community and is comfortable with his or her place in the Bishop Ready family. In working together as partners in excellence, your cooperation and involvement will optimize the educational process as we create a school climate ignited with a spirit conducive to the total educational experience. We strive to assist the student in realizing the responsibilities and obligations involved in his/her right to learn.

## **OUR MISSION**

*Bishop Ready High School is committed to enhancing spiritual formation, academic distinction, and social responsibility in the Catholic tradition wherein all persons are called to witness and reflect the Gospel Message of Jesus Christ.*

## **WE, THE BISHOP READY COMMUNITY, BELIEVE . . .**

- in the innate dignity of the individual as beloved by God.
- that we are called to serve as leaders, committed to the discovery, integration, dissemination, and application of truth.
- that each student progresses toward academic, moral, social and spiritual maturity as an individual son or daughter of God.
- that each of us contributes to creating a collaborative learning environment wherein students become moral, self-directed, confident, global thinkers.
- in teaching students to adapt to their ever-changing world while remaining faithful to the Gospel.
- in the value of creativity, imagination, and passion.
- that diversity is an opportunity to enrich school culture and to promote a thoroughly inclusive community.
- that each student is called to accept his or her responsibility as a global citizen.

## **STUDENT RIGHTS, RESPONSIBILITIES, AND PRIVILEGES**

Bishop Ready High School students are afforded the respect that belongs to all persons created by God with purpose and dignity. Each student is to be considered and recognized as unique with individual gifts and talents - spiritual, intellectual, social, emotional, and physical. Each student is invited and encouraged to participate in the life of the community through course work, responsible action, care and concern for others, and formal and informal learning activities. We have as our ideal the model of a Catholic, Christian family working, praying, striving, learning, and growing together.

1. Each student is to be treated with dignity and respect.
2. Each student is to be given equal access and equal opportunity to all programs for which s/he is eligible to participate.
3. Each student is entitled to due process as outlined and defined in this handbook.
4. Each student is to be informed of all policies, procedures, rules, and regulations that pertain to his or her participation in the Bishop Ready family.
5. Each student is encouraged to seek resolution of problems, concerns, issues by working through appropriate channels including the Principal, Vice Principals, Athletic Director, Guidance Counselor, etc.
6. Each student is encouraged to participate fully in the life of the school, which includes, when appropriate and applicable, involvement and input in the formulation of policies and procedures.
7. Each student must accept responsibility for his/her own actions and the consequences that result from those actions.

8. Each student has responsibility for his or her learning process.
9. Each student has the responsibility for other members of the family in that no student may disrupt or deny another student's learning process. Students should strive to bring out the best in themselves and others.
10. Each student has the responsibility of living within the norms as set forth in the rules, regulations, policies, and procedures.
11. Each student has access to privileges and incentives, when applicable.

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

## Bishop Ready High School Directory

Principal .....	Mr. Matthew Brickner
Vice Principal of Student Affairs.....	Mr. Rocco Fumi
Vice Principal of Academics.....	Mr. Ben Hilsheimer
Business Manager .....	Mr. Russell Rehner
Athletic Director .....	Mr. David Oddi
Director of Admissions .....	Mrs. Jennifer Gramlich
Director of Technology .....	Mr. Rob Wahl
Attendance Officer .....	Mrs. Virginia Mendez
Main Office Administrative Assistant .....	Mrs. Tammy Linard
Office Administrative Assistant.....	Mrs. Roseann Holocher
Director of Guidance and Senior/Junior Counselor.....	Mrs. Zenia Strickland
Sophomore and Junior Guidance Counselor.....	Dr. Diane Schwendenman
Freshman Guidance Counselor .....	Mrs. Jennifer Gramlich
School Social Worker and Guidance Administrative Assistant .....	Mrs. Michelle Neuhausel
School Office Hours:	7:30 a.m. - 4:00 p.m.
Telephone Number:           Main Office	614-276-5263
Web Site:	<a href="http://www.brhs.org">http://www.brhs.org</a>

### **PLEASE NOTE:**

*Bishop Ready High School 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. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may be subject a student discipline. Discipline for such conduct shall be at the discretion of the school and will be in keeping with our Code of Conduct as outlined in this handbook.*

*The administration of Bishop Ready High School cannot investigate complaints or issues that are brought to our attention anonymously. If a parent or community member wishes to bring a matter to our attention, one must be forthcoming with names and information. We will keep the names of those who report information in confidence.*

## BELL SCHEDULES

### REGULAR SCHEDULE

	7:58	First Bell			
8:00	8:15	Homeroom			
8:18	9:00	Period 1			
9:03	9:45	Period 2			
9:48	10:30	Period 3			
10:30	10:34	Locker Time			
10:34	11:16	Period 4			
11:16	11:46	Lunch A	11:19	12:01	Period 5
11:49	12:31	Period 5	12:01	12:31	Lunch B
12:33	1:15	Period 6			
1:15	1:19	Locker Time			
1:19	2:01	Period 7			
2:04	2:46	Period 8			

### MASS - ASSEMBLY SCHEDULE

	7:58	First Bell			
8:00	8:33	Period 1			
8:36	9:09	Period 2			
9:12	9:45	Period 3			
9:45	9:49	Locker Time			
9:49	10:22	Period 4			
10:25	10:40	Homeroom			
10:40	11:52	Mass - Assembly			
11:52	12:21	Lunch A	11:55	12:28	Period 5
12:24	12:57	Period 5	12:28	12:57	Lunch B
1:00	1:33	Period 6			
1:33	1:37	Locker Time			
1:37	2:10	Period 7			
2:13	2:46	Period 8			

### EARLY DISMISSAL/PEP ASSEMBLY

	7:58	First Bell			
8:00	8:15	Homeroom			
8:18	8:53	Period 1			
8:56	9:31	Period 2			
9:34	10:09	Period 3			
10:09	10:13	Locker Time			
10:13	10:48	Period 4			
10:48	11:18	Lunch A	10:51	11:26	Period 5
11:21	11:56	Period 5	11:26	11:56	Lunch B
11:59	12:34	Period 6			
12:34	12:38	Locker Time			
12:38	1:13	Period 7			
1:16	1:51	Period 8			

### BLOCK A

	7:58	First Bell			
8:00	8:15	Homeroom			
8:18	9:43	Period 1			
9:46	11:11	Period 3			
11:11	11:15	Locker Time			
		Lunch			
11:15	11:45	A	11:18	12:43	Period 5
11:48	1:13	Period 5	12:43	1:13	Lunch B
1:13	1:17	Locker Time			
1:17	2:42	Period 7			

### BLOCK B

	7:58	First Bell			
8:00	8:15	Homeroom			
8:18	9:43	Period 2			
9:46	11:11	Period 4			
11:11	11:15	Locker Time			
		Lunch			
11:15	11:45	A	11:18	12:43	Period 6
11:48	1:13	Period 6	12:43	1:13	Lunch B
1:13	1:17	Locker Time			
1:17	2:42	Period 8			

### MASS ASSEMBLY - BLOCK A

	7:58	First Bell			
	9:08	Period 1			
9:11	10:19	Period 3			
		Locker			
10:19	10:23	Time			
10:23	10:38	Homeroom			
10:38	11:52	Mass - Assembly			
11:52	12:22	Lunch A	11:55	1:03	Period 5
12:25	1:33	Period 5	1:03	1:33	Lunch B
		Locker			
1:33	1:37	Time			
1:37	2:45	Period 7			

### MASS ASSEMBLY - BLOCK B

	7:58	First Bell			
8:00	9:08	Period 2			
9:11	10:19	Period 4			
		Locker			
10:19	10:23	Time			
10:23	10:38	Homeroom			
10:38	11:52	Mass - Assembly			
11:52	12:22	Lunch A	11:55	1:03	Period 6
12:25	1:33	Period 6	1:03	1:33	Lunch B
		Locker			
1:33	1:37	Time			
1:37	2:45	Period 8			

**FACULTY MEETING/PEP RALLY -  
BLOCK A**

8:00	7:58	First Bell
8:18	8:15	Homeroom
9:32	9:29	Period 1
10:43	10:43	Period 3
10:43	10:47	Locker Time Lunch
10:47	11:17	A 10:50 12:01 Period 5
11:20	12:31	Period 5 12:01 12:31 Lunch B
12:31	12:35	Locker Time
12:35	1:46	Period 7

**FACULTY MEETING/PEP RALLY -  
BLOCK B**

8:00	7:58	First Bell
8:18	8:15	Homeroom
9:32	9:29	Period 2
10:43	10:43	Period 4
10:43	10:47	Locker Time
10:47	11:17	Lunch A 10:50 12:01 Period 6
11:20	12:31	Period 6 12:01 12:31 Lunch B
12:31	12:35	Locker Time
12:35	1:46	Period 8

**ACADEMIC POLICY  
Graduation Requirement - 25.0 credits**

<u>Academic Departments/Programs</u>	<u>Credits</u>	<u>Semesters</u>
English	4.00	8 semesters
Theology	4.00	8 semesters
Social Studies	4.00	8 semesters
Science	3.00	6 semesters
Mathematics	4.00	6 semesters
Health	0.50	1 semester
Physical Education	0.50	1 semester
Fine Arts	1.00	2 semesters
Living the Gospel Message	0.50	8 semesters
Electives		

All Bishop Ready students are required to be full time students. In order to be considered full time, a student must be enrolled in seven (7) class periods per day. Twenty-five (25.00) credits (required and elective) are required for graduation from Bishop Ready High School. Only the students, who have successfully completed all graduation requirements, including the summer reading requirement, a yearly retreat and Living the Gospel Message requirement, will be allowed to participate in the Baccalaureate and Commencement programs. Transfer students are required to meet all Bishop Ready graduation requirements. Theology and Living the Gospel Message credit requirements are based on years of enrollment (example: 2 years attendance at Bishop Ready High School = 2 credits of Theology.)

**Projected High School Program**

<b>Freshmen</b>		<b>Sophomore</b>		<b>Junior</b>		<b>Senior</b>	
Health	0.50	Theology	1.00	Theology	1.00	Theology	1.00
Physical	0.50	Math	1.00	World History	1.00	U.S. Government	1.00
Theology	1.00	Biology	1.00	English 11	1.00	and Economics	
		American	1.00			English 12	1.00
Math	1.00	History	1.00	Chemistry	1.00	Foreign Language	1.00
Music/ Art	0.50	English 10	1.00	Math	1.00		
			1.00	Foreign		Electives	3.00
English 9	1.00	Foreign	1.00	Language	1.00		
World Issues	1.00	Elective	1.00	Elective	1.00		
Science	1.00						
Foreign							
Language	1.00						

- All students must carry a minimum of 7 classes per day.
- A failure in any required course must be remediated in summer school prior to the next school term.
- A final grade in a semester course is an average of the 1st and 2nd quarter grades and the final exam.
- Midterm and final exams count for 10% of a student's semester grade and must be taken when scheduled.
- A final grade in a full-year course is an average of the 1st and 2nd semester grades.

**GRADING:**

An important part of each student’s educational process is the evaluation of performance. One aspect of that evaluation is the student grade report. Quarterly student grade reports are calculated. The reports will be mailed directly to each home, each quarter. Any student missing more than five (5) class periods in any given course, in any given quarter, will not receive credit for said course. Progress and grades can be accessed daily on *PowerSchool* through the Bishop Ready High School web site.

Grade	Grade Scale	Explanation of Letter Grades
A	100-93	SUPERIOR: The student demonstrates superior mastery of skills and superior comprehension of course content. Student shows initiative, diligence and curiosity in furthering his/her own learning.
A-	92-90	
B+	89-88	EXCELLENT: The student demonstrates excellent mastery of skills and excellent comprehension of course content.
B	87-83	
B-	82-80	
C+	79-78	SATISFACTORY: The student demonstrates satisfactory progress toward skill mastery and satisfactory comprehension of course content.
C	77-72	
C-	71-70	
D+	69-68	IMPROVEMENT NEEDED: The student demonstrates little progress toward skill mastery and minimal comprehension of course content
D	67-62	
D-	61-60	
F	59-0	NO PROGRESS: The student demonstrates no progress toward skill mastery and fails to meet minimum expectations.

**GPA COMPUTATION:**

Computation of grade point average (GPA) is on a four-point (4.00) scale for all classes regardless of course designation (Advanced Placement; Honors; College Prep II; College Prep I). Each student’s GPA is computed for each quarter at report card time. However, cumulative grade point averages are only computed at the end of each school year. It is the quarter GPA, including the 4th quarter, which determines athletic/co-curricular eligibility for the following quarter.

Quality Point Values: (QP)

A	=	4.00	C-	=	1.75
A-	=	3.75	D+	=	1.50
B+	=	3.50	D	=	1.00
B	=	3.00	D-	=	0.75
B-	=	2.75	F	=	0.00
C+	=	2.50	W/F, P/F=	=	0.00
C	=	2.00	W	=	No Point Value

**EXAMPLE OF GPA COMPUTATION:**

Formula: Total Points/Credits = GPA

Course	Grade	(QP)	(QP) x	Course Credit	Total Points
Theology	B+	= 3.50	3.50 x	1.00	3.50
Algebra I	B-	= 2.75	2.75 x	1.00	2.75
Biology	B	= 3.00	3.00 x	1.00	3.00
Spanish II	C	= 2.00	2.00 x	1.00	2.00
World History	A	= 4.00	4.00 x	1.00	4.00
English	B	= 3.00	3.00 x	1.00	3.00
Ceramics	B+	= 3.50	3.50 x	0.50	1.75
				6.50	20.00= 3.08



Incomplete Grades (I) are recorded at the end of the quarter when work is unfinished due to an excused and documented, extended absence. This work must be completed upon the student’s return to class. Exceptions/variances and specifics pertaining to the time needed to complete work must be made through the instructors involved in conjunction with the Principal and the Guidance Office. Failure to complete the required work within the specified time will result in an “I” being changed to an “F”. For transfer students, only grades earned at Bishop Ready High School are factored into the student’s cumulative GPA - the GPA from the previous school is not factored into the cumulative GPA. The previous GPA will be reported to colleges.

CLASS RANK:

Students are ranked annually according to their cumulative weighted grade point average. The student with the highest weighted cumulative grade point average will be ranked first, etc. In order to receive a Bishop Ready class rank and to be eligible for Valedictorian and Salutatorian a student must have been in attendance for two years. Determination of Valedictorian and Salutatorian is calculated towards the end of a student’s senior year. Computation of class rank is based upon a weighted scale. Course designation does not necessarily imply a different weight. In some cases, course designation may represent more homogenous groupings to include students of the same effort, motivational and skill levels, as well as, a similar work ethic.

CLASS/COURSE WEIGHT:

Grade	Advance Placement Or CCP	Honors	College Prep II
A	6.00	5.00	4.00
A-	5.625	4.687	3.75
B+	5.250	4.375	3.50
B	4.50	3.75	3.00
B-	4.125	3.437	2.75
C+	3.75	3.125	2.50
C	3.00	2.50	2.00
C-	2.625	2.187	1.75
D+	2.25	1.875	1.50
D	1.50	1.25	1.00
D-	1.125	0.937	0.75

The point value assigned to letter grades for Advanced Placement/College Equivalency and Honors Courses is currently under review and may be altered. We will inform parents and students of any change.

HONOR ROLL:

First Honors: Any student who earns between 4.00-3.75 in a given quarter and who does not fail any course or receive a grade lower than a C during that quarter, will be placed on the First Honor Roll for that quarter.

Second Honors: Any student who earns between 3.749-3.50 in a given quarter and who does not fail any course during that quarter, will be placed on the Second Honor Roll for that quarter.

Distinction List: Any student who earns between a 3.499-3.00 in a given quarter and who does not fail any course during that quarter, will be placed on the Distinction List for that quarter.

#### ACADEMIC HALL OF FAME:

Students are accepted into the Bishop Ready Academic Hall of Fame upon graduation if they have earned First Honors during each quarter at Bishop Ready High School.

#### NATIONAL HONOR SOCIETY:

In order to be eligible for membership in the National Honor Society, a student must have a cumulative GPA of exactly 3.5 or higher. The same standard must be maintained for continued membership in the society. Students are selected for membership after the first quarter of their junior or senior years. The criterion for selection to the National Honor Society involves scholarship, leadership, character and service. Students must submit an application and an essay that will be reviewed by a faculty committee. The decision of the committee is final. Failure to submit all required forms and materials to the committee by the due date will result in disqualification of the student.

#### NATIONAL BETA CLUB:

To be eligible for membership in the National Beta Club, a student must have a cumulative GPA of exactly 3.5 or higher. The same standard must be maintained for continued membership in the club. Students are selected for membership during the third quarter of their freshman or sophomore years. The criterion for selection to the National Beta Club involves scholarship, leadership, character and service. Students must submit an application and an essay that will be reviewed by a faculty committee. The decision of the committee is final. Failure to submit all required forms and materials to the committee by the due date will result in disqualification of the student.

#### GOLD CORD:

A senior is entitled to wear the gold cord at graduation if s/he has a cumulative GPA of exactly 3.5 or higher at the end of the fourth quarter of his or her senior year.

#### RED CORD (Biliteracy Cord):

A senior will be entitled to wear the red cord at graduation activities if she/he has met the requirements to earn an Ohio Seal of Biliteracy in English and one other language (i.e. French, Mandarin Chinese, Spanish). Requirements include an AP language exam score of 3 or higher obtained by the end of junior year or a STAMP language proficiency exam score of Intermediate High (6) or higher, obtained before the end of senior year.

#### ACADEMIC LETTER:

Any student who earns first honors for the first three quarters of a given school year will receive an academic letter. Any student who earns first honors for the first three quarters in any subsequent year will receive an academic chevron.

#### COURSE LEVEL AND CREDIT:

Students may be asked to move from one course level to another based on their academic performance and needs during the school year. Final grade and credit will be determined after consulting with the instructor and administration and in accordance with departmental policy.

#### FAILURE OF REQUIRED COURSES:

A failure of required courses jeopardizes a student's progress toward graduation and/or prevents a student from registering for the next course in the sequence (e.g., English 10 must be completed prior to enrolling in English 11, Biology prior to Chemistry, etc.). All required course deficiencies MUST be successfully completed prior to the student's return for the next school year. Students will receive credit for courses passed in summer school; however, summer school grades will not be calculated in the student's GPA.

Failures incurred in courses taken at Bishop Ready will remain part of the student's GPA. Online courses for course remediation must be approved prior to enrolling.

RETAKEING A COURSE FOR CREDIT:

In the event of a failing grade students may retake the course for credit to fulfill the prerequisite for a subsequent course. The failing grade will be used in computing GPA and will remain on the student's academic record. The grade earned after retaking the course will likewise be on the student's permanent record; however, it will NOT be used in computing GPA.

AUDITING A COURSE:

Students may audit a course to fulfill requirements for a subsequent course. Auditing a course means that the student may take the course to learn the content without receiving credit or a letter grade for the course. Students who elect to audit a course must attend all classes, participate in all classroom activities, complete all homework assignments and follow all teacher guidelines regarding classroom rules.

REMEDATION FOR STATE-MANDATED TESTS:

A student will be required to attend a summer remediation course if s/he fails to pass one or more sections on the state-mandated tests required for graduation. Please be cognizant that remediation will take place during the month of June. Failure to participate in the summer remediation will disqualify a student from earning a diploma through an alternative method or may result in a student not being asked to return for the following school year. Additionally, a student may be placed in a remedial course, throughout the school year, to assist the student to meet state standards.

GRADE PLACEMENT AND ACADEMIC PROGRESS:

Students are classified by grade according to the number of credits they have accumulated. All state and diocesan requirements must be met. Students may be placed on academic probation or not readmitted if they do not meet the standards. Requirements are subject to administrative review. The minimum credits for grade distinction is as follows:

9th Grade: successful completion of grade 8	11th Grade: 13.0 credits - 2 years in high school
10th Grade: 6.5 credits - 1 year in high school	12th Grade: 18.5 credits - 3 years in high school

ACADEMIC PROBATION:

Any student failing two or more subjects at the end of a particular quarter will be placed on academic probation for the following quarter. Any student failing any subject, or borderline in multiple subjects, at progress report time is subject to academic probation as well. Academic probation indicates that a student's academic progress will be more closely monitored. Students on academic probation may be asked, after consultation with instructors and the Guidance department, to not participate in activities, including athletics, until such time as their academic record improves.

ADVANCED PLACEMENT COURSES:

Students enrolled in Advanced Placement courses will be required to take the Advanced Placement Examination. The fee for each Advanced Placement Examination is the responsibility of the individual student's family and is due in the guidance office by October 20.

TEST SCORES ON TRANSCRIPTS:

Test scores are placed on your student's transcript as they arrive in the guidance office from the testing companies. If you do NOT wish to have test scores, put onto the transcript, please notify the guidance office in writing.

If a student transfers at the end of a semester, Semester or Final Exams must be completed to receive a grade for the course and thus, credit for the course.

ATHLETIC/CO-CURRICULAR ELIGIBILITY:

**SEE APPENDIX A - -THE OHSAA TRANSFER BYLAWS**

- a. Minimum Grade Point: Bishop Ready High School students must maintain a minimum of a 2.0 grade point average in order to participate in athletics. A student falling below the minimum average will be ineligible to participate in athletic activities in the following quarter. Athletic Eligibility Only: Students who fall below a 2.0 grade point average but have no grade lower than a C- are eligible to have their academic record reviewed for possible participation.
- b. Pass/Fail
  - Students failing more than one (1) subject in any given quarter will be ineligible to participate in co-curricular activities during the quarter following the failures. In addition, a student who consistently performs below expectations in a majority of his or her subjects may be ineligible for participation. For example, a student with a consistent pattern of D grades may not be eligible. A student ruled ineligible may not participate for the following quarter. A student on academic probation, after any given progress report may be ruled ineligible because of academic weakness. The Principal, Assistant Principal, Guidance Counselor, Vice Principal of Student Affairs, and Athletic Director will review all athletic or co-curricular academic probation students and make an appropriate determination. If a student is ineligible in any given quarter, that student's progress report will be reviewed midway through the quarter. If progress is shown, the student may resume practice and/or participation in an activity. A student may NOT participate in a sporting event as per OHSAA rule.
  - An additional Bishop Ready High School requirement is that any athlete who is falling below academic expectations (failing) in any given week, or a student receiving two check marks (two conduct, two academic, or one conduct and one academic) is ineligible the following week. This may include failure to turn in assignments during a given week or failure to perform satisfactorily on a major test during a given week. Also, two or more conduct check marks (detentions must be given with the conduct check mark) by any two teachers renders a student ineligible for a week.
  - Summer school grades earned may not be used to substitute for the failing grades.
  - OHSAA Eligibility Criteria for Incoming Freshmen: A student who receives all "N's" in a subject area during fourth quarter will be classified as not passing that subject last quarter. Any student who falls into that category must have the entire fourth quarter's marks evaluated to determine eligibility. The failure total must be less than or equal to 25% for the student to be considered eligible for fall sports in high school (this is calculated by the number of failing subjects divided by the total number of subjects taken during the fourth quarter). Schools using traditional grades will use the local grading scale to determine the 75% passage rate.
  - If a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in the calendar year.
  - All athletes must read, understand, and conform to the policies of the Bishop Ready High School Drug and Alcohol Policy.
- c. Living the Gospel Message Requirement: Any student who, by the last day of the fourth quarter, is not up-to-date in their Living the Gospel Message requirement for that year will automatically become ineligible for all co-curricular activities. Senior students are required to have their Living the Gospel Message requirement completed by the end of the third quarter of their senior year. Failure to do so will result in co-curricular and athletic ineligibility.

## CO-CURRICULAR PROGRAMS

Bishop Ready High School recognizes the value of co-curricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. Based on this premise, participation in the Activities Program at Bishop Ready affords students the opportunity to: develop leadership skills: self-awareness and self-confidence, flexibility, acceptance of responsibility, acceptance of diversity, planning and execution; foster good relations among all members of the school community; foster the relationship between school and community; and, enrich the learning process at work and in the classroom.

Participants and responsible adults involved in Bishop Ready High School approved co-curricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. We further encourage the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, faculty and staff, participants, adult supervisors, parents, fans, spirit groups and support/booster groups. The co-curricular program includes the following sports and activities:

<u>Sports</u>				<u>Activities</u>		
Baseball	Basketball	Bowling	Cheerleading	Band	BETA Club	Campus Ministry
Cross				Concert	Ambassador	Environmental Club
Country	Football	Golf	Soccer	Marching	Student Council	National Honor Society
Softball	Swimming	Tennis	Track & Field		Theater	In-the-Know
Wrestling						

Students cannot hold a major office in more than one major organization, i.e., Student Council, Beta Club, National Honor Society, or other organizations that meet regularly throughout the school year.

## TRANSPORTATION POLICY

1. Bishop Ready High School does not transport, arrange for transportation, or assign students to particular cars so they may be transported to athletic or co-curricular events unless done so by an authorized school bus carrier. Students and parents are completely responsible for transportation to and from athletic, co-curricular events. Students must make arrangements totally independent of Bishop Ready High School. This policy applies also to co-curricular activities, i.e., In-the-Know competition, Beta Club Convention, Christmas Choir, etc., and any other events that take place after school.
2. Bishop Ready High School will arrange for school bus or public transportation for field trips that are taken during the school day. In some instances, a student may drive him or herself but may not drive other students.
3. In short, Bishop Ready High School will only transport via school bus or public transportation. Bishop Ready High School does not transport or arrange for transportation in any other way.

## LIVING THE GOSPEL MESSAGE

Every student is required to participate in Living the Gospel Message service learning while attending Bishop Ready High School. This graduation requirement and its specific guidelines have been developed to recognize the spiritual, emotional, intellectual, and social developments of our students. Living the Gospel Message (LTGM) is integrated into the Theology curriculum through reflection and discussion. A Theology grade is recorded based on a reflection and discussion as assigned by the Theology teacher. Students are encouraged to complete their service during summer break when freedom, relaxation and versatility allow for the enjoyment of giving service and exceeding the required number of hours.

*Service for any organization or activity at Bishop Ready High School is not acceptable for LTGM minimum requirements; service must be done in the greater community beyond Bishop Ready. A parent or other family member may not be the supervisor. Working at home (baking, sewing, etc.) is not acceptable service. Due to possible legal issues, bingo is not an acceptable service. Service is not complete until an original, completed supervisor's evaluation is given to the student's (Freshman) Theology teacher. There are no exceptions to these rules.*

### **Freshmen: 20 hours**

- All service is to be completed in the student's parish or faith community! Including but not limited to Liturgical ministries, athletic events, festivals, service projects, fish fry, cleaning, education programs, yard work, etc.
- If a student does not belong to a parish or faith community service may be completed in one of the following agencies: Mid-Ohio Food Bank, Guadalupe Center, Holy Family Soup Kitchen, accredited animal shelters, St. Vincent de Paul Center (downtown), J.O.I.N. (Joint Organization for Inner-city Needs), Salvation Army, Run the Race Club, or Westside Free Store Ministries. (Other service agencies must be approved by the Theology teacher.)

### **Sophomore: 25 hours**

- A **minimum** of ten hours are to be done in students' parish or faith community. Including but not limited to Liturgical ministries, athletic events, festivals, service projects, fish fry, cleaning, education programs, yard work, etc.
- Hospitals and nursing homes are acceptable. Students should be aware of training, orientations and health screenings required for their participation.
- Food pantries, soup kitchens and used clothing distribution based in local communities or churches are encouraged.
- If a student does not belong to a parish or faith community service may be completed in one of the following agencies: Mid-Ohio Food Bank, Guadalupe Center, Holy Family Soup Kitchen, accredited animal shelters, St. Vincent de Paul Center (downtown), J.O.I.N. (Joint Organization for Inner-city Needs), Salvation Army, Run the Race Club, or Westside Free Store Ministries. (Other service agencies must be approved by the Theology teacher.)

### **Junior: 25 hours**

- A **maximum** of 10 hours may be completed in students' parish or faith community. Including but not limited to Liturgical ministries, athletic events, festivals, service projects, fish fry, cleaning, education programs, yard work, etc.
- Hospitals and nursing homes are acceptable. Students should be aware of training, orientations and health screenings required for their participation.
- Food pantries, soup kitchens, accredited animal shelters, youth centers and used clothing distribution based in local communities or non-profit agencies are encouraged.

## **Senior: 25 hours**

- All hours must be completed within a non-profit community agency. However, not all the hours have to be completed at one agency.
- Hospitals and nursing homes are acceptable. Students should be aware of training, orientations and health screenings required for their participation.
- Food pantries, soup kitchens, accredited animal shelters, youth centers and used clothing distribution based in local communities or churches are encouraged.

*Freshmen/Sophomores/Juniors who are not up to date in the Living the Gospel Message requirement by the end of fourth quarter of the current year will be deemed ineligible for all extracurricular activities which includes participation in summer conditioning and practice for fall sports. If a student is ineligible at the end of the academic year, supervisor forms will be accepted only by the principal through the summer. Upon verification and approval of hours and completion of the appropriate reflection the students will have their eligibility reinstated.*

Any Senior who does not complete all required service hours and reflection by the end of the third quarter will be ineligible for Bishop Ready High School's spring extracurricular activities, including sports and theatre. Senior students must fulfill all hours required for the number of years they have been in attendance at Bishop Ready High School prior to receiving a diploma and participating in graduation exercises.

*For all details pertaining to the Living the Gospel Message service requirements, please refer to the Bishop Ready High School website.*

**Freshmen, sophomore, and junior students must have their required hours completed by the last day of the fourth quarter.**

**Senior students are required to have their required hours completed by the end of the third quarter of senior year.**

## **RETREATS**

Bishop Ready students are required to participate in a Bishop Ready sponsored retreat each school year. Retreats are designed to address the spiritual needs of the students at each individual grade level. These retreats may be gender segregated and have included topics such as social justice, Scripture, Christian living, personal faith growth and vocations. Retreats may be held on or off campus. Seniors will have the opportunity to participate in an overnight retreat.

As stated above, retreats are mandatory for each student each year. If a student does not attend their scheduled retreat she/he must attend a Bishop Ready sponsored make-up retreat that will be scheduled in the spring once all retreats have been completed. If a senior does not attend the overnight retreat, the make-up retreat will be multiple days. Make-up retreats may be held on a weekend.

*Any student who, by the last day of the fourth quarter, is not up-to-date in their Living the Gospel Message requirement for that year will automatically become ineligible for all co-curricular activities. Supervisor forms will only be accepted by administration at Bishop Ready through the month of June. Any student out of compliance will, therefore, remain ineligible until at least the first day of school. The affected student will need to return the appropriate forms on the first day of school the following year to their current Theology teacher. There will be no exceptions to this rule.*

## TEENS, PARENTS AND SUCCESS

Bishop Ready High School has replaced the former Parent-to-Parent Program with the new program for incoming freshmen and transfer parents. This program will address student self-esteem issues, parenting issues regarding student use of social media, drugs and alcohol and academics.

### STUDENT ASSISTANCE PROGRAMS

#### I. CHEMICAL USE

##### A. INTRODUCTION

Bishop Ready High School recognizes that chemical use; abuse and/or dependency seriously impair the ability of individuals to develop to their full potential. Bishop Ready High School also recognizes that problems created by chemical dependency have adverse effects on the ability of all members of the school community to achieve personal educational goals within the school system. Therefore, our policy is based on the belief that chemical use, abuse, and/or dependency are life-threatening illnesses that affect individuals in all areas of their lives: emotionally, intellectually and socially. Because it is our conviction that chemical use, abuse, and/or dependency are treatable illnesses, the following substance abuse policy has been adopted.

##### B. POLICY STATEMENT

Recognizing that chemical use, abuse and/or dependency are a serious problem, we adopt the position that students must be chemically free to develop in the most productive manner. It is therefore, the intent of this policy to prevent and to prohibit the possession (which includes being in the presence of), use, sale, distribution or intent of distribution, of any illegal or controlled mood-altering medication or chemicals including, but not limited to, alcohol, strength enhancing chemicals, tobacco (in any form), supplements, etc. Violations of this policy may result in, but not limited to, the following consequences: appropriate disciplinary response consistent with the school's philosophy, policies; notification of parent or guardian; notification of municipal authorities, when appropriate; suspension or expulsion from school activities, including athletics; suspension or expulsion from school; and/or referral of student to appropriate drug and alcohol counselor. It is also the intent of this policy to recognize that there are certain warning signals that may indicate that a student is under the influence of or using various chemical substances. These warning signs may include, but are not limited to, low grades, tardiness, absenteeism, truancy, mood swings, behavioral issues in the classroom, sleeping in class, etc. In the event any or several of these symptoms are present, the Administration may require a drug and alcohol evaluation and/or a drug test. This policy will be implemented through the cooperative efforts of administration, faculty, parent or guardian, staff, student and community.

##### C. SPECIFIC CIRCUMSTANCES:

Situation 1: A staff member is concerned about behavior, class performance, tardiness, and absenteeism.

*Action:* Teacher confronts the student. If no change, refer to the appropriate department. If problem persists, refer to the Student Assistance Team.

*Investigation:* Person to whom the student was referred will investigate.

*Student Disposition:* Appropriate referral and recommendation.

Situation 2: A student demonstrates obvious symptoms of possible overdose.

*Action:* Standard health and first aid procedures will be followed. Student will be transported to a medical facility.

*Investigation:* The administrator will request that the student empty all pockets and/or purse, and then volunteer all drug-like substances. The student's locker, automobile and all personal property will be searched. The student will not be left alone for any reason.

*Student Disposition:* If chemical use, then refer to situation 3 or 4.

*Discipline:* (1) Appropriate disciplinary action will be taken which may involve suspension from school-related activities (including athletics). See athletic policy. (2) Suspension from school in accordance with school policy with possible request for immediate withdrawal from school. (3) An assessment of the student will be arranged with a licensed drug and alcohol agency within five days. (4) Students and parents must demonstrate a willingness to comply with the school policy regarding violations of drug and alcohol policy prior to a student's continuation in school or readmission after suspension. (5) There will be follow-up consultations between agency and



school to determine compliance with recommendations. (6) Refusal to comply with school's recommendation will result in the student's expulsion from school.

*Notify Parents:* Contact will be made.

*Notify Police:* The proper authorities will be contacted in all situations that warrant such action in accordance with the law.

*Substance Disposition:* Substance will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment of the student's problem. Substance will be sealed, documented and a request for analysis will be made to determine the nature of the substance.

**Situation 3:** A student is caught with drugs for the first time and is cooperative.

*Action:* School personnel will confiscate all of the substances, summon the appropriate administrator or escort the student to the administrator's office.

*Investigation:* See "Investigation", Situation 2.

*Student Disposition:* Refer to the school's Student Assistance Team and the Student Assistance Program to initiate investigation of student's background, and make findings known to the parents, counselors and principal.

*Discipline:* See "Discipline", Situation 2.

*Notify Parents:* See "Notify Parents", Situation 2.

*Notify Police:* See "Notify Police", Situation 2.

*Substance Disposition:* See "Substance Disposition", Situation 2.

**Situation 4:** A student is caught with drugs for the first time and is not cooperative.

*Action:* See "Action", Situation 3.

*Investigation:* See "Investigation", Situation 2.

*Student Disposition:* See "Student Disposition", Situation 3.

*Discipline:* See "Discipline", Situation 2.

*Notify Parents:* See "Notify Parents", Situation 2.

*Notify Police:* See "Notify Police", Situation 2.

*Substance Disposition:* See "Substance Disposition", Situation 2.

**Situation 5:** A student is caught AGAIN in possession of a drug substance.

*Action:* See "Action", Situation 3.

*Investigation:* See "Investigation", Situation 2.

*Student Disposition:* See "Student Disposition", Situation 3.

*Discipline:* See "Discipline", Situation 2.

*Notify Parents:* See "Notify Parents", Situation 2.

*Notify Police:* See "Notify Police", Situation 2.

*Substance Disposition:* See "Substance Disposition", Situation 2.

**Situation 6:** A student is found using, in possession of, or suspected to be under the influence of drugs.

*Action:* The group sponsor or administrator will be notified. An anecdotal written report will be filed.

*Investigation:* See "Investigation", Situation 2.

*Student Disposition:* See "Student Disposition", Situation 3.

*Discipline:* See "Discipline", Situation 2.

*Notify Parents:* Contact will be made. Parents will be requested to transport student home. If unwilling, will refer to police or emergency personnel.

*Notify Police:* See "Notify Police", Situation 2.

*Substance Disposition:* See "Substance Disposition", Situation 2.

**Situation 7:** A student is found in possession of any apparatus connected with the use of drugs (i.e., papers, pipes, etc).

*Action:* See "Action", Situation 3.

*Investigation:* See "Investigation", Situation 2.

*Student Disposition:* See "Student Disposition", Situation 3.

*Discipline:* See "Discipline", Situation 2.

*Notify Parents:* See "Notify Parents", Situation 2.

*Notify Police:* See "Notify Police", Situation 2.

*Substance Disposition:* See "Substance Disposition", Situation 2.

**Situation 8:** A student is caught in the process of distributing drugs to anyone.

*Action:* See "Action", Situation 3.

*Investigation:* See "Investigation", Situation 2.

*Student Disposition:* See "Student Disposition", Situation 3.

*Discipline:* See "Discipline", Situation 2.

*Notify Parents:* See "Notify Parents", Situation 2.

- D. When a student is found to be using an illegal substance, vaping devices, or alcohol, found to be in the presence of alcohol or illegal substances, a drug and alcohol evaluation is mandated. In such cases where Bishop Ready High School requires a drug and alcohol evaluation, student and family are mandated to follow the recommendation(s) of the evaluator as outlined in the Evaluation Report. Failure to do so may jeopardize continued association with Bishop Ready.
- E. Student athletes will be suspended from activities for a number of games and practices depending upon the severity of the infraction. Students will be suspended from other school activities for a period of time as specified by the administration depending upon the severity of the infraction.
- F. The administration reserves the right to make disciplinary decisions in keeping with our philosophy and practice.

## II. MARRIAGE, PARENTHOOD, LIVING AWAY FROM CUSTODIAL PARENT/GUARDIAN

- A. Students living away from custodial parent or guardian: Because our mission calls for a partnership with family (i.e., parent, guardian or custodial adult) students may not live outside the home and outside the responsibility of the custodial parent or guardian. Students who choose to live away from home may not continue as a member of the Bishop Ready community. Families contemplating a change in guardianship or custody should communicate with the school and inform school officials with all legal paperwork relating to such a move.
- B. Married Students: Because our mission calls for a partnership with family (i.e., parent or guardian) and the marriage of a student dramatically changes the family situation of a student, Bishop Ready High School is not able to offer the support needed (i.e., social worker) to lend assistance to the student undergoing such change. Therefore, students who choose to marry while attending Bishop Ready will be asked to transfer schools.
- C. Sexual Responsibility: An adolescent must learn to be sexually responsible. Sexual responsibility for teenagers means that it is not appropriate to engage in sexual activities. A student, who has drawn a sound system of values from family, developed a system of moral principles from religious faith and established a strong self-image will be prepared to make responsible decisions regarding sexuality. Parents and school must support and encourage an adolescent's decision to postpone sexual activity until s/he is emotionally and psychologically ready. It is desirable to say no but if yes, both parties share responsibility. It is in light of that responsibility that the following policies apply.
- D. Pregnant Students: In accordance with the Diocese of Columbus school policy, Bishop Ready High School believes that any act involving procreation is the exclusive right of those who are married. If a student becomes pregnant outside of marriage, the administrators and faculty will have deep concern and compassion for the girl who is pregnant, for the boy who is the father, and for the fetal life the girl carries. Considering the sacredness of life, abortion is not the solution to pregnancy problems. At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion and counsel. The administration and faculty have an attitude of compassion rather than approval. In the light of the religious instruction they have received, the student body also should display a Christian attitude toward those involved. For both the boy and the girl involved in a pregnancy, professional counseling is mandated. Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or co-curricular activities by a pregnant student shall be made by the school in conjunction with the young woman's doctor. Written notice of the doctor's determination shall be provided to the school principal.  
Young women who are pregnant should accept the responsibility of sharing this information with their parents and school officials (Principal, Assistant Principal or Guidance Counselor). Once this information is shared, the school will take immediate action to ensure the health (both physical and psychological), safety and well-being of the mother-to-be. The following guidelines are adopted to ensure the welfare and safety of mother and unborn child.
  - 1. The school must receive a clearance from the doctor stating that the mother may continue attending classes without harmful effects to her health. The student may continue to attend classes and participate in the life of the school as long as there are no risks to the health and safety of mother and

child. Because of the health risks involved with teenage pregnancy, Bishop Ready High School believes it is in the best interest of mother and child to receive alternative methods of instruction during the third trimester. The Guidance department can make appropriate arrangements for such instruction. Demands on time and schedule may preclude a student from continued participation in an activity during the course of the pregnancy. The school will advise on this issue and make a determination on the student's involvement. Any student may continue full participation in any activity after the birth of the child, as long as time and schedule permit. As mentioned earlier, the demands of parenthood will create new demands on the young woman or young man and the school will assist in directing a student's effort.

2. Because parenthood is a serious responsibility and because there are psychological, physical, and emotional changes that take place during pregnancy and afterwards, the mother must seek counseling to assist with the transition. The school believes that in order to meet student needs such counseling is mandatory.
  3. When the young woman is no longer able to attend classes, Bishop Ready High School will work with her to ensure the continuation of her education.
- E. Fatherhood - Young men who father a child while attending Bishop Ready adhere to the following guidelines:
1. Immediate notification to Principal, Assistant Principal or Guidance Counselor.
  2. Because parenthood is a serious responsibility, the school mandates counseling for the young man in order to assist him with the changes in his life.
  3. Because of the demands of time and schedule, and because we wish to assist the young man in meeting his new responsibilities, continued participation in activities will be reviewed by the administration.

## FINANCIAL POLICY

1. No student receives a grade report in any quarter if tuition payments are not up-to-date.
2. No transcript of grades will be issued for any transfer unless all financial obligations to Bishop Ready have been met.
3. Students may be asked to not participate in co-curricular activities if tuition payments are not up-to-date.
4. No student may receive a cap and gown or participate in commencement or baccalaureate exercises if not all financial obligations have been met.
5. No transcript of grades will be issued at any time in the future if a student leaves Bishop Ready without fulfillment of financial obligations.
6. A student may not return to Bishop Ready High School without fulfilling financial obligations of the previous year.
7. Financial aid is available for students in need of financial assistance.
8. No student may take a midterm or final exam if tuition is not paid in full.
9. All students must pay a NON-REFUNDABLE registration fee each year. The registration fee amount is determined each year.
10. WITHDRAWALS:
  - a. August 1 - January 1 One half tuition will be charged
  - b. January 2 - June 1 Full tuition will be charged
11. Two payment options are available:
12. Payment in full for the following school year by June 1.
13. Eleven (11) month payment plan beginning in July and ending in May. Payments are made through the FACTS Tuition Payment Plan.
14. Students who transfer to Bishop Ready High School over the summer are required to make one or two non-refundable tuition payments, depending upon date of registration at the time of application/registration.

## ATTENDANCE POLICIES AND PROCEDURES

The following attendance policies and procedures reflect Bishop Ready's commitment to ensure that all students succeed. This commitment is achieved by emphasizing collaboration with all students and their families. Therefore, the Bishop Ready administration, faculty and staff will monitor attendance of all students in order to quickly identify any concerning patterns.

Bishop Ready's administration and guidance department will provide support to students and their families by identifying possible causes of the concerning attendance pattern, and will then collaborate with the student and their families to create a plan to help the student to be more successful with their attendance.

Perfect attendance is awarded when a student is on time and present each and every day, for the entire day, of the academic year.

### General Attendance Principles

- It is extremely important to keep absences from school to the absolute minimum; otherwise, performance is bound to suffer.
- All absences require the making up of work missed although credit may not be awarded in some instances (unexcused, truancy, suspension).
- Reasonable and infrequent requests for absence or early dismissal for emergencies may be allowed.
- The school discourages the scheduling of doctor and dental appointments during the school day. Extended vacations during the school year are not excused absences.
- Any student arriving at school after 10:30 a.m. will be charged with a half-day absence. Any student arriving after 12:30 p.m. will be charged with a full-day absence.
- Students must show proof of doctor or dentist visit on return to school in order to be considered excused.
- In order to participate in after-school activities, including athletics, a student must report to school by 9:00 am unless the student has a legitimate medical (e.g., doctor or dental appointment) or legal situation (e.g., court appearance). If a student leaves school early because of illness the student may not participate (as a spectator or an active participant) in after-school activities, including athletics, on that particular day.
- If a student is to be released for a funeral and the absence is to be considered excused, the procedures for early release or late arrival must be followed.

### I. Reporting Absences and Return to School

- A. On the day of absence, between 7:30 and 9:00 a.m., the absence of a student is to be reported by the parent or guardian. This can be done by telephone, by letter, or in person; for the absence to be considered excused, a parent phone call must be forthcoming.
- B. On the day of return to school, the student reports to the attendance office and submits a note signed by a parent or guardian. The note should explain the reason for the absence, the duration of the absence and the date on which the student is returning to school. This note is kept on file and is necessary even though the parent or guardian reported the absence by phone.
- C. Failure to follow the above procedures will result in the absence will not be considered excused.

## II. Attendance

- A. Regular attendance is essential to the learning process. Any absence from class jeopardizes both the acquisition of skills and completion of the course of study. For this reason, Bishop Ready High School establishes the following policies concerning attendance.
- B. Students must be present for every class and study hall to which they are assigned. **All absences, regardless of the circumstances** (except those which directly result from school-sponsored events) become a part of the student's permanent record. This document, including the attendance record, is used when providing references to colleges and prospective employers.
- C. There are three categories of absences: excused, unexcused and truant: An absence is considered **EXCUSED** if a student misses because of illness, hospitalization, funeral, family emergency, medical appointments, school-sponsored events, college visits (two are permitted per year for juniors only, and one senior year) and procedures are followed in notifying the school of the absence.
- D. For college visits, a college visit verification form must be requested from the attendance officer prior to the visit. Students must complete missed work for full credit as a result of an excused absence.
- E. A note from authorized medical personnel is required to verify medical appointments for medical excuses (illness). A doctor's note must be submitted to the attendance office within 5 days of the students return for the absence to be excused. Students may complete missed work for full credit as a result of an excused absence.
- F. An absence is considered **UNEXCUSED** if proper procedure in reporting the absence is not followed or if the student and parent elect to absent the student for any event not condoned or excused by the school, i.e., vacations, any non-school-sponsored activities, hunting trips, parades, work related activities, etc. Students must make-up any unexcused missed seat time and work during designated after school hours through the guidance department.
- G. A **TRUANCY** is an absence from school or class in which the student was not present and did not have the school's permission and/or parent permission. Disciplinary and/or legal action may be taken for truancy. Students will not be given credit for missed work.
- H. Any student on the EdChoice Scholarship who has 20 or more unexcused absences during the school year will NOT BE ELIGIBLE for the renewal of their scholarship. This policy is established by the Ohio Department of Education.
- I. Per Diocesan Policy 5201, the school is justified in refusing credits to any student that misses 28 or more school days in a given year.
- J. If a student is absent ten or more days, either excused or unexcused, he/she may be put on an attendance contract to attempt to correct the attendance issue. If the student's attendance does not improve, the student may face more serious consequences which may include out of school suspension or expulsion. \*This policy does NOT extend to any student who is absent for an extended hospitalization.
- K. Individual teacher late work policies may vary. The administration supports individual teacher discretion. General guidelines for make-up work for excused absences are as follows: if a student is absent for one or two days, s/he must turn in all make-up work within two days of his or her return to class. If the absence is for three to five days, all work must be handed in within five days of the student's return to school.

## III. Tardiness

- A. Tardy to School
  - a. Initial tardiness (beginning of the day)
    - i. A student is tardy when s/he is late for Homeroom (8:00 a.m.).
    - ii. When the student arrives late to school, s/he must report to the Attendance Officer for an admit slip.
    - iii. During one (1) quarter, students will be allowed 4 unexcused tardies without penalty. On the 5<sup>th</sup> unexcused tardy, parents will be notified of the concern. At the 6<sup>th</sup> tardy, the student will receive a weekday detention (3:00 pm - 4:00 pm). If the issue continues to arise the administration may discuss other possible

consequences which may include, but are not limited to suspension from athletic and after school activities, out of school suspension, being placed on an attendance contract, a parent meeting, and/or disciplinary probation. A tardy is excused only if a doctor's note is provided within five days of the day the student was tardy. The appropriate consequence is at the discretion of the administration.

#### B. Tardy to Class

- a. A student is tardy when s/he is not in the classroom at the scheduled start time without a valid pass.
- b. Class tardies will be entered in to PowerSchool.
  - i. After three (3) classroom tardies in a quarter, the teacher will issue a classroom detention and notify parents/guardians. The next tardy to class will result in an after school detention with the Vice-Principal and notification sent to parents/guardians.
- c. A student who is more than 15 minutes late for a class, with or without a pass, will be considered absent from said class.
- d. If a pattern of class tardiness occurs across multiple classes, further action will be taken by administration. This may include a meeting with the student and parent/guardian to create an attendance contract.

#### IV. Truancy

- A. Any student who is absent from the school building without proper excuse and parental permission is truant. This is a major violation.
- B. Work must be made up, but teachers are under no obligation to give credit for this work.
- C. Truancy carries with it an automatic two (2) Saturday detentions. The Saturday detentions must be served on the next scheduled Saturdays. Failure to do so will result in disciplinary actions. Actions may include, but are not limited to, in-school or out-of-school suspension.

#### V. Other Attendance Scenarios

##### A. Early Dismissal

- a. Request for early dismissal must be in writing and signed by the parent. All reasons for early dismissal will be approved by the administration daily. Any reason deemed unnecessary will be denied. Abuse of this policy is grounds for suspension or dismissal.
- b. The student is to present the request to the office at the beginning of the day.

##### B. Illness during the day

- a. If a student becomes ill during the day, s/he will sign into the nurse's office via the QR code posted in the classrooms. The nurse will follow-up with the classroom teacher and student as needed.
- b. If a student is too ill to stay in school, the nurse/attendance officer will call the parents and inform them that the student is ill and needs to go home for the remainder of the day.

##### C. Extended Absence

- a. Permission for any absence for any event not sponsored by the school, including athletics, i.e., vacations, any non-school-sponsored activities, hunting trips, parades, and work-related activities, etc. must be requested at least three weeks in advance. If permission is granted by the Principal, the absence is considered "excused" and the student must complete missed work for full credit as a result of an extended excused absence within 5 days of their return. However, the days absent will count towards the student's total absences. The school discourages taking days off other than those listed on the school calendar.

D. Extended Illness

- a. In the event a student is absent for an extended period due to illness, hospitalization, and/or a medical situation, the parent or guardian must inform the school as soon as possible. The student must complete missed work for credit as a result of an extended illness. Even with the appropriate documentation, the days absent will count towards the student's total absences.

E. Withdraw Without Going Through Official Process

- a. A student who decides to leave Bishop Ready High School, for whatever reason, must officially withdraw from Bishop Ready High School. Any student who does NOT follow the appropriate withdraw process will be considered "Absent without Permission" and said student will be denied credit until the student officially withdraws. To be considered an official withdrawal a parent or guardian must contact the Guidance Office and complete the appropriate paperwork.

## GENERAL POLICIES

The governing board of Bishop Ready High School located at 707 Salisbury Road in Columbus Ohio 43204 has adopted the following racial nondiscriminatory policies.

Bishop Ready High School recruits and admits students of any race, color, or ethnic origin to all its right, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admissions policies, employment, scholarship and loan programs, and athletic and other administered programs.

Bishop Ready High School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

In order to teach students responsibility and independence, Bishop Ready High School will no longer permit parents to drop off items in the office for delivery to students, including but not limited to, athletic equipment, academic work, lunches, iPads, or any other items that is typically the responsibility of the student. If there is to be an exception because of the critical nature of the item, please contact the Vice Principal of Student Affairs for exemption to this policy. Except for real emergencies, students will never be called to answer the phone. Necessary messages will, however, be delivered to students.

Students may never represent the school on television, the radio, the press, or any printed publication, or at any other public appearances without the explicit permission of the Principal in each instance. Announcements or posters may not be placed on the bulletin board without first presenting them to the office for approval.

Any individual, who by reason of health or physical condition requires any kind of special privileges or consideration, should obtain a written statement of explanation to this effect from his or her family physician and bring it to the office. No student can be excused from physical education classes without a directive from his or her family physician. Such a statement must become a part of the student's permanent record, in order to permit him or her to graduate with less than full credit in physical education and health.

Any student taking pencils, books, paper, or any other object from a teacher or another student's desk or locker will be considered guilty of stealing and treated accordingly. Students are not to open a teacher's desk drawers without explicit permission of the teacher. Theft under any circumstances will not be tolerated. Students participating in a theft may be dismissed from Bishop Ready High School. Articles lost or found must be reported to the office at once. The responsibility must rest with every student to take proper care of his or her own belongings. While all cases of theft should be reported to the office, the school cannot accept any responsibility.

Tuition and fee money should be brought to the office upon arrival. It is always the student's responsibility to wait for a receipt for every payment and to take the receipt home for the parent's safe keeping until the end of the school year. Receipts must be checked for accuracy before the student leaves the office.

Students may not leave the school grounds during the school day without explicit permission of the Vice Principal of Student Affairs in each case. Permission of parents must be obtained.

Students may not go out into the parking lot to get any articles from their car without specific permission.

Announcements to be included in the daily announcements must be written on the printed forms provided, signed by the faculty moderator and submitted to the main office by 3:00 p.m. the day preceding the day the announcement is to be made.

If a student will be absent more than three (3) days, a parent or guardian may request assignments by calling the guidance office. Please give teacher names and period of time student will be absent. The office needs at least one full working day to process the request. If a student is ill less than three days, assignments may be obtained through a friend or classmate.



**SCHOOL CLOSING:** Severely inclement weather or mechanical breakdown may necessitate school closing, delayed starting time, or early dismissal. School closings/cancellations will be communicated by Bishop Ready by text message through the emergency notification system. The school will also send an email message to all parents and post the update to all school social media accounts.

**Access to Student Records:** No data shall be released about a student without the written consent of the parent(s) or guardian(s) of a minor student or of the student who is 18 years of age or older. Those who are permitted to view an individual student's records are: school personnel, parent(s) or guardian(s) of a minor student; the student who is 18 years of age or older; non-custodial parent of an individual minor student unless denied access by a court order; officials of other school to which the student transfers. All others are denied access unless they have a subpoena or the written permission of the parent(s) or 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.

Requests to examine them must be submitted in writing to the guidance counselor. Once a student graduates, records can only be released if the student requests in writing that the records be released. There is a fee for this service after graduation.

The Bishop Ready High School activity program makes available as many different types of clubs and activities as possible to meet the interests of the students. The function, plans, and activities of each club are decided upon and carried out by members and their elected officers, under the guidance of a faculty moderator. **NO ORGANIZATION, INCLUDING ATHLETICS, MAY MEET WITHOUT THE MODERATOR OR COACH. THIS INCLUDES THE USE OF THE WEIGHT ROOM AND FACILITIES.** Because lockers are school property, the school has the right to search lockers at any time.

The school reserves the right to search cars and any personal belongings of students if the administration believes there is a clear and present danger to students. If a student fails to cooperate the school may find it necessary to notify appropriate civil authorities to deal with the matter.

Any harassment of administration, faculty, staff or students is not permitted. Specifically forbidden is harassment of a race, religion, sexual, or ethnic nature. *This includes subtle references on any of the social networking sites*, remarks, gestures, physical contact that denigrates or shows hostility toward an individual. This also includes the display or circulation of written materials or pictures that are derogatory in nature, e-mail harassment, and non-sanctioned web sites. All harassment complaints should be reported to the appropriate authorities (i.e., Principal or Vice Principal). Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, or sex is prohibited. For this purpose, such harassment is defined as including slurs, unwelcome sexual advances and requests for sexual favors, or other verbal, non-verbal, or physical conduct that is inappropriate. **SEE APPENDIX C - DIOCESAN HARASSMENT POLICY**

**Child Custody:** The custodial parent is required to provide the Principal or the person in charge of admission with the most recent certified copy of any child custody order or decree pertaining to a student. Both the custodial and the non-custodial parent are entitled access to their child's records and to conferences with the teacher unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises, without the expressed written and verbal permission of the custodial parent. Stepparents have no legal rights to records, reports, or conferences without permission from the custodial parent.

A school, school employee, school organization or the Diocese may publish student information in various formats including web sites under the following conditions: (a.) if proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation; (b) A signed consent 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, ID

numbers, personal characteristics (height, weight, etc.), and educational records. **SEE APPENDIX D - PERSONALLY IDENTIFIABLE INFORMATION RELEASE FORM**

Students are responsible for appropriate behavior when using technology network and equipment just as they are in a classroom or a hallway. Students are expected to abide by the generally accepted rules of technology etiquette. **SEE APPENDIX E - TECHNOLOGY ACCEPTABLE USE POLICY**

## STUDENT CODE OF CONDUCT

This Code of Conduct serves to guide the behavior of students at Bishop Ready High School. It outlines expectations and indicates consequences for inappropriate behavior.

1. Students must accord all faculty members respect and obedience at all times and places. Any deliberate act or threat of violence against any member of the school staff or his or her property will render the offender liable for immediate dismissal.
2. The following are major violations of school discipline and may result in probation, suspension, or immediate dismissal depending on the severity of the violation: lying, cheating on examinations, truancy, skipping classes, forging notes, insubordination, theft, attempting theft, entry into another student's locker, fighting, drug and/or alcohol violation, possession of a weapon (knife, gun or other potentially dangerous instrument not appropriate for a school environment). *Additionally, any type of the following behavior, either in person, in writing, on the computer (including, but not limited to, social networking sites), or in any other medium is deemed totally unacceptable: bullying, threats, derogatory or snide remarks, any types of slurs – racial, ethnic, etc., put downs to name a few (this list is not exhaustive). Depending upon the severity of the situation, students be suspended, subject to a disciplinary hearing, or expelled. Bishop Ready High School has no tolerance for such behaviors.*
3. The increase use and abuse of vaping is a concern for our students and their health. The possession and/or use of a vaping pen or vaping devices is prohibited and will fall under the school policy on drug and alcohol policy. The possession and/or use of vaping devices is a major violation of the student code of conduct. Disciplinary action taken by school administration will result in out of school suspension. It may also include suspension from athletic and co-curricular activity participation, Saturday detention, probation, required counseling, and/or a cessation program.
  1. The possession and/or use of tobacco in any form are prohibited and come under the school's drug and alcohol policy. The possession and/or use of tobacco are prohibited on the school grounds or in the presence of school personnel and at any time when a participant is in a Ready activity. Tobacco includes cigarettes, chewing tobacco, snuff, etc. Disciplinary actions may include a \$25 fine, a Saturday detention, three-day suspension and participation in a smoking cessation program. The Dean of Students may use discretion depending on the repetition and the severity of the violation.
  2. Students may not enter the guidance office, custodian's office, kitchen, faculty rooms, teacher mailboxes, teacher's desks, classroom closets, or go behind the counter in the main office without permission.
  3. During class time respect for other classes demands quiet when passing in the corridors and stairways.
  4. Loitering in lavatories is always forbidden. Students are not to expect to be excused from class or study hall except in cases of real illness or emergency.
  5. Any student guilty of deliberate defacing or damaging school property, including graffiti on walls, lockers and desks, will be required to pay for the material damaged. At the discretion of the administration, the offender can be suspended from classes until the fine is paid.
  6. Students may not enter the building except the main lobby before 6:45 a.m., nor may they remain after 4:00 p.m. unless engaged in a faculty- supervised activity or otherwise, have permission to stay. *Students not engaged in a faculty/moderator/coach-supervised activity outside of school hours must report to, and remain in, the school cafeteria.*
  7. Fighting Policy: First offense: Students may be suspended from 1-10 days depending on the severity of the situation. Also, an expulsion hearing may be in order. Fighting includes the following (in person, in writing, on social networking sites, etc.): physical and verbal threats, verbal sparring (arguing between or among students), hitting, slapping, unwanted physical contact of any kind, punching, etc. Parents will be notified immediately and will be required to meet with the Vice Principal of Student Affairs if deemed to be necessary. The student will be on disciplinary probation for an appropriate time period as so deemed by the administration. These are general guidelines only.
  8. Students may be suspended from school for any serious offense for an extended period of time to be determined by the administration.

9. The use of an Apple Watch or Smart Watch is prohibited from 8:00 am to 3:00 pm. For a first violation, the watch will be returned to the student at the end of the school day. If there is a second violation, there will be a \$20 fine and the watch will be returned at the end of the school day. If there is a third violation, the watch will be kept in the Vice Principal of Student Affairs office for one week.
10. Students may not use earbuds with iPads in the hallways before, during or after school. The use of earbuds is only permitted in the cafeteria or in classrooms, when appropriate.
11. Earbuds are not permitted in ears when not in class or study hall without permission from the teacher.
12. Students are encouraged to take pride in Bishop Ready High School. We request therefore that students cooperate in keeping the cafeteria, desks, books, and all school property in good order.
13. Food and drink may only be eaten in the cafeteria. Before school any outside food or beverages must be eaten in the cafeteria. Students may not have food and drink in the classrooms with the exception approved clear water bottles. Failure to adhere to this policy can result in after school detention with the Vice Principal of Student Affairs. If continued violations occur, Saturday detentions, probation, and suspension from school and/or athletic and co-curricular activities may be assigned by the Vice Principal of Student Affairs and Principal.
14. FIRE DRILL: Students are to leave from and return to the classroom, cafeteria, or library single file and in absolute silence. Students are to obey any request or order given by an administrator or faculty member during the drill. Fire drills are considered to be serious and we ask for a student's complete cooperation.
15. Student lockers MUST be locked at all times. Locks must be rented or purchased from Bishop Ready High School. Lockers without locks will be locked at the discretion of the Vice Principal of Student Affairs. Students are responsible for their assigned locker. The school assumes no responsibility for loss of books, clothing, or other personal belongings. Students are only permitted at their lockers during the following times: before school, after school, immediately before the appropriate lunch period, and during designate locker times ONLY.
16. All students participating in athletics must have the proper medical authorization.
17. All textbooks, except those for Theology, are furnished by the state and are issued at the beginning of the year.
18. Students are required to cover all books. Any student who loses or damages a book issued to him or her must pay for it.
19. Chewing gum is not permitted in the school building at any time. Any student chewing gum will be given a \$5 fine or after school detention. If the behavior continues, the Vice Principal of Student Affairs will take appropriate action for repeated violations.
20. Any pulling, ripping, tearing of any student's clothing, including ties, by another student at any time will be grounds for suspension or expulsion.
21. Playful or not, punching, hitting, chest banging, etc. will not be tolerated. Any and all occurrences of this type of behavior will be reported to the Vice Principal of Student Affairs.
22. Any student asked to leave class for behavioral issues will receive two Saturday detentions by the Vice Principal of Student Affairs, as well as any other appropriate consequences.
23. The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus. Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion, depending on the results of the investigation. Bullying may be verbal or non-verbal. ***Bullying or harassment involves writing; speaking or posting via electronic means anything of a derogatory nature about another person. This includes, but is not limited to, "put down" remarks, harsh, mean or inflammatory words, negative remarks, gossip - any words or phrases that are hurtful or negative in nature. Bullying or harassment can also include threats of physical harm, unwanted physical contact or any gesture/touching meant to be hurtful or harmful to another individual. Even if the claim of no harm was intended is made, actions, gestures or words of a derogatory and/or threatening nature are unacceptable and are subject to severe consequences.***

24. During school hours and out-of-uniform days, etc., students are not permitted to wear clothing that is ripped or torn.

## AUTOMOBILES

1. Driving involves a serious responsibility. Students, therefore, who drive an automobile, motorbike, or any other vehicle to Bishop Ready, must observe the following regulations in addition to the customary legal traffic regulations: (*No Parking Pass = 10 Demerits*)
  - a. Student must purchase a parking permit. Permits will be checked periodically, and vehicles must be parked in the assigned parking space. Failure to do so will result in a \$10.00 fine per violation.
  - b. Horns may not be sounded unnecessarily in the vicinity of the school.
  - c. Loud playing of a stereo system is forbidden.
  - d. Driving any vehicles during school time without explicit permission of the Principal is absolutely forbidden. Violation of this rule will bring probation, suspension, or dismissal. Once the vehicle is parked on arrival, the students may not loiter in it, nor may they reenter it until they are ready to leave school.
  - e. Constant sounding of car alarms is forbidden. If a student's car alarm is subject to repeated, frequent accidental triggering, the student may lose his or her parking privilege.
2. If a student is guilty of reckless or irresponsible driving, including excessive speed, at school or its vicinity, his or her parents will be notified, and appropriate action taken. If the offense is repeated, the school will notify the police and recommend that the student's driving license be suspended or revoked.
3. Tampering with anyone's vehicle, whether that of a student, teacher, administrator, or staff member will usually be referred to the police, and the student may be dismissed from the school.
4. Any student in violation of above rules may have his or her parking privileges revoked and will be fined \$10.00 for each violation.

## LOCK DOWN PROCEDURES

Students are to remain in their classroom, cafeteria, or library and in absolute silence. If a student is in the hallway or restroom, s/he is to proceed to the nearest classroom. Students are to obey any request or order given by an administrator or faculty member during the procedure. Failure to follow outlined procedure is considered a serious offense. **SEE APPENDIX F - CRISIS MANAGEMENT PLAN**

## LUNCH PERIOD AND CAFETERIA DIRECTIONS

1. Students are not permitted to leave the school property during the lunch period - even with a parent. Doing so without permission will be considered as truancy. Additionally, students are not permitted to have someone bring in food, from a restaurant, during the lunch period.
2. Food may be eaten only in the cafeteria during the assigned lunch period. ***Food and drink are not permitted outside of the cafeteria*** and may be consumed only during the appropriate lunch period.
3. Drinks may be purchased before or after school in the cafeteria and must be consumed in the cafeteria. ***Students may bring a drink in the original container and unopened to be consumed at lunch. The drink must be placed in the student's locker and may be retrieved prior to a student lunch period. The drink must be consumed during the lunch period - partially consumed drinks are not permitted outside the cafeteria and must be discarded. If a student has permission to carry a water bottle throughout the school day - it must be a clear water bottle.***
4. After eating, students must take trays to the dishwasher. Paper wrappings, etc. are to be deposited in proper containers, leaving the tables and floor clean and orderly.
5. The throwing of food or any other object in the cafeteria is prohibited. For a first violation, a student will be assigned a Saturday detention. Further violations will be dealt with as deemed appropriate by the Vice Principal of Student Affairs.
6. During any remaining free time, students may not enter either the first or second floor classrooms, or corridors in the main lobby without special permission.

## LUNCH ACCOUNT POLICY

Students will be allowed to charge up to a negative \$15.00 balance to their account. After that threshold is met, they will no longer be able to charge any items.

A student qualifying for a free/reduced lunch will be able to get their reimbursable meal, but will not be permitted to add on any extra items a la carte. Any student who does not qualify for a free/reduced lunch will be given a sandwich and a piece of fruit.

At the negative \$15.00 threshold, the lunch staff will notify vice-principal, Mr. Fumi, and contact with the parent/guardian will be made to alert them of the situation and to correct the student's negative account balance.

Additionally, any student with a negative balance in excess of \$10.00, but less than \$15.00 for a period of longer than 30 days will have their account flagged, and their parent/guardian will be contacted by Mr. Fumi to correct the student's negative account balance.

Students who fall into the above stated scenario with a continuous negative balance will not be allowed to purchase food. If a student comes through the line, and their account presents with a negative balance any items they've selected will be returned to the service line if applicable. If the items can't be returned, the item will be charged to the student's account and discarded.

NO CASH TRANSACTIONS WILL BE ALLOWED IF THE  
STUDENT'S ACCOUNT IS NOT IN GOOD STANDING AND NEGATIVE.

Any student with a negative balance of \$5.00 or more at the end of the school year will not receive their grade card until the negative balance is corrected. Senior students will not be able to participate in graduation activities until the negative balance is corrected.

## ADMINISTERING MEDICATIONS TO STUDENTS

When medication is prescribed for a student, parent(s) or guardian(s) are encouraged to discuss with the physician the possibility of a medication schedule outside of school hours. We recognize, however, that there are situations where this is not in the best interest of the child. Any student possessing or using a prescribed medication must have on file a medical authorization form, properly completed, signed by the parent or guardian and accompanied by a physician's statement. These forms are available in the school office and from the attendance officer. Such medication must be in its original container and have an affixed pharmacy label with the student's name. The school cannot administer prescribed medication unless these guidelines are strictly followed. The possession or use of nonprescription, over the counter, medication is discouraged (e.g., cough drops, Tylenol, etc.). The school will consider administering such medication if parent(s) or guardian(s) provide a signed, written request for such which includes the specific dosage and the times at which the medication is to be administered. School personnel will not honor a request to exceed the label instructions without a physician's statement. Any such medication should be sent to the school office in its original container, where it will be held for the day. The student should report to the office at the end of the day for any unused medication. If the parent judges that the student is mature and capable of keeping medications for life threatening attacks, i.e., an inhaler for asthma, the school office must be informed in writing that the student is carrying the medication. The school does not keep medications for students use and will not administer aspirin under any circumstances.

## VISITOR REGULATIONS

1. Any time a student meets a visitor or stranger in the building or the grounds; s/he should courteously welcome him or her to Bishop Ready High School and then present him or her to the office. It is not only a potential danger, but against civil law for strangers to loiter around school.
2. Visitors, including parents and graduates, must report to and sign-in at the main office and receive, and display, a Visitors badge. All visitors must be escorted to their desired location.
3. Occasional visits by students of other schools on their free days will be welcome, as long as such visits are carried out in a manner that will reflect credit on both guest and host student. The procedure for such visits will be as follows:
  - a. Any visiting student must be properly attired.
  - b. Approval by the Vice Principal of Student Affairs or Director of Admissions should be obtained at least one day in advance. Notes are to be turned in to the office - one from the Ready student's parents and the other one from the parents of the visitor.
  - c. On arrival, the host student must bring the visitor to the office to obtain a visitor's card. Likewise, upon arrival in the homeroom and each class, the host student should introduce his or her guest to the teacher. Usually visits are permitted if a relative or friend is visiting from out-of-town. Students from local schools are not usually permitted to visit Bishop Ready.
4. When our students are welcomed as visitors in other schools, we expect them to observe the regulations of those schools. In the absence of any specific directions, the student would do well to observe a procedure similar to what we desire on the part of our visitors.
5. Students wishing to invite a guest that does not currently attend Bishop Ready High School will be required to have that guest complete a Visitor Form (located in the Main Office). Bishop Ready High School reserves the right, upon review of a guest's credentials, to not admit a guest to a school activity. If a student has been asked to leave, transfer, or expelled from Bishop Ready, said student may not be on Bishop Ready High School property, in the building, or attend school-related functions.

## HONOR CODE

Honesty, integrity and truth are important components of a Ready education. As a result, the following honor code is adopted and consequences for violations are enacted. All students will do all work (homework, tests, quizzes, projects) independently and honestly. While students are encouraged to seek assistance from parents, students, and teachers, the work at all times must be their own. Cheating, copying of another's work (including, but not limited to, copying from the internet) and plagiarism are unacceptable at Bishop Ready High School. Academic dishonesty includes but is not limited to plagiarism [*Plagiarism is defined as to copy and pass off as one's own (the ideas or work of another). This includes downloading text from the Internet.*]; dishonesty on a test which can include asking another or looking on another's paper; writing notes on their person or belongings; using the iPad to lookup answers; or any other attempt to obtain information other than the individual's own thought processes. If a teacher administers a test over more than one day, and a student is found to be academically dishonest on one portion of the exam, the student will receive a zero for the entire exam. The teacher determines if a violation has occurred. The teacher will report the situation to the Vice Principal of Student Affairs and the student will receive a zero for said work. Please be cognizant that any and all individual involved in a dishonest situation will receive the same consequences [zero on assignment/test, parent phone call, report to Vice Principal of Student Affairs] -- i.e., Student "A" copies work from Student "B". Typical consequences are as follows:

- First offense - failing grade on assignment or test; teacher will notify student, then parent and make a report to the Vice Principal of Student Affairs. Additional consequences of academic dishonesty *may* include removal from National Honor Society, National BETA club, National Business Honor Society, etc. and/or retraction of any honors or awards that a student has received. If a parent wishes to appeal the teacher, the parent may appeal to the Administration. The decision of the Administration is final.
- Second offense - failing grade on assignment or test, academic probation issued.
- Third offense - failing grade on an assignment or test, a panel hearing will be held to determine continued association with Bishop Ready High School. Violations of the Honor Code are recorded and are cumulative over the length of time of the student's academic life at Bishop Ready High School.

## BEHAVIOR

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or to misbehave, the student takes upon him or herself the consequences of that chosen behavior. Teachers shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding the school's rules. Teachers shall also be responsible for establishing a classroom environment in which student receive continuing instruction regarding acceptable behavior. The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior. However, a person employed or engaged as a teacher, principal, or administrator in a school in the Diocese of Columbus may use a physical response to "obtain possession of weapons or dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property."



## DISCIPLINE

The following policies have been instituted in order to promote the mutual care, concern and respect among all members of the Bishop Ready community. It is our desire to foster trust and understanding and we believe these procedures allow for individual rights and responsibilities. The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

## CELL PHONE POLICY

The intent of the following cell phone policy is to enrich the learning environment by reducing external distractions, enhancing student focus, and fostering social interaction.

Bishop Ready students may not use cell phones during the instructional day with the exception of before school (prior to the bell for the home room), and after students are dismissed for the day. Students are encouraged to leave their cell phones at home, but if they are brought to school, they are required to check their cell phone into their assigned cell phone sleeve in the classrooms at the beginning of each period.

Students who plan not bring cell phones to school must have parents fill out the corresponding form. Students who do not bring their cell phone to school will be put on the school-wide list and will be given a “no cell phone card” to put into their assigned cell phone sleeve each period. Students that normally have their cell phone but do not bring it to school on any given day are to notify each classroom teacher at the beginning of each class period.

Students that are on their phone during class will be required to turn their phone over to their teacher and the phone will be turned into administration. Corrective action for using cellphones during class are as follows:

**1st Offense:** The student’s phone will remain in the vice principal’s office for the remainder of the school day of the offense and can be picked up after school. The student will also be required to turn their phone in to the vice principal’s office for the following school day as well. Parents/Guardians will be notified of their student’s offense.

**2nd Offense:** The student will turn in their phone to the vice principal office at the beginning of each school day and will pick up their phone at the end of each school day for a two-week period (10 school days). Parents/Guardians will be notified of their student’s offense.

**3rd Offense:** The student and their parents along with school administration will meet to develop a plan of support for the student to discuss a plan to support the student and ensure that they properly follow the cell phone policy.

**4th Offense:** Will result in a panel hearing to determine the student’s future at Bishop Ready High School.

## DETENTIONS

1. At Bishop Ready High School, detentions are a form of discipline used for relatively minor infractions. Issuing teachers and staff members have the complete backing of the school’s administration. A student’s failure or refusal to accept his or her responsibility for serving detention(s) is considered a serious offense.
2. The following infractions will result in a detention: eating or drinking anywhere other than the cafeteria; being in the hall without a pass; class tardiness; school tardiness; misconduct i.e., vulgar language, classroom disruption, leaving class without permission, inappropriate behavior in halls, assemblies, cafeteria; any violation of any policy or procedure as outlined in this handbook. This list is not meant to include all possible infractions but serves as a guide to students and teachers. Repeated violations will result in the student being placed on the next level of discipline. This level includes but is not limited to suspension, probation, Saturday detentions, loss of privileges, and

suspension from activities, service hours, and work detail. Continued violation of rules, regulations, and procedures may result in an expulsion hearing.

3. Teachers may require a student to meet with the teacher, either from 7:30 am- 8:00 am or from 3:00 pm-3:30 pm, for academic reasons, e.g., student is falling behind, student needs to make-up work or a test, etc. The student will have one week to meet with the teacher. Should the student fail to report for a meeting, the student will be assigned a detention with the Vice Principal of Student Affairs.
4. A teacher may give warnings to a student for various behavioral infractions, if the teacher feels that the student is not compliant after being warned, a referral for a behavioral violation is made to the Vice Principal of Student Affairs. The Vice Principal of Student Affairs will then issue a behavioral detention for the violation.
5. Detentions should be served according to the following guidelines.
  - a. Detentions are held on Wednesdays and Thursday from 3:00pm - 4:00 p.m. with the Vice Principal of Student Affairs.
  - b. Students have one week during which to serve each detention after it has been assigned
  - c. Students who do not serve their detention in the required time will be called in for a conference and will be assigned a Saturday detention; if not served; out of school suspension will follow.
  - d. During any one quarter, each student is allowed only five detentions from two or more sources (teacher-teacher, teacher-office, etc.). Upon a student's receiving his or her sixth detention, the student will be assigned a one-day out of school suspension. In order that the student and his or her parents are aware that a suspension is possible in the near future, the Vice Principal of Student Affairs will communicate with the student and home following the assignment of the fourth detention.
6. If a student thinks a detention is unwarranted, s/he should talk it over with the issuing teacher at an appropriate time, in a respectful and calm manner.

### **Serious Offenses**

Serious offenses include, but are not limited to, the following: inappropriate use of technology (including but not limited to, personal web-page postings of a sexual, violent, illegal nature, etc.); bullying – *including subtle references on any of the social networking sites*; repeated violations of school rules, regulations, policies or procedures; verbal abuse or verbal threats; chronic absenteeism, class cutting, tardiness; truancy; defiance, insubordination, disrespect; possession and/or use of vape devices, stealing (restitution demanded); vandalism of any kind; destroying or defacing property belonging to the school, the community, or an individual (restitution demanded); harassment - verbal, non-verbal, sexual; fighting and/or assault; possession of a weapon, including but not limited to, gun, knife, or any object deemed to be inappropriate or potentially dangerous; possession, use, sale of a chemical substance; refusal to adhere to a direct order or request of faculty member or administrator. Action for serious offenses may include, but are not limited to, one or more of the following: parent contact; detention; suspension (in- or out -of- school); restriction of activities, athletics and/or school functions including participation in graduation exercises for seniors who commit serious offenses; behavioral probation; expulsion. Such offenses may be dealt with at a Formal Hearing or may be handled by the Vice Principal of Student Affairs or the Principal in conjunction with our guidelines or procedures. Behavioral probation affords a student a specified period of time to improve in his or her area(s) of weakness. Behavioral probation may include suspension from all activities including athletics for a specified period of time, a verbal contract and/or written contract. Students who are repeatedly serving a behavioral probation may be subject to a formal hearing to determine the student's future association with Bishop Ready High School.

## **SCHOOL VIOLENCE**

### **Threats to Welfare and Safety**

No student will use, possess, handle, transmit or conceal any object that is or can be considered a weapon or instrument of violence. Objects that are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any

person, are prohibited on school premises, and at school-related functions. Students may not draw, or display pictures of weapons or objects thought to be instruments of violence. Students may not make threats – verbal, written, on the Internet, or otherwise – of a violent nature (implicit or explicit).

### **Consequences of Threats to Welfare and Safety**

If a student is found to be in violation of the aforementioned Policy, the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student, may impose any or all of the disciplinary actions listed below. Consequences may include, but are not limited to, 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.

## **SUSPENSION, PROBATION AND EXPULSION**

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the Diocese or school. Serious misconduct also includes the behaviors listed under “Serious Offenses” on the previous page. For such serious misconduct, the Principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student’s parent or guardian has been notified. Suspension prohibits a student from attending his or her scheduled classes and participating in school activities including athletics and/or co-curricular activities for a period of time determined by the Administration. The Administration also determines, according to the seriousness of the infraction, whether the suspension will be served in school or out of school. The student must make up any work missed during a suspension in order to remain current, but credit will not be awarded. In some cases, re-admittance to Bishop Ready High School after an out-of-school suspension may occur **only after the Administration** has met with the parents. Expulsion shall not take place except as a result of the suspension procedure described below.

### **Suspension Procedures**

If the parent(s) or guardian(s) have not been reached on the day the misconduct occurred, then prior to the start of the next school day, the principal or administrator in charge shall notify the student’s parents(s) or guardian(s) of the suspension. If there is a delay in notification, the student may be placed in an in-school suspension. In the case of an in-school suspension, the student will do class work isolated from the other students and under adult supervision. No later than the next school day the principal or administrator in charge shall notify the student’s parent(s) or guardian(s) of the suspension, both verbally and in writing. The notification must state the reason(s) for the suspension.

While this school neither claims control of, nor accepts responsibility for the behavior of its students outside the school times and premises, it shall be the school’s policy that serious violations of civil behavior at any time or place will always be subject to review and possible disciplinary action by the school authorities.

Normally, the school day(s)’ suspension will begin the school day after the incident occurred. In a fight situation, students are automatically sent home. Once guilt or innocence is established a decision regarding the time already spent at home will be made. For example, if guilt is established, the time spent at home will be counted as suspended time. If innocence is established, a student will not have the days absent count against him or her and the student will be permitted to make-up work missed. Once a suspension is put into effect, it lasts for the number of school days assigned. Suspension from school activities begins once guilt is determined and remains in effect for the appropriate time. The student cannot be involved in any Bishop Ready High School activities (co-curricular, athletic, dance, etc.) during the time a student is suspended or asked to remain at home pending resolution of a matter. In the case of serious infractions of any kind, a student may be asked to remain at home until a panel hearing

can be scheduled to determine guilt, innocence, or appropriate consequence. On Friday, if a student is found guilty of an action for which a one school-day suspension will be given beginning on Monday, then the student is out of activities of 24 hours from the time guilt is determined until the same time on Saturday. If on Friday, a student is found guilty of an action for which more than a one-day school suspension will be given, then the student will also be out of all activities until the school day portion of the suspension is served. While a student is on suspension, he or she is responsible for tests (of any type, major tests, quizzes, etc.), homework, special projects, and all normal work assigned in order to stay current, but credit will not be awarded. A suspension would make a student liable for probation, the length of which will be determined by the Principal and the Vice Principal of Student Affairs. The student's behavior will be evaluated by the administration in consultation with teachers before the probation is lifted. Each student is dealt with as an individual and the situation surrounding the incident is thoroughly considered by the appropriate individuals involved.

The purpose of a Formal Hearing is to determine the student's future association with Bishop Ready High School or the appropriate consequence for a serious violation of school policy. The following are required to be present at a formal hearing: the Principal or his/her delegate, Vice Principal, a Guidance Counselor, a faculty member chosen by the administration, a faculty member chosen by the student and the parents or guardians. By mutual agreement a neutral party may be invited to participate in deliberations (the Principal is a non-voting member). The majority decision of the panel must be presented to the Principal. Upon the Principal's acceptance of the panel's recommendation, the decision is final and binding on all parties. The final decision rests with the Principal. A written report of the expulsion will be made out immediately and sent to the parent.

## **EXPULSION APPEAL PROCESS: Diocesan Policy 5409**

An appeal of an expulsion shall be handled according to the following procedure:

1. When a parent or a student (18 years of age) believes that his/her rights under the handbook agreement with a Catholic school have been violated through the expulsion procedure, the person may submit a written appeal within three (3) days of the date of expulsion was placed in writing to the parent by the administrator.

The written appeal must be directed to the superintendent in the Office of Catholic Schools with the following information provided: a. The subject of the appeal b. What rights and/or policies have been violated c. Any factual data, other than hearsay, the person considers appropriate d. The efforts that were made to resolve or correct the issue leading to expulsion Only requests for appeal submitted in writing will be accepted. Phone calls will not be accepted.

2. Should the superintendent or his/her designee determine that a person's rights and/or a policy have been violated, he/she will investigate the appeal. He/she will review the materials submitted to the Office of Catholic Schools and may ask for further details. At his/her sole discretion, he/she may determine that a hearing would be appropriate, in which case he/she may hear the appeal alone or form a hearing committee. The decision of the superintendent and/or his/her designee in the Office of Catholic Schools, and, if applicable, the hearing committee, is final and binding and concludes the appeal process.
3. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process or hearing committee meeting may the parent, employee, or student (18 years of age) have an attorney present.

### **Saturday Detentions**

Saturday detentions are required of students who fail to serve weekday detentions, have excessive tardies to school or classes, and fail to pay rule infraction fines or engage in behaviors deemed to be more serious than minor infractions. Saturday detentions will 8:00 am - 10:30 am. Parents will be notified in advance of the scheduled days to allow for planning. Students will arrive in uniform, on time, and with a change of work clothing to work and/or study during their time in detention. Flagrant disregard of the rules of this school is a serious situation and is treated as such. Failure to attend a Saturday detention may result in either a one -day in-school or out-of-school suspension on the first day back to school. Repeated detentions, daily or Saturday, may lead to expulsion.

### **Spectator Suspension from Home Athletic Events**

Bishop Ready High School reserves the right to ban parents or guests, for a period – to be determined by Administration, from school events, specifically – but not limited to - athletic contests, if the school determines that the parent's conduct is not congruent with the Mission and Philosophy of Bishop Ready High School.

## GENERAL UNIFORM CODE

### APPLICABLE TO YOUNG MEN AND YOUNG WOMEN

This uniform code has been adopted to minimize things that distract from the purpose of the school. A uniform dress code is designed to emphasize that which we have in common and is intended to minimize our differences. Therefore, the Bishop Ready administration, faculty, and staff will closely monitor student adherence to the dress code in order to quickly identify any concerning patterns of non-adherence to the policy. Bishop Ready's administration and guidance department will provide support to students and their families in order to identify the cause of the pattern of non-adherence and then collaborate with the student and their family to create a plan that will allow the student to be successful.

If any emergency arises and a student cannot wear the regulation uniform, the student must consult with the administration (Principal, Vice Principal of Student Affairs). The administration will advise the student and parent of an appropriate alternative. Arrangements must be made prior to the student returning to school.

*The administration cannot foresee all possible dress, body piercing, tattoo styles and fashion. Interpretation of the code is left to the immediate discretion of the administration and the administration reserves the right to deny attendance because of fashions not in accordance with the Bishop Ready High School dress code guidelines. When in doubt, check with the Vice Principal of Student Affairs prior to making any changes that are permanent or long lasting. The administration is the final arbiter of such decisions and all decisions are final.*

#### Pants

- All students must wear the navy blue or khaki uniform pants sold by Educational Apparel. No other pant is acceptable. Pants are to be worn with a belt.

#### Shirts and Blouses

- The shirt or blouse is to be an oxford cloth shirt with button-down collar and front buttoned the length of the shirt. It must have either long or short sleeves. It can be purchased at any store. ***Young men are required to button the top button of the shirt.***
- Shirts are to be one color either light blue or white. Shirts must not have patches, printing, off color stitching, off color buttons, flower design, etc.
- Only white undershirts may be worn.
- The shirt must be worn either with or without a sweater.
- Shirts must not be worn or discolored and must be ironed and tucked in the pants.

#### Sweater, Cardigan, Fleece Pullovers

- The only sweaters permitted are a pullover fleece in black or gray or a navy or gray cardigan from Educational Apparel. Bishop Ready script is required on all sweaters.
- A uniform shirt and tie must be worn under the sweater. It is not permissible to wear the sweater alone.
- We will not allow any long sleeve garments to be worn under a short sleeve shirt during cold weather.

#### Socks and Shoes

- Shoes and socks must be worn. No ***work or hiking boots*** may be worn. No sandals, flip/flops, or open-toed shoes may be worn. If dress boots are worn, the pants must extend to shoe top level over the boot. The tongue of the shoe must be tucked under the pant leg. ***Shoelaces must be properly tied.*** Casual dress shoes, including soft-soled shoes may be worn. ***Hiking boots, moccasins, slipper-like shoes and shoes with open backs are NOT PERMITTED.*** Socks (white, blue, gray) must cover the ankles -- footies are NOT permitted. For young ladies: When wearing the jumper, only knee high or mid-calf length socks are permitted. For both young ladies and young men: When wearing shorts or pants, socks that cover the ankles are permitted.

## General Comments

- No outside coats or jackets of any kind are to be worn in the building during the school day.
- No hats, bands, scarves around the neck, etc. are allowed. Pins, buttons and other accessories are not to be worn during the school day as they are not a part of the school uniform.
- No torn, ragged, immodestly short, tight or baggy clothes are permitted.
- ***No excessive jewelry is permitted. This includes external chains, crosses and necklaces for young men EXCEPT for the cross given at the Senior retreat. The following are not allowed for young men or young women: any type of facial rings/tongue rings or clear studs or gauges to keep the piercing open. No piercings of any kind, except modest ear piercings for young women. The administration reserves the right to deny the wearing of certain earrings if it is determined that they are not compatible with the dress code.***
- ***No tattoos may be visible. They must be covered at all times.***
- Pants must fit properly, must be worn above the waist and must be the appropriate size..
- Belts must be worn and secured at the waist and may not be worn below the hip.
- ***During school hours and at school-sponsored events, e.g., athletic practices, field trips, out-of-uniform days, etc., students are not permitted to wear clothing that is ripped or torn.***
- ***Jumper length may not be altered.***

## **Young Men**

### 1. Hair

- a. Long hair is not permitted. Hair is not permitted to fall below the collar and must not obscure the student's face. Eccentric hairstyles, including but not limited to ponytails, shaved or cut hair designs are not permitted. There will be no exceptions to this rule. The administration is the arbiter of what is or is not in keeping with the intent of this rule. ***If a student is in violation of the hair policy, he will be sent home until the student is in compliance with the policy.***
- b. No facial hair. Sideburns are permitted and are limited to the bottom of the ear.
- c. ***Hair color must be a natural hair color.***

***The administrator is the final arbiter as what is or is not appropriate.***

### 2. General Comments

- a. A conventional tie is to be worn with the shirt on formal (normal) uniform days and must be appropriate (no bow ties) and worn appropriately, i.e., the tie must be tied and worn snug at the neck. If student's are wearing the school quarter zip pull-over, the tie knot must be visible.
- b. No earrings, facial/tongue rings, make-up, or nail polish may be worn. ***No chains, crosses, necklaces EXCEPT for the cross given at the Senior retreat may be worn.***

## **Young Women**

### 1. Jumpers and Slacks

- a. All female students must wear a uniform jumper or uniform pants provided by Educational Apparel of appropriate (***at the top of the knee***) length.

### 2. Blouse

- a. Only the top button of the blouse may be left unbuttoned.
- b. The blouse must be tucked inside the jumper or slack in a neat fashion.

### 3. Socks and Shoes

Only ***knee-high or mid-calf length socks*** or hose are permitted when wearing the jumper. ***Socks or hose must be a solid color - navy blue, white, gray or black- and may not be see-through or fishnet style.*** When wearing shorts or pants, socks that cover the ankles are permitted. Shoes must be worn. No sandals, flip/flops or open-toed shoes may be worn. If dress boots are worn with slacks, the slacks must extend to the shoe top level over the boot. Boots are not to be worn with the jumper. Shoelaces must be appropriately tied. Casual dress shoes, including soft-soled shoes may be worn.

### 4. Hair and Make-Up

- a. Modest facial make-up is allowed.

- b. Hair should be clean and well groomed. Any hairstyle that draws attention to itself is prohibited. No eccentric color-dyed hair is permitted. *Hair color must be a natural hair color. The administrator is the final arbiter as what is or is not appropriate.*

#### 5. General Comments

- a. No excessive jewelry is permitted including multiple earrings.
- b. Backpack purses are not allowed. Purses are to be of a reasonable size, i.e., not so large as to hold textbooks, notebooks or a laptop. Purses must be of modest size. The Vice Principal of Student Affairs is the final arbiter as to what is and what is not acceptable.

#### Uniform Violations

If a student is out of uniform or violates the uniform code, the student is sent to the Vice Principal of Student Affairs. Uniform violations include a \$5.00 fine and include shirts not tucked in, tie below the top button, too many buttons unbuttoned on girl's blouses, etc. Students out of uniform during the school day will incur a \$10.00 fine. Out-of-uniform violations include, but are not limited to, hair and/or sideburn violations, altering the uniform, i.e., slit in pants legs, skirt hemmed, etc.). Students that repeatedly violate the uniform policy will have consequences from the Vice Principal of Student Affairs.

#### Out-of-Uniform Days

Out of uniform days are allowed to promote spirit and provide reward for work well done. They will be announced ahead of time and the following guidelines are in effect:

1. Appropriate casual clothing.
2. If leggings/yoga pants are worn a top of appropriate length must also be worn.
3. No holes or rips in clothing. No hats of any kind.
4. No offensive wording or graphics on clothing, this includes but is not limited to, derogatory statements about a group or an individual; sexual references or innuendoes; references to alcohol and/or drugs; references to gangs and/or gang behavior; ethnic references; and/or controversial or perceived controversial symbols, graphics. The administration will be the final arbiter.
5. No sleeveless tops, crop tops, or low-cut or revealing tops are permitted.
6. Shorts may be worn only during appropriate months (will be announced) and **the length MUST be at least fingertip length.**

The administration reserves the right to determine what is or what is not appropriate. There is no appealing this decision.

*The uniform code will be strictly enforced. Failure to comply will result in the student will be sent to the attendance office for a school uniform. There will be absolutely no exceptions to the uniform code.*

#### Warm Weather Dress Code

Students may wear the uniform walking shorts, when announced. Students may wear the white polo shirts with either the uniform shorts or with the regular uniform slacks for the young men. Young ladies may wear the polo shirt with the jumper or shorts. When young ladies are in warm weather dress, they may wear low socks (with either the shorts or the jumper). Polo shirts must be tucked in.



## WARM WEATHER ACTIVITY GUIDELINES

During warm weather activities, both in and out of the building, all coaches, faculty, staff and students will follow the following guidelines. Water will be available at all times and students may get water as needed *without fear of discipline*. Students should be instructed by parents, coaches, faculty and staff to drink plenty of fluids before any strenuous activities at all times but especially during warm weather.

*Rule of thumb: If you are thirsty, it may be too late to prevent dehydration.*

**HEAT INDEX is equal to Temperature plus Relative Humidity**

<b>&lt; 95 Degrees:</b>	<b>Optional mandatory water every 30 minutes for 10 minutes</b> <b>Iced Towels</b>
<b>95-99 Degrees:</b>	<b>Mandatory water breaks every 30 minutes for 10 minutes</b> <b>Iced Towels</b> <b>Reduce outside activity</b>
<b>100-104 Degrees:</b>	<b>Same as above</b> <b>Change to dry clothes as needed</b>
<b>&gt; 104 Degrees:</b>	<b>No outside activities</b>

## **VOLUNTEERS AND SCHOOL STAFF**

All school staff and volunteers who have care, custody or control of students in any school or school sponsored activity must have on file a current Federal Bureau of Criminal Investigation (FBI), and Bureau of Criminal Investigation (BCI) criminal background check and must attend the "Protecting God's Children," sexual abuse awareness and prevention workshop.

## **APPENDICES**

Appendix A.....	New Ohio High School Athletic Transfer Policy
Appendix B.....	School Attendance Areas
Appendix C.....	Harassment Policy
Appendix D.....	Publishing Student Information
Appendix E.....	Technology Acceptable Use Policy
Appendix F.....	Crisis Management Plan
Appendix G.....	Wellness Policy
Appendix H.....	USDA Nondiscrimination Statement

## Appendix A

### Ohio High School Athletic Transfer Policy

#### NOTICE AS TO LOSS OF ELIGIBILITY FOR ATHLETICS DUE TO TRANSFER

If a student transfers high schools at any time after establishing eligibility as a ninth grader (either by attending a school for five days or playing in a fall sport prior to the beginning of school, which includes a scrimmage), the student is eligible for the first fifty percent of the maximum allowable regular season including preseason scrimmages. Then, the student becomes INELIGIBLE for the remainder fifty percent of the season including the OHSAA post-season. This transfer policy applies to all seasons a student played in at their previous school. No ruling is required from the OHSAA Commissioner's Office, and no paperwork is necessary if a student transfers and cannot meet an exception to the transfer bylaw.

If a student transfers (changes) schools in the middle of a season then that student is ineligible for the first fifty percent (50%) of games until eligibility is renewed. The first fifty percent of games could roll over into the next year's season.

There are of course exceptions to transferring students. These exceptions must be ruled upon by the OHSAA Commissioner's Office before a transfer student is deemed eligible for an entire season. All paperwork for exceptions must be submitted through the high school's athletic administrator.

#### INTER-DISTRICT TRANSFER EXCEPTIONS:

Exception 1 - Parents' Bona Fide Move into a New Public School District

Exception 2 - Change of Legal Custody

Exception 3 - School Closes/Discontinues Program After Grade 9 or Annexation/Consolidation

Exception 4 - Self-Supporting Student

Exception 5 - No longer an exception per OHSAA

Exception 6 - No longer an exception per OHSAA

Exception 7 - Student-on-Student Anti-Intimidation, Anti- Harassment, Anti-Bullying

Exception 8 - International Baccalaureate Program

Exception 9 - Public High School in the District of Residence of Parents

Exception 10 - District Discontinues Entire Interscholastic Sports Program

Exception 11 - Death in Immediate Family Necessitating Transfer

Exception 12 - Return from Domestic Exchange Program

For more information about the OHSAA transfer policy, please visit

<https://www.ohsaa.org/Eligibility/Transfer>

## **Appendix B**

### **School Attendance Areas**

Secondary Schools: The location of the residence of the student's legal guardian is used to determine the assigned high school. This is defined by the specific street address, not the general zip code area. Boys may also attend St. Charles Preparatory School.

#### **BISHOP READY HIGH SCHOOL FEEDER AREA**

Holy Family  
Our Lady of Perpetual Help  
Our Lady of Victory  
St. Agnes  
St. Aloysius  
St. Cecilia  
St. Christopher  
St. Colman (Wash. Ct. House)  
St. Margaret of Cortona  
St. Patrick (London)  
St. Mary Magdalene  
Sts. Simon and Jude  
St. Stephen  
\*St. Brendan  
\*\*St. John/Holy Rosary  
\*St. Dominic  
St. Mary (German Village)  
St. Mary (Groveport)  
St. Joseph (Plain City)  
St. Joseph Cathedral  
\* Pickaway County

An asterisk (\*) designates that the area is listed under two high schools.

## Appendix C

### Harassment Policy

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his or 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 -- male or female -- should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct that 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 abusive 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.

Sexual 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 school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury or physical contact during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment is 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, student, or visitor to the school.
5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact the principal, assistant principal, or pastor at the elementary level; and the principal, assistant principal or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, or staff 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.

## **Appendix D**

### **Publishing Student Information**

A school, school employees, 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 parents of a student do 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 signed and dated consent by the parent(s) or guardian(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 without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

The form entitled "Student Information Policy" that is mailed home must be signed and dated by the parent(s) or guardian(s) of a student prior to releasing personally identifiable information.



## Appendix E

### Technology Acceptable Use Policy – Diocese of Columbus

Please read this document carefully before signing.

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.

#### 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.

#### 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:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that 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.
- 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.
- 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.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- 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.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way that disrupts the service or its operation for others.

#### 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 warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- 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:

- 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 or move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- 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.

- Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- 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.
- Do not download, install or run any software without express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize Diocese technology equipment or software in any way.
- 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:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocesan technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocesan 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 Diocesan 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 attained 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 Acceptable Use Policy. This means you will be subject to the consequences for violations of that policy.

If you agree to and have read the Acceptable Use Policy, please sign the electronic Acceptable Use Policy form posted on FinalForms.

## APPENDIX F

### Crisis Management Plan

#### EVACUATION SITUATIONS:

**Rapid Dismissal** Notifications: PA Announcement Teacher Responsibility:

- Evacuate children by primary route.
- DO NOT TURN ANY ELECTRICAL EQUIPMENT ON OR OFF when evacuating the room. Leave the room as is.
- Gather class roster.
- Conduct a quick visual check of the room for any unrecognizable objects.
- Close doors.
- Assemble children in designated safe areas outside the building.
- Take class attendance and report to Principal those accounted for and those missing.
- Keep students calm and await further instructions.

**Hazardous Material (Chemical) Spills** (Do not attempt any clean-up)

Notifications: Fire Alarm

Teacher Responsibility:

- Evacuate children by primary route.
- DO NOT TURN ANY ELECTRICAL EQUIPMENT ON OR OFF when evacuating the room. Leave the room as is.
- Gather class roster.
- Close doors.
- Assemble children in designated safe areas outside.
- Take class attendance and report to Principal those accounted for and those missing.
- Keep students calm and await further instructions.

**Fire**

Notifications: Fire Alarm

Teacher Responsibility

- Evacuate children by primary or secondary fire evacuation route.
- DO NOT TURN ANY ELECTRICAL EQUIPMENT ON OR OFF when evacuating the room. Leave the room as is.
- Gather class roster.
- Close doors and windows.
- Assemble children in designated safe areas outside.
- Take class attendance and report to Principal those accounted for and those missing.
- Keep students calm and await further instructions.

**Gas Leak or Other Noxious Odor**

Notifications: Fire Alarm

Teacher Responsibility:

- Evacuate children by primary or secondary fire evacuation route or by another route as directed by Principal.
- DO NOT TURN ANY ELECTRICAL EQUIPMENT ON OR OFF when evacuating the room. Leave the room as is.
- Gather class roster.
- Close doors.
- Assemble children in designated areas outside.
- Take class attendance and report to Principal those accounted for and those missing.
- Keep students calm and await further instructions.

#### LOCKDOWN SITUATIONS:

**Dangerous Intruder or Hostage Situation** Notifications: Alert, All Clear Teacher Responsibility:

- Quickly and quietly get students into classrooms, close doors and if possible lock doors. Any students in the hall should be escorted to the nearest classroom.
- Pull blinds/curtains and cover door window.
- Teachers without class responsibilities will assist students in halls to the nearest classroom.
- Teachers with students outside do not return to the building but proceed to a predetermined safe area until instructed to return.
- Direct students to the most protected area of the classroom or have them get under desks or tables.
- Take class attendance. Note those missing and those in room who are not part of the teacher's roster (students pulled from hall). Hold on to attendance until it is requested by Principal or police.
- Teachers will keep students in room pending further instructions from building Principal or police.

Phones: Teachers must not use phones during a crisis situation. Administration or emergency services must have complete access.

Media: No one is to talk to media representatives. Each crisis will have a designated spokesperson who is the only one authorized to speak for the school. Refer to administration.

**FOR FURTHER DETAILS, PLEASE REFER TO THE "BISHOP READY HIGH SCHOOL - EMERGENCY OPERATIONS MANUAL" LOCATED IN THE MAIN OFFICE OF THE SCHOOL.**

JOINT AGREEMENT OF FRANKLIN COUNTY SCHOOLS REGARDING RED (SEVERE) THREAT LEVEL:

The sixteen public school districts of Franklin County - Bexley City, Canal Winchester Local, Columbus Public, Dublin City, Gahanna-Jefferson City, Grandview Heights City, Groveport-Madison Local, Hamilton Local, Hilliard City, Plain Local, Reynoldsburg City, South-Western City, Upper Arlington City, Westerville City, Whitehall City, and Worthington City - as members of the Educational Council - and the Diocese of Columbus, have joined together to establish a common protocol to follow in the event of a Threat Level of Red, the highest level of alert as declared by the United States Department of Homeland Security.

As defined by the U.S. Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Gahanna-Jefferson City Schools, determines that the threat is a potential danger to Franklin County, the following procedures will be followed.

If a Red Alert is issued before or after school hours:

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. The Red Alert School Team will cancel all school activities and events scheduled until further notice.

If a Red Alert is issued during school hours:

Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

## **APPENDIX G**

### **Wellness Policy**

#### **STUDENT WELLNESS**

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must 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.

#### **Nutrition Education:**

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.

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.

Lunch periods will be scheduled 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:**

Physical fitness is supported through the Diocesan Physical Education Course of Study.

All students in designated grade levels in high school shall participate in Physical Education.

Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

#### **School-Based Activities**

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.

Schools are encouraged to consider healthy food or non-food fundraisers.

The school as is appropriate should provide parent education concerning wellness.

Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

All schools with a lunch program must follow nutritional guidelines.

#### **Nutrition Guidelines**

The lunch program for Bishop Ready High School follows the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services, and the Federal School Lunch Guidelines.

School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.

Bishop Ready will evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available.

Drinking fountains are available in all buildings.

**Measurement and Evaluation:**

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

Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.

## APPENDIX H

### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#), ([www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](http://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf)) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## DISCLAIMERS

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep parents informed of all changes as soon as practical, through bulletins and newsletters; however, some changes might be made immediately due to unforeseen circumstances.

The education of your child/ren is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child/ren.

Errors associated with typographical/editing oversights are possible; should these errors occur; Bishop Ready High School is not bound to information as printed in this handbook.

*This handbook is designed to outline general philosophy and procedures for handling student-related academic and behavioral issues. The Administration reserves the right to act in accordance with our outlined principles, policies and procedures although every possible situation is not listed in this handbook. Actions will be in keeping with the handbook.*