BISHOP ROSECRANS

PARENT & STUDENT HANDBOOK

2026–2027



FAITH	SCHOLARSHIP	SERVICE
Catholic identity	Academic excellence	Community & leadership

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WELCOME

A message to Rosecrans families

Dear Parents and Students,

Welcome to the 2026-2027 school year. This handbook is meant to be a comprehensive guide to all aspects of learning, discipline and growing at Bishop Rosecrans High School. We want to ensure in this book that parents, students, and staff have information concerning our school and the operations for success. Every year brings change and this year's handbook is as up to date as can be. Please read it carefully and know that this could change if necessary.

> Athletic related situations can be located in the separate Athletic Handbook.

I trust that your experience at Bishop Rosecrans will strengthen your faith in Catholic education and provide a learning environment that is worthy of your love and care for your child.

Blessings and Prayers for a successful school year!

Please read and retain this handbook.
Policies may be amended with proper notice when necessary.

UPDATED
July 30th, 2026

LEADERSHIP & DIRECTORY

Administrators, directors, faculty & staff

ADMINISTRATORS & DIRECTORS	ROLE
Rob Rodgers	Principal
Luke Hanson	Vice-Principal
Nicole Simons	School/Academic Counselor
Julie Wagner	Finance & Technology Director
Megan Childs	Administrative Assistant
Seth Thompson	Athletic Director
Jonathan Medaugh	Campus Ministry Director
Megan Dosch	Alumni Director
Julie Mattingly	Development Director

BISHOP ROSECRANS HIGH SCHOOL FACULTY & STAFF

Mark Baker	Derek Beilicki	Stephanie Perdue
Brenton Childs	Theresa Jenkins	Sarah Hughes
Maraya Metz	Maria Lennon	Aaron Daniels
Bryer Shipley	Brody Hammersley	Sheri Moore
Rochelle Goins	Maria Lollini	Levi Masters

NAVIGATION

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BISHOP ROSECRANS

FSBR100 | Uniform Policy

Based upon our belief as a Catholic institution, we have an expectation that our students will exhibit modesty and appropriateness in their dress. We also want our students to concentrate on the importance of their character and not on fashion and competition. Students are expected to be neat and well-groomed and to dress in a manner that reflects good taste and decency. Adherence to the below dress code is always expected when in school attendance. Uniform clothing should be kept in good repair and worn appropriately. Any decisions regarding the dress code will be made by the administration or a designee.

No outside vendors will be accepted as uniform wear. Outside vendors are permitted to be worn during team days and non-uniform days.

Uniform Policy updated 8/12/2025.

Uniform items should be purchased from the uniform section at various retailers and meet the below guidelines for a student's grade. Approved plaid may be purchased from Educational Apparel only.

Required uniform	Grades 9-12
Shoes	Dress or tennis shoes may be worn. Shoes may not include the following: holes, fraying, roller skates, lights, gemstones, fur, open toes, crocs or birkenstocks. Shoes must not resemble house slippers. Sandals may not be worn. Laces must be tied if present. Dress shoes must not have more than a 1" heel.
Pants/Shorts	Black or Khaki in color. Not permitted – Corduroy or denim, cargo pants, low rise, knit, mesh sweatpants, sagging, skinny, stretch pants, leggings, patch or side pockets. No side zippers or embellishment of any kind. Pants and shorts must be worn at the natural waist and not rolled or cuffed. Students are permitted to wear relaxed fit and loose fit pants and shorts. They should not fit snugly against the body. Boy's shorts are to be no shorter than 2 in above the knee and girls skirts are to be 2 in below the longest fingertip. Shorts are permitted year round.
Shirts	Short or long-sleeved polo shirts. Shirts may be red, black, or white. No emblem is strongly preferred, if a small emblem is present, it must be no more than 2" and the emblem must be red, black, or white. All shirts must be worn tucked at the waist and only the top button may be unbuttoned.
Belt	Plain black or brown belt must be worn when loops are present.
Socks and Tights	Socks must be visible. Black leggings may be worn under skirts.
Jumper	No Jumper in grades 9-12
Skirt	Skirts must be past the longest fingertip in a relaxed stance.
Sweater Sweatshirt Pullover (These may be worn during class time. Approved uniform shirt must be always worn under.)	Black, red, gray or white cardigan sweaters may be worn. **Hoodless** black, red, gray, or white sweatshirts. Can be solid and plain purchased from an outside retailer or with a school logo purchased from the school office. Solid color black, gray, white and red **hoodless** pullovers may be worn during the school day. These may be ¾ zip. School logoed pull overs may be purchased from the school office. Bishop Rosecrans Sports crewnecks may be worn during the school day as long as they are black, red, gray or white and students wear a collared uniform shirt underneath.

Required uniform	Grades 9-12
	**No Emblem on sweaters, sweatshirts, and pullovers is strongly preferred. If an emblem is present it must be no more than 2" and red, black, gray or white in color.
Undergarments	Correct undergarments must be worn at all times under the uniform. Nothing should be visible on the outside or through the uniform. Girls should wear modesty shorts under skirts. All undershirts should be plain white in color.

FSBR101 | Gym Uniform

Required uniform	Grades 9-12
	Students will change for gym class in grades 9-12. See gym syllabus for uniform expectations.
Pants/Shorts	Plain black or with the Bishop Rosecrans logo purchased from the Uniform Store. Pants and shorts may have a black, red, or white side stripe. Plain black sweatpants may be worn. Shorts must be no more than 2" above the knee. **NO LEGGINGS and NO BIKE SHORTS** Gym pants and shorts may NOT BE tight fitted or clingy. They must maintain modesty. Emblems are strongly discouraged but if present must be no more than 2" and red, black, or white in color.
Shirt	A school appropriate t-shirt. Preferably Rosecrans.
Sweatshirt Pullover	Any sweatshirts and pullovers that are approved on the regular uniform may also be worn with the gym uniform.
Shoes	Athletic Tennis Shoes must be worn with the gym uniform.
Jewelry	Jewelry may not be worn with the gym uniform

FSBR102 | Appearance and Grooming

- Clothing should be kept in good repair with no holes and fraying.
- K-8 student's long-sleeved shirts may not be layered under short sleeved shirts.
- Hair should be neatly kept, of a naturally occurring color, and clean in appearance. Boy's hair should be cut in a short style and kept above the collar, above the eyebrows and above the ears with sideburns no longer than the ear lobe. Shaven in symbols, radical styles and cuts will not be permitted. Boys are not permitted to wear buns.
- Nails should be modest, well groomed, and not a distraction. K-8 students may not have artificial nails.
- Girls may wear 2 small post earrings. Boys may not have ear piercings. No other visible body or face piercings, including bars, or tattoos are permitted.
- Beginning in 6th grade girls may wear modest makeup. Heavy make-up is not permitted.
- Hats are not permitted to be worn in the school building.
- Jewelry should be modest and not large. No jewelry is allowed in gym class.
- Bows and hair accessories should be modest and not distracting.
- As clothing, fashions, and fads evolve and change, the administration or a designee will make changes and decisions regarding the dress code at any time.

- Students must be always shaven.
- No coats or jackets are to be worn in the classroom, this includes varsity jackets.

FSBR103 | Team Days

Students in grades 9-12 may wear game jerseys once per week during the season on the day approved by administration. All players must dress alike. No hats may be worn. Days must be submitted to the administration by coaches for approval and will be communicated by the coach to the team.

FSBR104 | Non-Uniform Days

These days will be communicated as appropriate and are considered a privilege for students to participate in.

Any clothing worn on non-uniform days must meet the following guidelines.

- Students should be dressed in modest, appropriate attire.
- Leggings, yoga pants, and form fitting pants are not permitted. (No Sweatpants or athletic shorts in grades 9-12)
- No torn, ripped, or frayed clothing.
- T-shirts must have appropriate sayings and graphics.
- No midriff should be visible when arms are fully extended.
- If it is an assigned gym day for a student, tennis shoes must be worn.
- Shirts must have sleeves.
- Socks or tights are required.
- Shoes must meet the guidelines for regular uniform days.
- Skirts and shorts may not be more than 2" above the knee. Skirts may not be rolled and should be worn at the natural waist. (See regular uniform policy)
- Any clothing deemed inappropriate by the administration, or a designee will not be permitted.
- No hoods
- 9th -12th grade, students must pay $1.00 to participate.

All students must adhere to the following Non-Uniform Days when attending any school sponsored event, not limited to, Sporting Events and Extra-Curricular activities.

- Students should be dressed in modest, appropriate attire.
- T-shirts must have appropriate sayings and graphics.

- No midriff should be visible when arms are fully extended.
- Students should not go shirtless or wear just sports undergarments at any time.
- Any clothing deemed inappropriate by the administration, or a designee will not be permitted.

FSBR105 | Prayer for our Bishop Rosecrans

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

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

BISHOP ROSECRANS HIGH SCHOOL

FSBR106 | ALMA MATER

Hail to thee our Alma Mater
Loyalty we pledge to you;
Through the years our love grows stronger
Faithful Bishops through and through,
Memories that linger forever
We will cherish when we have gone away;
As the years go by we'll sing this song
Hail to thee dear Rosecrans High.

FSBR107 | MISSION STATEMENT

Our mission is to integrate Catholic teachings and academic excellence for all students.

Date: 01/17/2023

FSBR108 | BELIEF STATEMENT

- We believe Catholic education teaches faith, scholarship, service, and community.
- Because we believe that Christ is the reason for our schools we are all called to be visible signs of theGospel message.
- We provide an environment that allows all students to reach their greatest potential.
- Service participation is essential to the development of the whole person.
- Students who experience learning success are prepared to be contributing members of their community.

Date:01/17/2023

BISHOP ROSECRANS

FSBR200 | ACADEMICS

FSBR201 | ACADEMIC ELIGIBILITY

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

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

Failure to fulfill this requirement will make the student ineligible for non-academic activity and its associated activities (ex: practice sessions, meetings, rehearsals, etc.) for the following grading period. Ineligibility will continue until grades are officially posted at the end of the grading period. A grading period is defined as that period of time for each quarter of the academic year.

FSBR202 | ACADEMIC HONORS DIPLOMA UPDATED 9/5/2026

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet ***all but one*** of the following criteria unless it is a minimum graduation requirement. Students must meet general graduation requirements to qualify for honors diplomas.

1 Math	Fourth math must be > Algebra 2
2 Science	One additional unit Advanced Science
3 Social Studies	One additional unit Social Studies
4 World Languages	Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
5 GPA	3.5 on a 4.0 scale
6 ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
7 Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
8 Experiential Learning	Field Experience & Portfolio, OhioMeansJobs Readiness Seal*, or Work-Based Learning

Guidance

Math:

Students must take Algebra 1, Geometry, Algebra 2 (or equivalent), and one other higher level course OR a four-course sequence that contains equivalent or higher content. Common examples of a higher content course could include but is not limited to Pre-Calculus, Calculus, an AP Math Course, or CCP. Other

examples include credit in Trigonometry, any combination of one or more of the High School Math Pathways courses, or Advanced Computer Science.

Science:

Advanced science courses contain rigorous content appropriate for grades 11 and 12. An advanced science course builds on the concepts and skills developed in the physical science and biology courses detailed in Ohio's Learning Standards for Science.

Appropriate advanced science courses include:

Chemistry, Physics or other Physical sciences;

Advanced Biology or other life sciences;

Astronomy;

Physical geology or other Earth or space science; and

Advanced Placement (AP) or International Baccalaureate (IB) Earth, life or physical science courses.

Social Studies:

Students may get credit for both an American history course and/or the Advanced Placement, International Baccalaureate or a College Credit Plus American history course. This also applies for modern world history courses and American government courses.

World Language:

Only credits from courses that are sequential, and proficiency based (e.g., Spanish levels I, II, III or German I and II and French I and II) fulfill the honors diploma requirement. Sequential classical (e.g., Latin, Ancient Greek) and visual (e.g., American Sign Language) languages DO fulfill the honors diploma requirement. No units from language courses coded as "Foreign Language Exploratory" can count toward the honors diploma requirement. No units from culture-based courses can count toward the honors diploma requirements. College Credit Plus courses must continue - not repeat - the learning sequence already completed. High school levels I and II need to be followed by a second level College Credit Plus course minimally to continue the proficiency growth sequence.

If a student opts to complete this criterion by taking **two units each of two world languages studied**, a student must complete a total of four world language units. This means two sequential, proficiency-based units in two different languages.

GPA:

GPAs must be calculated on an unweighted 4.0 scale.

ACT and SAT score requirements:

Students must have scores of 27 or higher on the ACT or 1280 or higher on the SAT or their equivalents on previous or future versions of the tests. The ACT writing and SAT essay sections are not included. Students can use a superscore on the ACT or SAT to meet the requirement scores.

Seals:

Students must earn two additional diploma seals beyond the required two for graduation. The Honors Diploma Seal cannot be used towards the additional two diploma seals. In total, students are required to earn four diploma seals, not including an Honors Diploma Seal. (
https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Ohio%E2%80%99s-Graduation-Requirements/Graduation-Seals)

Experiential Learning Options:

Students can earn the experiential learning option by meeting one of the following options: field experience & portfolio, OhioMeansJobs Readiness Seal or work-based learning.

Field Experience & Portfolio:

To fulfill the field experience & portfolio criterion, a student must complete a learning experience that is pertinent to his or her honors diploma area of focus. Experiential learning is focused on the application of academic and technical skills within a student's program of study. Experiential learning includes lab-based activities, co-ops, simulated workplace, mentorships, internships, pre-apprenticeships and apprenticeships. Lab-based experiential learning should simulate real-work worksites and expectations. Students should receive regular supervision and follow-up that is documented.

Work that is contained in a portfolio documents the student's extensive knowledge and technical, critical-thinking and creative skills (representative of the student's honors diploma area of focus) that the student has learned. Students must get their portfolios reviewed and validated by external experts.

OhioMeansjobs Readiness Seal:

To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate specific professional skills required for success in the workplace. Students must work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community. If a student earns the OhioMeansJobs Readiness Seal as a part of their experiential learning requirement, it can not count as one of their additional seals earned.

Work-Based Learning:

Work-based learning experiences are conducted at a work site during or after school. They are designed to provide authentic learning experiences to students that link academic, technical and professional skills. Business and education partners work together to evaluate and supervise the experience, which must be documented with learning agreements.

FSBR203 | ACADEMIC LETTERS

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

FSBR204 | COLLEGE CREDIT PLUS (CCP)

Students in grades seven through twelve may participate in the College Credit Plus (CCP) program beginning 2015-2016. The program is governed within the Ohio Revised Code Chapter 3365 and corresponding rules 3333-1-65.1 through 3333-1-65,10.

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

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

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

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

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

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

College Credit Plus classes cannot interfere with the Bishop Rosecrans High School schedule. Students will not be permitted to leave early from BRHS classes or arrive late from CCP classes. Courses taken during the summer will not exempt students from taking a full course load during the school year.

Parents/guardians, please consider this program very carefully. It may or may not be the right program for your student. Before we can consider your student for this program, (s)he must be able to gain admittance to a participating college or university. The post-secondary institution will admit students based on his/her college-readiness in one or more subject areas.

FSBR205 | COURSE PLACEMENT

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

1. The teacher who taught the class for credit has the proper certification/license to teach a 7-12 or a 4-9 course in a particular subject area.
2. The student earns an 85% average (or mastery in all standards) across four quarters.
3. The student will earn a minimum score on a comprehensive (state) test of the subject to demonstrate the knowledge and skills required to move to the next level of the course. The passing rate will be determined by Bishop Rosecrans High School.
4. Students will have received 120 hours of course instruction.
5. Students electing to schedule for AP classes must score a 4 or 5 on their End of Course Exams, prior to the course offering.

Students will be placed in courses where the school believes they will be most successful. If a parent chooses to go against the advice of the school, they must do so in writing and the request will be documented in the student's permanent record. A student placed in a course against the schools' recommendation will be required to adhere to the school retake policy.

FSBR206 | EXAM POLICY

Semester exams are given at the end of the second quarter. Final exams are given *in* May at the end of the fourth quarter. Exams may not be rescheduled unless for a family or medical emergency. Students must

take exams on the day of the exam or the make up date. Students wishing to leave early after their exam must have a signed note from their parent/guardian turned into the office prior to the exam period. Students may not leave after an exam and return for a review session.

1. All students must be in school when they have a scheduled exam,
2. The use of cell phones for any reason is not permitted during exam periods.
3. Students must come to the office to make any phone calls.
4. Students must report to the Dury Hall to study when they do not have an exam scheduled.
5. Students must remain in the classrooms or Dury Hall for the entire exam period.
6. Students are not permitted to leave early from any exam period.
7. Students are not permitted to be in the hall during an exam period.
8. Students may buy lunch at Bishop Fenwick if they are attending exam review sessions beginning 12:00 pm.

Students may dress in uniform or follow the out of uniform dress code for exam days. Students not in compliance with the dress code will be sent home to change or will remain in the office until appropriate clothes are delivered. Missed exams will be made up on the exam make up day.

FSBR207 | FAILURE POLICY

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

1. Students make up classes during summer school offered off site or at a school approved online provider. Students receive credit but make-up grades are not entered in G.P.A. The failed course grade will not be replaced. (All cost incurred are family responsibility - State scholarship funds cannot be used i.e. Jon Peterson, EdChoce, etc.)
2. Students make up the class during the regular school year if their class schedule allows. Students receive the full value of the grade, and it is factored into the G.P.A.

FSBR208 | GRADING SCALE AND POLICY

Grades will be given numerically on the student's quarterly report card. A scale giving the equivalent letter grade will also be provided. Student grades, and report cards are within your FACTs profile.

Current Grading Scale		Point System for GPA	
A	100-93	A	4.0
B+	92-90	B+	3.5
B	89-85	B	3.0
C+	84-82	C+	2.5
C	81-76	C	2.0
D	75-70	D	1.0
F	69-00	F	0.0

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

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

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

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

A student who fails the first semester and passes the second semester of a year course shall receive the full credit of the course if recommended by the teacher and approved by the High School Director and/or Principal.

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

FSBR209 | GRADUATION

In addition to meeting the academic requirements for graduation, students must have all fees paid, attend baccalaureate Mass and attend graduation practice in order to be able to walk at graduation.

All fees must be paid and service hours submitted in order for students to attend the senior trip. Students must follow current facial hair/grooming standards.

FSBR210 | REQUIREMENTS FOR GRADUATION

Courses	Class of 2025	Class of 2026	Class of 2027	Class of 2028
Religion	4	4	4	4
English	4	4	4	4
Social Studies	3	3	3	3
Math(Beginning for Class of 2026, students must complete a Personal Finance Course)	4	4	4	4
Science (must have 1 each in biological and physical sciences)	3	3	3	3
Health	.5	.5	.5	.5

Courses	Class of 2025	Class of 2026	Class of 2027	Class of 2028
PE	.5	.5	.5	.5
**Electives	5	5	5	5
Total credit hours	24	24	24	24
Christian Service	75 hrs.	75 hrs.	75 hrs.	75 hrs.

**Electives: 1 elective credit or 2 elective half credits must include: Business/Technology, Fine Arts, or Foreign Language

FSBR211 | HONORS COURSES

Students who withdraw from an honors class will not be permitted to re-enroll in future honors classes in the same subject. Honors classes are open for all students to enroll in.

FSBR212 | National Honor Society-Qualifications

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

A cumulative GPA of 3.5 must be maintained to remain eligible for NHS.

FSBR213 | OFF CAMPUS LEARNING OPTIONS

Students electing to take their courses off campus will not be eligible for National Honors Society, Valedictorian/Salutatorian and/or on campus leadership positions.

FSBR214 | OHIO STATE TEST REQUIREMENTS

As of September 2023, Bishop Rosecrans has elected to administer the alternative assessment approved by the Ohio Department of Education. The alternative assessment Bishop Rosecrans has chosen is the *IOWA* assessment. A student must obtain a passing score in English, Math, Social Studies, and Science.

FSBR215 | ONLINE COURSES & SUMMER SCHOOL CREDIT RECOVERY

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

1. Students can only take one online course as make-up for a course in their four years of high school. (All cost incurred are family responsibility - State scholarship funds cannot be used i.e. Jon Peterson, EdChoce, etc.)
2. The online course and the specific course will be selected by school administration.
3. The grade in the online course or summer school course will be calculated into the GPA and will not replace the failing grade.
4. The cost of these courses is the student's responsibility and must be paid prior to beginning the class. (All cost incurred are family responsibility - State scholarship funds cannot be used i.e. Jon Peterson, EdChoce, etc.)

FSBR216 | P.E. Waiver

The Columbus Diocese has presented a new Physical Education Waiver. Additional information can be found on Bishop Rosecrans Website.

FSBR217 | REFUSAL OF COURSE CREDIT

A school is justified in refusing credit to any student who missed 28 or more days in a school year. At the discretion of the Principal and High School Director, the number of absences and possible consequences will be discussed with the student's parent(s)/guardian(s).

An exception to the above would be the case of a student who is hospitalized or has an extended illness or injury and is able to make up the work through tutoring or some other type of instruction approved by the Principal. Diocesan Policy 5113.1

FSBR218 | SCHEDULE CHANGES

Schedule changes can be made only during the second week of school for returning students. Freshmen and new students may change their schedule up until the Monday following the release of the first progress report. He or she may drop a class to add a study period until the end of the first grading period, if the student does not previously have a study period scheduled.

If a class is added after school starts, it is the responsibility of the student to make up all missed work. Class changes will not be considered for students wishing to take the same class from a different teacher. A student's grades from the previous class will be transferred to their new class unless waived by the Principal.

Students cannot request a schedule change until the second week of school. Schedule change request forms are available in the school office and the final schedule changes must be done by school

administration. The student is to bring a schedule change form to the teacher(s) involved for him/her to sign in order that the teacher may correct the class records. Schedule Change Request forms must be signed by a parent or guardian. The schedule change forms are then to be returned to the school administrator by the student before the final change will be made.

Major subject (English, Religion, math, Science, Social Studies and World Language) schedule changes can only be instituted by the director and/or teacher in consultation with each other when the student is unable to do the work.

It is not the policy of Bishop Rosecrans to change a schedule so that a student may have a lunch period with specific peers.

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

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

FSBR219 | S.E.E.K. (Students Enriching and Enhancing Knowledge)

SEEK is offered from 2:45-3:15, Monday through Thursday for all students needing or wanting extra study time with teachers. Teachers are available to help students with any extra learning they are in need of. A student with a failing grade will be required to attend SEEK, unless excused by the Principal. Students can be required to attend SEEK by a parent, teacher, coach, or administrator.

FSBR220 | STUDENT RECORDS

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

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

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

school personnel;

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

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

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

FSBR221 | TEXTBOOKS

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

FSBR222 | TRANSCRIPTS

A fee of $5 will be charged for each certified transcript request to cover handling costs after the student has used the 5 granted to them at graduation. All state mandated test scores required for graduation are reported on transcripts.

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

***Catholic Diocese of Columbus Policy #5125.0*

FSBR223 | VALEDICTORIAN/SALUTATORIAN

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

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

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

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

Beginning with the class of 2019:

Grades up to the end of the 3rd quarter grading period of the senior year will be the final grades used for the purpose of determining Valedictorian and Salutatorian.

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

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

Beginning with the class of 2027:

Grades up to the end of the 3rd quarter grading period of the senior year will be the final grades used for the purpose of determining Valedictorian and Salutatorian.

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

The valedictorian and salutatorian must earn credit in most of the following courses offered at Bishop Rosecrans High School: AP Calculus, AP Biology, Honors English 12, CCP American History, AP American Literature, Physics, CCP Psychology, CCP Anatomy/Physiology.

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

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

Beginning with the class of 2020, student's grade point averages obtained while taking classes at Bishop Rosecrans High School during their 8th grade year will not be considered in evaluating Valedictorian and or Salutatorian status.

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

The student speaker(s) at graduation ceremonies will be the designated Valedictorian(s). The Salutatorian(s) will give a brief message before the presentation of diplomas.

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

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

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

BISHOP ROSECRANS

FSBR300 | ATTENDANCE

FSBR301 | ATTENDANCE GUIDELINES

TARDY: Late to homeroom or first period but arriving before 8:45 a.m. Arrival after 8:45 a.m. and before 11:00 (fifth period) has started.

HALF-DAY ABSENCE: With the exception of tardiness as explained above, any other absence for part of the morning or afternoon is considered half a day absent. Students must be in class for 4 full class periods.

FULL-DAY ABSENCE: Attendance for less than four full periods.

EXTRA-CURRICULAR: In order for a student to participate in any extracurricular activity the student must be in school at least four full periods.

MEDICAL APPOINTMENTS: Under normal circumstances no more than a half-day will be excused for dental appointments. These appointments should be scheduled outside the school day when possible.

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

If an assignment is given prior to the student's absence, the student is required to turn the assignment in on the original due date. Students will be required to take all assessments scheduled prior to the student's absence on the original date given, unless changed by the classroom teacher. It is the student's responsibility to find out when the missed assignments are due. **If a student misses 28 days or more they may be retained in the same grade.**

FSBR302 | EARLY DISMISSAL

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

Students seeking an early dismissal should report to the school office with a note stating the reason and time to be excused. The student must sign out on the designated form so that his or her name appears on

the "early dismissal" area of the daily absence list. The student will be given an excuse form that should be shown to the classroom teacher before leaving.

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

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

FSBR303 | TARDINESS

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

Inclement weather

Illness

Family illness

Medical/Dental appointment

Death in family

Car trouble

Students are permitted 3 unexcused tardies per semester, the fourth and following unexcused tardies will follow the minor misconduct discipline policy.

Period tardies will be based on classroom teacher syllabus.

FSBR304 | VACATION POLICY

Related policy reference: See FSBR301 | ATTENDANCE GUIDELINES for additional guidance and fuller context.

We strongly discourage families from planning to take their students out of school. Vacation days other than those that appear on our approved school calendar could be documented as an unexcused absence. Unexcused absences negatively impact a student's performance due to the loss of instructional time. This loss can result in failure for the quarter and loss of course credit.

However, if a parent chooses to remove a student from school, he/she must contact the school director and submit their vacation request form at least three weeks before the proposed vacation date. If the vacation form is not submitted prior to the student's vacation, the student absences will be considered unexcused.

Parents and students must agree to the following requirements:

1. Parents may request work in advance, but the teacher may not be able to provide any or all of it.
2. It is the responsibility of the student to pick up the assignments from his/her teacher on the last day prior to departure.

3. On the day the student returns to school, he/she is responsible for giving his/her teachers all the work that was assigned prior to his/her departure and for requesting from the teacher any additional work that was assigned while he/she was absent.
4. This additional work, plus any tests or quizzes, must be made up within three days of the student's return. Students should plan to stay after school during SEEK the three days upon his/her return to gather assignments and to make up quizzes and tests.
5. Students may be unable to make up some work that was completed as part of a group project or as a part of a class activity. They may have to take a -0- for this work.
6. The student is responsible for contacting his/her teacher to schedule a time to complete all missed tests and quizzes. Any work not completed within three days may be assigned a grade of -0-.
7. Parents will be expected to pay for the test proctor or tutor in cases where a student is not able to master new material on his/her own.

Parents: Please look at the calendar before planning your winter vacations or summer activities to ensure your student is in school. **Midterm and Final Exams will NOT be made up due to a vacation.**

BISHOP ROSECRANS

FSBR400 | DISCIPLINE

FSBR401 | GENERAL GUIDELINES FOR BEHAVIOR

FSBR402 | RULES AND REGULATIONS:

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

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

FSBR403 | BISHOPS 24/7 POLICY

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

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

- Detention(s)
- Suspension and/or removal from participation in extracurricular and athletic activities and contests
- Counseling/family counseling;
- Approved school/community service;
- Saturday School (cost incurred are family responsibility - State scholarship funds cannot be used i.e. Jon Peterson, EdChoce, etc.)
- In-School suspension;
- Referral to Juvenile Court and/or other appropriate law enforcement agency;
- Suspension from school
- Expulsion from school following suspension; and

- Diversion programs

"Catholic Diocese of Columbus Policy #5144.3 and 5140.12

FSBR404 | BULLYING

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

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more people who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

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

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

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

***Catholic Diocese of Columbus Policy #5140.02*

FSBR405 | CHEATING, FORGERY & PLAGIARISM

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

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

Presenting another person's work, or AI generated work, as your own constitutes academic dishonesty. This includes both deliberate and non-deliberate use of another person's work, or AI generated work.

Students caught conducting forgery or using an online application (Chat GPT, AI Writers) will be disciplined under a serious misconduct policy.

FSBR406 | DETENTION/SERVICE DETENTIONS

Less severe offenses will result in detention(s). Detention is served immediately after school 2:45-3:30. Students are notified the day of the infraction and are to serve the detention on the assigned date. General Detention is held on Thursday from 2:45-3:30 pm. The parents will be informed, in advance, through the FACTS SIS system or a copy of the detention notice sent home with the student. Transportation home after detention is the responsibility of the student/parent. There will be no exceptions to this rule and there are no exemptions from serving a detention(s). Date of detention may be changed with prior approval from the office. Detentions assigned at the end of the school year must be served and grade reports will be held until the detention is served.

The following rules must be followed in detention:

1. Students must arrive on time.
2. No talking or moving from the assigned seat.
3. No headphones, electronic devices, cell phones.
4. Students must bring schoolwork or reading material.
5. Failure to attend assigned detention and/or comply with the rules stated above, which may include additional detentions or suspensions.

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

Each student is allotted five detentions. Upon a student receiving his or her sixth detention, the student will be assigned a one-day In School Suspension. Upon a student receiving his or her seventh or more detention, the student will be assigned a Saturday School. Extracurricular advisors and coaches may impose additional consequences.

FSBR407 | HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, via social media or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member or volunteer—male or female—should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to, the following:
    - Offensive sexual flirtations, advances, propositions;
    - Continued or repeated verbal abuse of a sexual or gender-based nature;

- Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or objects;
- Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti of a sexual nature;
- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or categorizing others as to sexual activity.
- 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 personnel or academic action on the basis of a person's submission to or refusal of sexual overtures.
    - No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.
    - Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.)
    - However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Any person who believes he/she is subject to harassment or intimidation must contact either the Principal, or Vice Principal. A report must be filed in writing. In case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by an administrator or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.
6. Where it is determined that improper harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall

take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment. (or expulsion in case of student)

7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

***Catholic Diocese of Columbus Policy #5140.05*

FSBR408 | IN-SCHOOL SUSPENSION GUIDELINES

1. Students serving in-school suspension shall be permitted to make up and receive credit for assignments during in-school suspension.
2. Students are to bring schoolwork.
3. Students may use the restroom or get a drink only with permission of the office staff.
4. This applies to actual days of instruction. Calamity days, scheduled holidays, teacher professional development etc. are not included in the assigned days of suspension.
5. Students will not participate in extracurricular activities until ISS has been served.

School administration has the authority to recover costs associated with Saturday School and In-School suspension(s). (cost incurred are family responsibility - State scholarship funds cannot be used i.e. Jon Peterson, EdChoce, etc.)

FSBR409 | MINOR MISCONDUCT CODE

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

First Offense of any minor misconduct:	Student receives detention.
Second Offense of any minor misconduct:	Two detentions issued.
Third Offense of any minor misconduct:	One day in school suspension
Fourth Offense of any minor misconduct:	Saturday School

The fifth offense of any misconduct will result in two day in school suspension. After the sixth offense, the student will have a one day out of school suspension for each incident.

- Obscene Language/Materials: Students shall not use obscene, vulgar or profane language, or possess vulgar materials. Staff members will exercise control of obscene language in all supervised activities.
- Truancy: Students shall abide by the attendance laws of the State of Ohio.
- Driving: Students driving a vehicle shall follow the rules and regulations established for this privilege.
- Tardiness: Students shall arrive at school and for each of their assigned classes at the properly scheduled time.
- Inappropriate Display of Affection: Students shall refrain from displays of affection. Students will be warned, parents contacted, and appropriate reprimands issued.
- Unauthorized or Unsupervised Areas: Students may not be in unauthorized or unsupervised areas.
- Gambling: Gambling is not permitted. (i.e. cards, electronic games, etc.)

- Dress Code: Violation of the dress code is prohibited. Repeat violations can result in more serious consequences. (Students will be warned, parents will be contacted through FACTS)
- Hall Pass: Any student out of class must have permission from the classroom teacher and sign out of the classroom.
- School Safety Procedures and Drills: Students must follow the procedures and directives of school personnel for the safety of all students, faculty, and staff of Bishop Rosecrans High School.
- Skipping class/school: students not in assigned class (including Mentor Group/House Meetings)
- Leaving the building without permission: Students must have parent permission and administration permission before leaving the building for any reason.
- Violation of Bus Rules: Students must follow all bus rules and regulations. Violation of any rule will be reported to the Principal and appropriate reprimand issued.
- Intentional disregard for policy: Students who intentionally disregard school policy will be subject to disciplinary action. Consequences may be enacted in accordance with major misconduct.
- Horseplay: Students must treat each other with respect, rough and boisterous play will not be tolerated.

Bishop Rosecrans High School: Reserves the right to waive and/or adjust any disciplinary regulation for just cause. Repeated violations will be dealt with in accordance with the serious misconduct code. This includes students being involved in the same or similar incident more than once.

FSBR410 | OUT OF SCHOOL SUSPENSION GUIDELINES

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

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

FSBR411 | SERIOUS MISCONDUCT CODE

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

First Offense of any serious misconduct:	One day in school suspension.
Second Offense of any serious misconduct:	Two days in school suspension
Third Offense of any serious misconduct:	Two days in school suspension or 1 day out of school suspension.
Fourth Offense of any serious misconduct:	Two days out of school suspension or S.S.

The fifth offense of any misconduct will result in three days out of school suspension. After the sixth offense the student will have five days out of school suspension for each incident. Students may be recommended for expulsion.

- Disruption of School: Students shall not by the use of violence, force, coercion, threat, incite panic or any other means cause material disruption or obstruction to the normal operation of this school.
- Damage of Property: Students shall not cause or attempt to cause damage to school or personal property.
- Assault: Students shall not threaten or cause physical injury towards other students, any school employee, or other persons.
- Dangerous Weapons and Instruments: Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument.
- Narcotics, Alcoholic Beverage and Drugs: Students shall not possess, use, transmit, conceal or be under the influence of the aforementioned items. "Look-alike drugs and drug paraphernalia are included under this rule and will be dealt with similarly.
- Tobacco: Tobacco, in any form, shall not be carried or used by any student.
- Repeated Violations and/or Insubordination: Students shall not fail to comply with directions of teachers, student teachers, substitute teachers, teachers' aides, principal or other authorized school supervision of school personnel.
- Stealing: Students shall respect the personal ownership rights of others. The principal may exercise his/her prerogative of reporting thefts to local authorities.
- Hazing: Students will not participate in humiliating and sometimes dangerous, activities as part of a program of rigorous physical training and/or initiation.
- Harassment: Students shall not harass other students, school employees, people who are guests of the school or persons conducting business for the school.
- Sexting and Egregious behavior: Students will not participate in activities that are demeaning to self or others.
- Student Pranks: Pranks are prohibited. Any mischievous or malicious act which causes damage to the school facilities, jeopardizes safety and security of students, faculty, staff, and/or visitors in the school.
- Other violations: which are not covered in the above codes.

FSBR412 | VAPING POLICY

Bishop Rosecrans High School has implemented a vaping sensory system throughout the school. The purpose of this system is to prevent vaping and promote student health. The vape sensors measure the quality in the air in the room and alert administration when the air quality reaches a level that is unhealthy, indicating vaping is very likely.

If a student is in the room by themself and the vape sensor alerts administration of activity, the student will have a conversation with administration regarding the situation. Students who are in the room by themselves when the detector goes off will face disciplinary action.

In situations where multiple students are in the room and the vape sensor alerts administration of activity, all students in the room will be issued a warning and if that student is in a room that is alerted again, they will face disciplinary action.

As of 8/15/2024, the vaping punishment follows the Drug/Tobacco and Alcohol Policy

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

FSBR413 | STUDENT CONDUCT CODE

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

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

FSBR414 | SENSO

Bishop Rosecrans uses Senso Cloud on all student chromebooks. Senso Cloud is a computer management system designed to improve classroom management and increase student focus. This software gives teachers/administrators the ability to close student tabs and freeze the screen. Reminder, chromebooks are to be used for educational purposes only and students are liable for inappropriate use of their computer.

BISHOP ROSECRANS

FSBR500 | GENERAL INFORMATION

FSBR501 | ACCREDITATION

Bishop Rosecrans High School is fully accredited by the Ohio State Department of Education and the Ohio Catholic Schools Accreditation Association and is a Columbus Diocesan High School. The Ohio Department of Education has issued teacher certification and licenses to the teaching staff for the grade level and subjects they teach.

FSBR502 | ADMINISTERING MEDICATIONS TO STUDENTS

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

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

1. written permission from the parent(s)/guardian(s);
2. physician's verification of:
    a. the necessity for the medication;
    b. name of the medication;
    c. dosage;
    d. times or intervals at which it is to be taken;
    e. duration; and
    f. possible side effects;

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

Medication must be in original containers and have affixed labels including the student's name. Accurate records of the medication given must be kept in the student file.

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

Administration of these medications (i.e., throat lozenges, acetaminophen drugs such as Tylenol and Datril) should be determined on the school level, if the school judges that adequate personnel are

available, and if appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

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

FSBR503 | APPEAL

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

FSBR504 | Background Check and "Protecting God's Children"

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

In addition to the above requirements all volunteer coaching staff must obtain a Coaching Permit through the Ohio Department of Education. The information to apply for a Coaching Permit is found through the ODE website http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits. *Catholic Diocese of Columbus Policy #4110.0*

FSBR505 | CATHOLIC IDENTITY

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

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

Faculty and staff perform a very specific role in creating and maintaining the school's religious educational environment. The specific role of our faculty and staff is to enumerate and advance the teachings of the Catholic Church in all of their activities associated with the School. Specifically, our faculty and staff are required to integrate Catholic teachings into their coursework, to serve as religious advisors and mentors to our students, to propagate and disseminate Catholic tenets, and to engage in religious training of all students. Our faculty incorporates Church teachings into the curriculum, accompany students to Mass, and serve as role models for Catholic tenets.

All of our faculty are expected to teach and conduct themselves in furtherance of our School's religious mission. Schools play a central role in fulfilling the mission of evangelization, which is shared by Church and School. In addition to Catholic indoctrination, our schools are to incorporate fruitful dialogue between the Gospel and culture and must confront the challenges of the modern secular world in our teachings.

FSBR506 | CELL PHONES/ELECTRONIC DEVICES

Any use of school-issued electronic devices is considered a privilege that may be revoked due to abuse of the school's policy. In order to be compliant with Senate Bill 158, non-school-issued technology including but not limited to cell phones/smart phones and iPads are not permitted during the academic day at Bishop Rosecrans High School. This includes all periods, lunch, and passing time for class changes. Students have school-issued technology they are to utilize for instructional purposes. Phones are to be turned off and stowed in the provided Phone Pouch in each classroom. Wearable electronics such as a smart watches should also be placed with the phone, or left in your locker. It is best to keep banned devices at home, but if they're brought to school they are best to be kept in a school-issued phone pouch. Banned devices are not to be heard or seen, and if they are, consequences will follow as outlined here: Violations of the policy will result in the phone being stowed in the office the day of the offense and thereafter for the specified number of weeks in the table:

If the devices are essential in a teacher's lesson plan, the teacher may permit students use of their cell phone for that period only.

Offense:	**Consequence Assigned:**	**Device turned into office at beginning of day and retrieved at end of day for:**
1st	Detention	1 week
2nd	2 Detentions	2 weeks
3rd	3 Detentions, meeting with parents, students and administration.	3 weeks
4th	ISS, another meeting with parents, student and administration. Potential review of student status at BRHS.	Remainder of the school year.

Bishop Rosecrans takes great pride in producing graduates who are ready for society, the ever changing world and whatever it may throw at them. Although not having cell phones at school may seem like an impractical rule, we encourage parents for your support. If parents must communicate with their student,

they may call the office and the office will get the student. If a student must communicate with their parents, they can come to the office to make the call.

FSBR507 | CHANGES TO HANDBOOK AND POLICIES

Bishop Rosecrans High School reserves the right (in writing) to amend handbooks and change policies with proper notification of those affected. Final decisions are made by the Principal, Pastor and/or Superintendent of the Diocese of Columbus.

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

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

FSBR508 | CHILD CUSTODY

Related policy reference: See FSBR220 | STUDENT RECORDS for additional guidance and fuller context.

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

FSBR509 | CHILD ABUSE LAWS

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

FSBR510 | CLOSED CAMPUS

Bishop Rosecrans High School is a closed campus. Students are not permitted to leave the premises for any reason without permission from the office and their parents. All students must report to the school office prior to leaving the campus.

FSBR511 | COURT REFERRAL

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

FSBR512 | CRISIS PLAN

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

FSBR513 | DANCES

School dances are open to all Bishop Rosecrans students except for prom, which is open to only juniors, seniors, and their pre-registered guests. Students are required to abide by all guidelines established by the school regarding behavior at dances. Students should arrive at dances no more than thirty minutes after the designated starting time. Students who arrive more than thirty minutes after the designated starting time will be denied entrance. Students may not leave a dance more than thirty minutes before the designated concluding time without verbal consent from a parent or legal guardian.

Styles or types of dancing that are judged to be overly suggestive are not appropriate. It is expected that all Rosecrans students dress modestly. Modest dress does not include clothing that is low-cut in the front or back, has open midriffs or is judged to be too short or too tight. Also clothing that has inappropriate or offensive language, symbols, advertises or glorifies alcohol, drug or tobacco use is prohibited. Any Bishop Rosecrans student who does not follow school guidelines for behavior at dances is subject to removal from the dance and suspension from future school events.

Guests of Bishop Rosecrans students attending any dance must be at least in the 9th grade, except for prom, which is open only to guests who are in the 11th grade and 12th grade and are currently enrolled in high school. All guests must be under the age of 21 years old.

Request forms are available in the school office or from the club advisor. Guests for all dances must be pre-registered in the office one week prior to the day of the dance. All guests are expected to act appropriately and will be held to the same standard of conduct as Bishop's students, It is the responsibility of the student to insure that their guest behaves properly. Any guest who acts inappropriately will be asked to leave and will be forbidden to attend future events.

All students must adhere to the beliefs of the Catholic Church when attending school dances.

FSBR514 | DANCE CONDUCT

1. Dancing must reflect Christian values and morals.
2. Dancing must be respectful of self and others.
3. When dancing is judged to be inappropriate, the following rules will be enforced:
    - Dancing face to face is strongly encouraged.
    - All dancing must be vertical.
    - There must be visible space between all dancers.
    - All dancing viewed as inappropriate or disrespectful by the dance chaperones

- 1st - the students will receive a warning
- 2nd -the students will be removed from the dance floor
- 3rd — the students will be removed from the dance and the parents will be called.

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

FSBR515 | DIRECTORY INFORMATION NOTICE

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

Catholic Diocese of Columbus Policy # 5126.0

FSBR516 | DRIVING & PARKING POLICY

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

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

FSBR517 | DRUGS/TOBACCO AND ALCOHOL USE/ABUSE

It is the primary objective of Bishop Rosecrans High School to ensure that the education of all shall proceed in an efficient, orderly and non-disruptive manner. The sale, use or possession of intoxicants/tobacco, illegal drugs, vaping, e-cigarettes, or any item that resembles a smoking device or is

used as a smoking device, other controlled substances on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to *be* made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to disciplinary measures.

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

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

a. Definitions:

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

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

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

Counterfeit or look-alike: (0.R.C., Section 2925.01p) any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.

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

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

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

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

a. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action which may apply,

b. If the student needs medical attention, the emergency squad will be notified.

c. The parent or guardian of the student will be notified immediately and asked to meet with the administration.

d. Only in the case of a medical emergency and the parent(s) cannot be reached, will the person on the student's emergency call list be notified.

e. The Principal and/or Vice Principal will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.

f. Notification to the police department shall be in accordance with the provisions under each offense. When reported a written record shall be made of the incident to the sheriff or deputy, who at his discretion may conduct an investigation.

3. Searches:

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

- *Locker Searches:* School lockers are the property of Bishop Rosecrans High School and are subject to search at any time, with or without cause by school officials.
- *Personal Searches:* The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his/her person. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at his/her discretion, may call the Zanesville Police Department to investigate.
- *Student Vehicle:* When the possession of illegal or dangerous items is suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the Principal will notify the police department and proceed to search the vehicle.
- *Security Searches:* For security purposes backpacks and all bags may be subject to search.

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

5. Disciplinary Guidelines:

a. Upon any student offense, a parent will be contacted.

b. The Principal retains the option to suspend or expel the student at any time. A parental/guardian conference to decide options is held before the student is readmitted.

d. The Substance Abuse Policy is a freshman through senior year "career" policy.

e. Failure to comply with the policy results in the severity of the offense being increased to the next level of offense. Suspension or expulsion can also result with failure to comply.

g. The student's parent or guardian will be required to sign an Evaluation for Treatment Agreement and an Authorization for Release of Information, if requested by the school.

h. Any parent or guardian who chooses not to support the school policy faces the possibility of the student being suspended or expelled.

6. <u>Consequences:</u>

A. *First Offense:*

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

B. *Second Offense:*

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

C. *Third Offense:*

- Suspension with an expulsion hearing.

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

FSBR518 | EMERGENCY MEDICAL FORMS

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

FSBR519 | ENTRANCE PROCEDURES

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

FSBR520 | FOOD ALLERGIES

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

FSBR521 | FOOD AND DRINK

All drinks must be in a container with a lid or cap, no exceptions. Food is only to be eaten during lunch or in classrooms with teacher permission. Eating in the hallways or between classes is not allowed. Food/Drink should not be stored in the lockers for longer than one (1) school day.

FSBR522 | FUNDRAISING

1. All fundraisers must be approved by the Development Office. To make a request, complete a “Fundraiser Request Form."
2. The Development Office must be notified and give approval before any planning, booking of dates, and solicitation of volunteers commences.
3. The fundraising year is July 1 through June 30.

4. Each fundraiser cannot conflict with the dates and products of other school, team, club or department fundraisers and must stay within the original anticipated timeframe or seek additional approval from the Development Office.
5. There can be no direct fund solicitation of individuals or businesses for a particular project without approval of the Development Office.
6. All raffles must have approval of the Development Office before planning begins.
7. Items to be purchased with fundraiser profits must have prior approval from the Finance Office or it will be held unspent until such approval is given.
8. All funds raised by any fundraiser must be turned into the Finance Office immediately after the fundraiser event, and total of dollars raised given to the Development Office.
9. "Services-rendered" fundraisers such as bake sales, car washes and pancake breakfasts and are encouraged over actively selling an item.
10. Expenses related to any fundraiser must be supported by appropriate (original) receipts or invoices. Expenses will be reimbursed by check from the Finance Office.
11. Bishop Rosecrans High School will financially support one Mission following the above guidelines, as well as one community organization each year.
12. Prior to the start of the school year, parents are to be made aware of all fundraisers anticipated for the academic school year including those from the Development Office, student and parent organizations, clubs, and athletic organizations.
13. Individuals may not solicit BRHS families for donations, memberships or to purchase products nor distribute products on school grounds during school hours. Individuals may put information and/or signup sheets in faculty break rooms but may not actively solicit co-workers, teachers or fellow students. (Includes employees, students, families and outside organizations.)
14. Fundraisers that use the name of the Bishop Rosecrans High School of its individual sports/clubs cannot be for the benefit or on behalf of any individual person.
15. Any donation received by a Bishop Rosecrans High School staff or volunteer must be reported to the Development Office, regardless of price, so the donor can be thanked and receive paperwork for tax purposes. This can include donations of chips, soda, etc. The "Gift in Kind" form shall be given to donors to fill out.

FSBR523 | HOURS OF OPERATION

Bishop Rosecrans school hours are 7:30 am - 2:40 pm.

WARNING BELL	7:55	
PERIOD ONE	8:00-8:42	(Prayer & Pledge)
PERIOD TWO	8:45-9:27	
PERIOD THREE	9:30-10:12	
PERIOD FOUR	10:15-10:57	
PERIOD FIVE	11:00-11:42	
MENTOR GROUP	11:45-11:55	(Mentor Group)
PERIOD SIX	11:58-12:28	(A Lunch)
PERIOD SIX	12:40-1:10	(B Lunch)
PERIOD SEVEN	1:13-1:55	
PERIOD EIGHT	1:58-2:40	

ANNOUNCEMENT/DISMISSAL:2:40-2:45

FSBR524 | LOCKERS

A locker is assigned to each student at the beginning of the school year. Students are expected to keep their lockers clean and not abuse them in any way. Adhesives are not allowed to be used on the inside or outside of the locker. Magnets are preferred. A student will be fined $150.00, if any damage is found inside or outside the locker. Students will be fined $100 for not cleaning out their locker at the end of the school year.

FSBR525 | LUNCH HOUR/CAFETERIA

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

1. Students are to remain on campus during lunch period
2. Food is to be eaten only in Dury Hall, not in the hallways, classrooms, or outside of the building unless the student(s) obtains permission from the classroom teacher or administration.
3. Students are to go through the serving line in a single file, behaving appropriately.
4. Running, pushing, yelling, displacing others in line, and disruptive behavior are not permitted in the cafeteria or Dury Hall.
5. Throwing food, paper or other items is unacceptable. After eating, all trash in your area must be disposed of in their proper location.
6. Students may not order or have food items delivered to them from outside vendors unless a medical condition warrants. Students must "brown bag", purchase meals from the school cafeteria or Beanery.
7. No card playing is allowed.
8. All students are to remain in Dury Hall during their assigned lunch period unless proctors on Duty excuse them.

FSBR526 | NON-DISCRIMINATION STATEMENT

The governing board Bishop Rosecrans High School located at 1040 East Main Street in Zanesville, Ohio 43071 has adopted the following racial nondiscriminatory policies.

"Bishop Rosecrans High School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Bishop Rosecrans High School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

FSBR527 | NON-PARTICIPATING CHURCH MEMBERS

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

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

FSBR528 | NON-SCHOOL SPONSORED EVENTS

Students who leave school for non-school sponsored events will be marked absent unexcused. These students must have written permission prior to the beginning of the school day, to be permitted to leave school grounds. Students will not be given permission to call during the school day.

FSBR529 | OUT-OF-CLASS PERMISSION

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

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

FSBR530 | PARENT CONCERNS

Parents are encouraged to set up an appointment to meet with classroom teachers to address any questions or concerns. If your concerns are not addressed, a meeting with an administrator can be scheduled.

FSBR531 | PARTICIPATING MEMBERSHIP IN A PARISH

Families must be recognized by their Pastors as Participating Member rate according to the current tuition scale for the grades in which students are enrolled. In recognizing families as Participating Members, the

Pastor agrees to pay the appropriate Parish Subsidy Grant. Questions concerning parish membership should be directed to the Pastor.

For a family to be recognized by the Pastor as a "Participating Member", the family must:

1. Be registered in the parish;
2. Be recognized as participants in the sacramental life of the parish;
3. Contribute time and talent to the ministries of the parish;
4. 4.Regularly contribute to the financial support of the parish,

Families who are not recognized as Participating Members will not receive the Parish Subsidy Grant (Non-participating) according to the current Tuition Scale for the grades in which students are enrolled.

Parish membership is subjected to periodic review. Families who, at any time, are found to be outside this definition may be charged the non-participating rate, or a prorated adjustment of that rate.

FSBR532 | PARTNER SCHOOL AREAS

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

FSBR533 | PERSONAL PROPERTY

Valuable property should not be brought to school. Items such as electronic devices, expensive jewelry, electronic games, and cellular phones etc., may not be used by students during school hours. These items will be confiscated and returned to the parents. The school will not accept responsibility for the loss of personal property. No backpacks or book bags are permitted in the classrooms.

FSBR534 | PUBLISHING STUDENT INFORMATION

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

If proper notice is given and the parent of a student does not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

Catholic Diocese of Columbus Policy #5126.0

FSBR535 | SCHOOL CLOSINGS

Related policy reference: See FSBR536 | SCHOOL CRISIS MANAGEMENT PLAN; FSBR512 | CRISIS PLAN for additional guidance and fuller context.

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

FSBR536 | SCHOOL CRISIS MANAGEMENT PLAN

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

FSBR537 | STUDENT LEADERSHIP

Students must abide by the rules set forth in the handbook. Serious misconduct violations or multiple minor misconduct violations can result in removal from leadership roles. Students in leadership roles must attend 90% of the required meetings and events. An excuse with a doctor's note only, can be submitted once per year. Failure to do so will result in removal from the position and students will not be able to hold the same role in future. Faculty advisors will be responsible for communicating with administration when a student is in violation.

FSBR538 | STUDENT PREGNANCY

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

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

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

Catholic Diocese of Columbus Policy #5138.0

FSBR539 | TECHNOLOGY ACCEPTABLE USE POLICY

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

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

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

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

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

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

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

1. Acceptable Use of the Internet: Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:
    a. Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never to view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
    b. Do not access or participate in chat rooms. or multi-user environments including but not limited to IM, MUDs or MOOS; download or play games; subscribe to or access list serves; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
    c. Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to them or any other person without appropriate staff approval.
    d. Do not engage in any commercial, for-profit activities.
    e. Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
    f. Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
    g. Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
    h. Do not use the Internet in any way which disrupts the service or its operation for others.
2. Consequences for Inappropriate Use of the Internet: Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:
    a. A warning followed by re-clarification of the acceptable use guidelines.
    b. Loss of privilege of Internet access for not less than 45 school days.

c. Notification of parents and administrators by phone or personal conference.

d. Referral to proper authorities for disciplinary and/or legal action.

Term and Conditions for Technology Network and Equipment Access and Use:

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

Acceptable Use of Networks and Technology Equipment:

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

A. Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.

B. Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.

C. Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.

D. Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.

E. Do not download, install or run any software without the express permission of your teacher or the network administrator.

F. Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.

G. Do not alter the computers or change the settings or system configurations in any way.

H. Do not alter, damage or vandalize Diocese technology equipment or software in any way.

I. Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment:

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

A. A warning followed by re-clarification of the acceptable use guidelines.

B. Temporary or Permanent Loss of access to Diocese technology resources.

C. Notification of parents and administrators by phone or personal conference.

D. In-School/Out-of-School Suspension.

E. Expulsion

F. Referral to proper authorities for disciplinary and/or legal action.

G. Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

Conclusion:

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

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

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

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

Do:

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

Don't

1. Have food or drink around equipment
2. Share any passwords
3. Access or download any inappropriate material
4. Access chat rooms, newsgroups or listservs or instant messaging
5. Access or download games, game cheat codes, MUD'S, MOO's or simulations
6. Harass others in any way
7. Submit or reveal your name, any personal information or phone numbers of yourself or others
8. Change any computer settings, hardware, parts or cabling
9. Access or manage a personal web page on school computers
10. Download without permission

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

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

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

Definition

FSBR540 | TUITION AND FEES

A tuition schedule for the current academic year may be obtained from the school office or on the school website. Tuition for the next academic year must be paid by the last day of school of the present academic year. Requests for financial assistance may be obtained by completing the FACTS Grant & Aid Assessment online form. This form(s) may be obtained from the school website and must be completed in March of each year for the following school year.

No financial assistance may be considered without the completion of this form and you must be registered with the school for which you are requesting financial assistance. Arrangements may be made through the school Finance Director to obtain student loans through FACTS Tuition Management. Loan forms must be completed in accordance with the above schedule. Insofar as the school offers opportune time and methods for payment of tuition, a late fee of $50 will be assessed to those accounts not settled prior to the deadline.

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

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

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

Students are required to pay a retreat fee of $25.00.

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

All fees: athletic, technology, administrative, and/or for retreats are the responsibility of the Family. These line items are not covered by any State Awarded Scholarship i.e. Jon Peterson, EdChoice, etc.

FSBR541 | TUITION REFUND POLICY

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

- July 1^{5t} - First day of school: full refund will be given if the tuition is paid in full less a $300.00 administration fee.
- First day of school - January 1: One half of tuition will be charged.

- January 2- June 1: Full tuition will be charged.

NOTE: If a student has received a tuition grant or scholarship award and the student withdraws or is expelled before December 31st no grant/scholarship amount will be applied to their tuition account. A prorated amount will be applied to the tuition account depending on the date of withdrawal after December 31st. If a student is expelled all prepaid tuition is forfeited.

Any student who has any type of suspension is no longer eligible for financial aid from Bishop Rosecrans High School for the remainder of their high school career.

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

FSBR542 | VISITORS TO THE BUILDING

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

FSBR543 | BACKGROUND CHECKS & VOLUNTEERS

Related policy reference: See FSBR504 | Background Check and "Protecting God's Children" for additional guidance and fuller context.

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

FSBR544 | WELLNESS POLICY

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

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

FSBR545 | NUTRITION EDUCATION:

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study.

2. Nutrition guidelines, MyPlate, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.

3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

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

FSBR546 | PHYSICAL EDUCATION:

1. Physical fitness is supported through the Diocesan Physical Education Course of Study.
2. All elementary students and the designated grade levels in high school shall participate in Physical Education.
3. All appropriate grade levels will have scheduled recess times (K-8).
4. Discipline should not include loss of recess time except in rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

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

FSBR547 | SCHOOL-BASED ACTIVITIES:

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

All schools with a lunch program must follow nutritional guidelines.

FSBR548 | NUTRITION GUIDELINES:

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

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

FSBR549 | MEASUREMENT AND EVALUATION:

1. The policy shall be reviewed regularly to evaluate school-wide compliance effectiveness.
2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

***Catholic Diocese of Columbus Policy #5145.0*

BISHOP ROSECRANS

HIGH SCHOOL



"So when he had washed their feet and put his garments back on and reclined at table again, he said to them, 'You call me teacher and master, and rightly so, for indeed I am. If I, therefore, the master and teacher, have washed your feet, you ought to wash one another's feet. I have given you a model to follow, so what I have done for you, you should also do…'" Jn 13:12-15

FSBR600 | SERVICE PROGRAM HANDBOOK

In the pages that follow are examples of service that can be rendered within each service area required. Please note that these are suggestions and are not to limit you in finding other possibilities or needs of service.

Students will complete 75 Christian Service hours.

Christian Service hours will be broken down as follows:

- 20 hrs. church related.
- 55 hrs. school and community related

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

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

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

New students who enroll after their freshman year will have their service hour requirement prorated in accordance with the service policy revision of 2008. All service hours must be submitted within 6 months of completion, or they will not be valid.

- Service year can begin after the students' completion of 8th grade. All high school students are **required to give 20 hours of service to their Church** (see pages 3 and 6) and **55 hours to their Community and School** (see pages 4 and 6) over the 4 years they are at Bishop Rosecrans High School to meet one of the graduation requirements. Students who come into the school beyond their freshman year will have prorated hours for their time at BRHS. For example:

  3 years - 41.25 hours in Community/School and 15 hours for Church

  2 years - 27.5 hours in Community/School and 10 hours for Church

  1 year - 13.75 hours in Community/School and 5 hours for Church

- **Students who arrive at school after 9:10 am on Mass days, without a signed Doctor's excuse, will have an additional 2 hours of service added to the 20 hours of Church service each time Mass is missed.**
- Documentation and submission of hours for each service year must be signed from quarter to quarter. **No hours may be claimed for a previous year after the new school year has started. It is your responsibility to see that you have your hours signed off and turned into your mentor group leader in a prompt manner.**
- **Hours that are mandatory** for your club, sport, teen programs with required hours, or club team **cannot be used** as volunteer service hours. Service that is performed must be free of charge/donation and must not in return benefit you or your club, sport or team in any manner (ie. new uniforms, free admittance to an event or place, discount for admittance to event or place, etc.)
- **Some service areas/hours show an "hour cap" which signifies the posted amount that will be rewarded per service year.** This is to encourage students to participate in a variety of service areas.
- **Parents or relatives cannot sign/verify students' service hours. Students must obtain the verification signature for service performed from an objective supervisor.**
- **All hours are subject to verification and approval by the committee members. The Principal has the final decision regarding any hours.**

Updated and revised 6/1/2021

all new revisions and updates are effective immediately.

FSBR601 | CHURCH HOURS

Participation in the life of a parish or congregation is the most important element of the BRHS Service Hour requirements for graduation. The following service areas will only be counted for Church hours. They cannot convert over to Community/School hours.

Work Camps - Diocesan sponsored such as "Gospel Road" or other Church.

affiliated camps - hours to be claimed are only the hours of work

time. *There is a 20-hour cap for hours being claimed.*

Living Stations of the Cross - Local and/or Diocesan

Help in Church office - mailings, stuffing bulletins, filing, etc...

Children's Liturgy of the Word - teacher, aide, presenter

CCD/PSR classes - teacher, aide, clean-up, or set-up, etc.

Vacation Bible School - teacher, aide, clean-up, set-up, activities chair/aide

St. Nicholas Breakfast - set-up, greeter, serve, clean-up

Youth Representative on Parish Council - only meeting time can be claimed

Church Picnics/Socials - set-up, clean-up, help with planning (these are events that are only for the parish for fellowship)

Liturgical Ministries:

- *Extraordinary Minister of the Eucharist - 15 minutes*
- *Choir, Cantor, or Musician for Choir - 1 hour*
- *Altar Server - 1 hour*
- *Lector/Reader - 30 minutes*
- *Gift Bearer - 15 minutes*
- *Usher - 15 minutes*

Note: For those who are not a member of St. Nicholas or St. Thomas Parishes, you are more than welcome to serve at these parishes or your own and explore the option with your pastor. If you do not have any church affiliation, you can work through BRHS campus minister and house mentors.

Revised and updated 6/2021

FSBR602 | COMMUNITY HOURS

Participation in work performed for an established community agency or organization whose goals address the heart of Catholic Social Justice.

Sports Camps - ***only time that is NON-MANDATED can be claimed.*** **There is a 2-hour cap per day for hours being claimed.**

Christmas on the Hill - *only hours that are NON-MANDATED time can be claimed.* ***There is a 6 hour cap for hours being claimed.***

Babysitting - hours for watching siblings, cousins, or other family cannot be claimed. Must be volunteer, no money or other incentives can be received.

4-H or Girl/Boy Scout Camp Counselor - *only the hours you are working can be claimed.* ***There is a 15 hour cap for hours being claimed.***

Eastside Community Ministry - tutoring, summer camps, summer lunch programs, etc.

Animal Shelter - clean cages, walk dogs, etc.

Coaching - this is for biddy ball, rec team outside of school or partner schools. (hours are only those you are working with a team - paperwork, score sheets, etc… do not count)

Safety Town or Cake Auction sponsored by the Alfred S. Carr Center

Nursing Home or Hospital Volunteer (hours acquired through a teen

program that requires hours, cannot be claimed in this area)

Outreach established through school clubs - see advisor for details (ie. Kiwanis Peanut Sale)

Salvation Army - bell ringers, agency volunteer

Habitat for Humanity

Muskingum County Library

Knights of Columbus Fish Fry or other charitable work sponsored by the K of C's

Starlight after school program

Revised and updated 6/2021

FSBR603 | SCHOOL HOURS

School Service refers to individual assistance to school-sponsored activities organized by the administration, faculty and staff, House groups.

Beanery - You can only volunteer if you have 6th period study hall

Concessions for Sporting Events - *cannot claim hours if using this for pay to play reduction.*

Alumni/Development Office - mailings, filing, sorting, etc…

Announcement times during school - lunch and end of day - see office to Volunteer. *There is a cap of 1 hour per week for hours being claimed.*

BRHS Bazaar - set-up, clean-up, concessions, food runner for vendors

BRHS Dinner Auction - set-up, clean-up, server, auction help

Coaching - biddy ball, middle school league for Bishop Fenwick, St. Rose, or St. Benedict

Helping Teachers with classroom work - (see teachers for help needed)

Tutoring - Bishop Fenwick after school program, working with Intervention Specialist with students who need extra help during your study hall or after school.

Bishop Fenwick Basketball Tournament - *There is a 5 hour cap for hours being claimed.*

School Play - backstage, make-up, costumes, etc… *There is a 10 hour cap for hours during play practices that can be claimed. The day(s) of the play, only the hours that you are actually working can be claimed. Those on stage performing do not receive hours.*

Revised and updated 6/2021

FSBR604 | HOURS THAT CAN BE USED FOR CHURCH OR COMMUNITY

The following service ideas may be recorded for Church or Community hours. You must pick one, the hours cannot count for more than one area at a time.

Parish Festival Work – Holy Trinity, St. Nicholas, St. Thomas, St. Benedict, or St. Rose

Neighbor helping Neighbor - spon. by St. Nicholas Youth Ministry - go out to help those in need with cleaning, small home repairs, yard work.

St. Benedict School Auction

Souper Bowl - fundraiser for Senior Citizens (sponsored by local churches)

Right to Life events - *March for Life* - ***2 hours max*** - only the time spent at the actual march counts.

Christ's Table or other soup kitchens or pantry work

FSBR605 | NO HOURS GIVEN

Any "mandated" service as directed by coaches or club responsibility.

- Service rendered to personal family members.
- Service during a regular school day where attendance is required.
- Service done as part of regular school activity and/or assignment (ex. Job shadowing, school project)
- Service cannot be claimed for attending Club meetings. If a service is performed during a regular scheduled meeting - only the service time can be claimed.

FSBR606 | FAMILY RELATED SERVICE:

- *Performing a family obligation is NOT considered service (ie. taking out the trash, mowing the lawn)*
- *Working for free at a Parents or Relatives place of employment (ie. filing, answering phones, janitorial work)*

Revised and updated 6/2021

FSBR700 | Attendance

FSBR701 | Absences:

Attendance at class is a basic requirement for academic success and is monitored according to state law which requires students to have prompt, regular attendance for the entire day, unless excused for a valid reason.

- Absences for reasons other than illness must be prearranged and have the prior approval of the Principal or the student must bring a doctor's note to be considered excused. **Parents are urged** to use discretion when requesting such consideration and try **to schedule vacations and other such absences according to the school calendar.**
- Excused absences include illness, death in the family and inclement weather. **Parents must call or email the school office before 9:00 am on the day a student is absent.** Parents are required to give advance notice to the school if their child will be absent for any reason other than illness.
- A student arriving after 10:00 am will be marked absent for ½ day. A student absent from school for two or more hours will be marked absent for ½ day. No student shall be permitted to leave school before the dismissal time except in cases of sickness or emergency.
- A student who is absent must, upon his/her return to school, present a note bearing the date(s), reason for absence and signature of a parent/guardian.
- A student who is absent more than 7 days in one quarter may receive an incomplete on their report card. **The school may refuse credit to a student who misses 28 days or more,** whether the absences are excused or unexcused. Parents will be notified when a student has missed 5,10, & 20 days of school. They will be made aware of the 28 day rule for possible credit refusal.
- Continuous absences will be subject to review by the Principal. An exception is hospitalization or extended illness or injury.
- **Students who miss classes regularly or take vacation during school time cannot demand the privilege of being given assignments, makeup work, or tests by teachers either before or after the absence.**

FSBR702 | Appointments

Parents are encouraged to schedule medical and other appointments outside of school hours. When this is not possible, parents should send to the office a written request for release of the student during school hours. Students going to the appointments during the school day must be signed out at the office by the parent or guardian. Students will be dismissed from the office, not the classroom. A note from the doctor/dentist visited is needed for admission to class.

FSBR703 | Field Trips

Field trips are taken to enrich the classroom learning experiences. Students will receive a permission form, which must be signed by a parent/guardian and returned to school before the scheduled trip. At times a fee will be requested to defray the cost of bus transportation or facility use. Parents retain the right to withhold permission for their child/children to participate in field trips.

Students not participating in a scheduled field trip, because of either parental concerns or disciplinary reasons, are expected to report to school on the day of the field trip. Work will be provided for the student. **Any student not reporting will be marked absent.**

FSBR704 | Schedule

Supervision by school personnel is provided for students from 7:30 am until 3:00 pm and during school sponsored extracurricular activities. The school assumes no liability for students outside of the above times, unless their bus prior to 7:30 am drops them off or unless they are part of the Extended Day Program (EDP). Parents are therefore required to see that their children do not arrive at school before 7:30 am or remain after 3:00 pm except for approved reasons.

The school is responsible for the safety of students during school hours. Students are not allowed to leave school premises during school hours unless a written notice from a parent/guardian is presented to the school office. This policy applies from the time a student arrives at school until he or she is picked up by bus/car or leaves for home by other designated means (in this case, permission must be on file in the school office). If a student is to remain at school for an after school sponsored activity, this policy applies until that activity is over and the student is authorized to leave.

FSBR705 | School Closings

This section is intentionally streamlined to avoid repeating the full policy. For school-closing procedures and crisis-related communication, see FSBR535 | SCHOOL CLOSINGS and FSBR536 | SCHOOL CRISIS MANAGEMENT PLAN.

FSBR706 | Tardiness/Truancy

A student is tardy if he or she is not present by 8:00 am or does not promptly enter the classroom between classes. **Students entering the building/classroom after these times should report to the office for a tardy slip.** A note from the parent or guardian must be brought to school excusing morning tardiness for unavoidable delays (e.g. car trouble, accident...) In the event of a medical appointment, verification from the physician must also be presented. A student who continues to be tardy for school and/or class must make up for the missed work during detention.

Students who are truant from school will be required to make up the total school time missed. **Cumulative unexcused absences may be reported to the central office of the public school district.**

FSBR707 | VACATION POLICY

This section is intentionally streamlined to avoid repeating the full policy. For the full vacation policy, absence implications, and make-up work expectations, see FSBR304 | VACATION POLICY.

FSBR800 | Crisis Plan

In accordance with the Diocese of Columbus policy #5140.13, Bishop Rosecrans High School has developed a plan to address school safety in conjunction with local community services. This crisis management plan is in place to go into effect in the event of an on-site crisis such as an intruder or hostage situation, bomb threat or other event that includes trauma to the school community. When appropriate, the administration will contact the diocesan intervention for assistance.

FSBR801 | Emergency Drills

Related policy reference: See FSBR536 | SCHOOL CRISIS MANAGEMENT PLAN; FSBR512 | CRISIS PLAN for additional guidance and fuller context.

In accordance with the state regulations, the following emergency drills are conducted during the course of the school year.

- **Evacuation** (in the event of fire or unsafe building) – one month when the school is open with students.
- **Rapid Dismissal** (in the event of a bomb threat) – one per year
- **Duck, Cover and Hold** (tornado, explosion, severe weather) – one monthly when school is open with students beginning in March.

In addition to required drills, Bishop Rosecrans also conducts the following periodically:

- **Reverse Evacuation** from outside (in the event of severe weather, intruder, sniper or hazardous materials release)
- **Shelter in Place** (hazardous materials in the environment)
- **Hit the Deck** (gunfire – usually followed by lockdown or evacuation)
- **Lock Down** (intruder)

FSBR802 | Evacuation

Related policy reference: See FSBR536 | SCHOOL CRISIS MANAGEMENT PLAN; FSBR512 | CRISIS PLAN for additional guidance and fuller context.

The evacuation site for Bishop Rosecrans School is St. Nicholas Church.

If the need arises for emergency evacuation of either building or subsequent early dismissal of students, plans are announced on **WHIZ** radio. In an emergency situation, Bishop Rosecrans is able to communicate information to appropriate stakeholders through the local media; Radio (**WHIZ – 1240AM, 92.7 FM) & TV (Channel 10)**. Television stations also post the information on their websites.

Bishop Rosecrans High School will also notify each family using our **ALL-CALL** broadcast phone system for any type of evacuation.

It is recommended that parents have alternative childcare plans in place in the event that it becomes necessary to dismiss school early. *It is important that children know exactly what those plans are.* During times of crisis, it is imperative to keep the school telephone lines open. Every attempt will be made to contact parents.

If an evacuation to another location is necessary, students and teachers will walk along the sidewalk to the evacuation site. While walking, students should remain with their teacher whose class they were attending prior to the emergency dismissal. When the entire school has arrived at the designated site, students should find their homeroom teacher and remain with that teacher until they are released to their parents.

Parents should go to the Dismissal Table when they arrive. Runners from that table will find all of the students from that family and bring them to the Dismissal Table. Parents should sign out their children on the Emergency Dismissal Sign Out Sheets located at the Dismissal Table. **NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.**

FSBR803 | General Safety Procedures

Related policy reference: See FSBR536 | SCHOOL CRISIS MANAGEMENT PLAN; FSBR512 | CRISIS PLAN for additional guidance and fuller context.

Bishop Rosecrans has the following security measures in place:

- Each campus is equipped with a keyless entry system. Only authorized personnel are issued an ID card for entrance to the building. All activity is recorded on a central computer database.
- All entrances are locked at the start of the school day.
- Visitors are required to enter the front entrance by ringing a doorbell and being buzzed in by school personnel. Visitors must proceed to the Main Office, sign in and out upon arrival and departure, and wear an identifying badge while they are in the building.
- Students are instructed **NOT** to open doors.
- Each building has a security and surveillance system.

FSBR900 | Educational Programs

FSBR901 | Curriculum

Curriculum in academic subjects is developed in cooperation with the Diocese of Columbus Office of Catholic Schools. Each year a diocesan committee reviews the Learning Standards and begins a process for revision and adoption of new materials. The Learning Standards are adopted with approval from the State of Ohio Department of Education and serve as the basis for instruction.

The Bishop Rosecrans faculty selects textbooks from a diocesan approved list. Each year a new subject is approved, purchased and implemented. Following the diocesan timetable, each core subject is updated every 7 years.

FSBR902 | Evaluation of Student Progress

Evaluation is a process by which student progress is monitored and assessed in light of the Learning Standards that form instructional content. Mastery relates to an individual's ability to be successful, and to make learning a life-long process according to a set of standards. Mastery of the standards is critical in the development of skills required for the next grade level. This standards-based education program emphasizes the teacher's knowledge of a student's learning on a daily basis and is an opportunity to reaffirm our commitment to nurturing each student's growth into a productive and responsible adult.

FSBR903 | Progress Reports

Progress Reports, prepared quarterly, are one part of the evaluation process. Student progress is measured in light of the prescribed standards for each area. There are different methods used for measuring achievement. For a more complete understanding of progress, parents should also consider information from other sources such as conferences, interim reports and ability/achievement tests in order to evaluate student progress in light of student growth and development process. Parents should contact the teacher if there is a question of how a student has been evaluated.

Evaluation also measures the degree to which a student is developing effective study habits and social skills. Some forms of evaluations used at Bishop Rosecrans High School are:

- **Interim Reports:** indicates student progress since the last progress report. These are given 3 to 4 weeks after a progress report and are sent home at the discretion of the classroom teacher.
- **Behavior Reports:** will be sent each quarter to parents to indicate a student's mastery of such skills as good study habits and appropriate conduct.
- **Parent-Teacher Conferences:** are scheduled formally during the school year but may also be scheduled at other times as needed. Conferences may be arranged by calling the school office during school hours. **It is best to speak with the teacher involved before going to an administrator with a problem.**

FSBR904 | Government Programs

Bishop Rosecrans accesses available state and federal assistance programs in order to provide services such as tutoring for students with diagnosed learning disabilities, diagnostic and therapeutic speech/language services and health services. Parents who suspect a learning disability should request a conference with the classroom teacher. Teachers are required to follow the process prescribed by the Diocese of Columbus. The school cooperates with all government regulations and public-school district policies regarding special services for students.

Speech/language therapy is available for students who qualify based on a screening process. If the screening indicates further testing is necessary, permission from parents will be sought in order to proceed with a more detailed evaluation. Students in kindergarten are screened annually, along with those students for whom a follow-up screening has been suggested. Therapy may be provided based on the results of the evaluation in the areas of articulation, language development, fluency and/or voice.

FSBR905 | Homework

Students are expected to complete assigned work and observe study time each night. If specific assignments are not given, students are encouraged to work on long-term projects, student problem subjects, practice reading and math skills, review class notes, etc. Parents should write a note to the teacher explaining if a student is unable to complete work for good reason. **Parents are not expected to do the work for the student,** but parental guidance and support are needed to see that the student has enough time and suitable environment in which to complete homework.

A student who has not done a homework assignment may be required to complete work during a lunchtime detention. **Repeated failure to complete assignments may be grounds for the issuance of a Discipline Notice or withholding of credit and/or student's progress report.**

Work will not typically be sent home for a single day absence, but may be requested during extended illness. Please make requests for homework in the morning when calling in the absence, thereby allowing sufficient time for work to be prepared. Following an absence, students are allowed the amount of time equal to the number of days missed to complete/turn-in assignments. **Due dates for long-term projects assigned prior to the absence are not extended.** Work missed due to vacations is provided for students **upon their return to school.** Assignments may be required to be done by students, even if no credit may be given, such as in the case of late assignments or make-up work during unexcused absences. Teachers may adapt assignments to differing circumstances or add alternative work for work missed during an absence.

Expectations for homework differ from grade to grade and teacher to teacher. If it seems that students are spending an inordinate amount of time on homework, parents should share this information with the teacher, who will attempt to ascertain to what extent other problems may be present.

FSBR906 | Media Center/Technology

Bishop Rosecrans maintains a well-equipped educational technology throughout the curriculum. Books, maps, reference materials, audio-visual media and computer hardware/software are available to serve student and faculty needs and must be used in a manner that is educationally appropriate and consistent with standards of electronic ethics and copyright laws. Students are instructed in computer basics, informational search skills, word processing, keyboarding, and standards for acceptable use.

Technology use is a privilege, which may be revoked. Misuse is grounds for disciplinary measures and/or legal action. (Policy 6142.1). Parents are responsible for setting/conveying standards for appropriate behavior their children should follow when using these resources. The school makes every effort to monitor technology access by students but makes no guarantee regarding the content or appropriateness of materials to which students may be exposed. Prior to gaining access to interactive telecommunications at school, including the Internet, students & parents must sign a copy of the acceptable use policy.

FSBR907 | Religious Education

Bishop Rosecrans is defined by its religious character and offers a comprehensive program of religious instruction woven into the general curriculum. All students are welcomed, Catholic and non-Catholic and participate in the religious life to the extent permitted by church law. This includes religion classes, and participation in liturgy, prayer, service projects and sacramental celebrations. The Learning Standards for Religion, developed by the Office of Religious Education and Catechesis of the Diocese of Columbus pursuant to the contemporary teachings of the church, serves as the basis for instruction. It takes into consideration our traditions, rituals and celebrations and is based solidly on an understanding and appreciation for the principles of child development. Formal instruction in human growth and development and grounded in Christian theology and morality is included in the Learning Standards for Religion and Health. All students participate in these related programs as they do in other religion education efforts.

Sacramental preparation programs are parish based. Students in 2nd grade prepare for First Reconciliation and First Eucharist; 8th graders prepare for Confirmation. In order for sacraments to be received, students & parents must comply with the programs/expectations prescribed by each parish.

FSBR908 | State Accreditation

Bishop Rosecrans meets the State of Ohio Operating Standards for Ohio's Schools and maintains its state charter through participation in the Ohio Catholic Schools Accrediting Association. All teachers are appropriately certified/licensed according to Ohio Standards and are required to proceed with graduate level course work or other appropriate professional development programs on an annual basis. Teachers annually participate in local staff development programs designed to improve curriculum and instruction.

FSBR1000 | Enrollment

FSBR1001 | Child Custody

Related policy reference: See FSBR220 | STUDENT RECORDS for additional guidance and fuller context.

Parents must inform the school immediately if the custody status of their child changes and provide a copy of the court-ordered document to school officials. Both the custodial and non-custodial parent is entitled access to their child's records and to conferences with the teacher unless the court rules otherwise. The non-custodial parent may not visit the child at school or remove the child from the premises without written and verbal permission of the custodial parent. Stepparents have no legal rights to records, reports, or conferences without permission from the custodial parent.

FSBR1002 | Partner School

Bishop Fenwick School is a partner school to Bishop Rosecrans High School, located at 1030 E Main St.

FSBR1003 | Non-Discrimination Policy

Related policy reference: See FSBR526 | NON-DISCRIMINATION STATEMENT for additional guidance and fuller context.

The governing board Bishop Rosecrans School located at 1040 East Main Street in Zanesville, Ohio 43071 has adopted the following racial nondiscriminatory policies.

"Bishop Rosecrans High School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. Bishop Rosecrans High School School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

FSBR1004 | Registration

Parents must supply all the necessary information (birth certificate, baptismal and immunizations, permanent records or transcripts, and a certified copy of the child custody order or decree, when appropriate {Policy 5119.2}), complete the required forms, participate in a registration conference with the principal and submit the **non-refundable registration fee.**

FSBR1005 | Tuition

Related policy reference: See FSBR540 | TUITION AND FEES for additional guidance and fuller context.

Each parent/guardian registering a child(ren) in Bishop Rosecrans High School agrees to pay the designated tuition and to meet the requirements for Participating or Non-Participating Family status by signing the annual tuition agreement. Tuition for Bishop Rosecrans High School is determined annually by the Board of Trustees and provides the following payment options:

1. Prepayment of the entire amount.
2. Prepayment of partial sum and the balance financed by the school's Tuition Management Company (FACTS) or
3. Financing the entire amount through the school's Tuition Management Company (FACTS)

To qualify for Participating Member tuition rate, a family must:

1. Be a registered member of St. Nicholas Parish, St. Thomas Parish or neighboring parish;
2. Attend Mass on a regular basis;
3. Be committed to raise your child in the Catholic faith;
4. Be an active volunteer; share time/talent on parish and school activities;
5. Contribute to financial support of the parish using Sunday envelopes.

Tuition rate for each child of a Non-Participating Family is the actual per pupil cost of one child.

FSBR1006 | Tuition Assistance

Related policy reference: See FSBR540 | TUITION AND FEES for additional guidance and fuller context.

Limited tuition assistance is available to Catholic families who meet the Participating Member criteria from the Diocese of Columbus and from St. Nicholas and St. Thomas parishes. Families financially unable to pay the set tuition must first apply to the Diocese (online). Grants are awarded on the basis of need, depending on available funds & number of applicants. Grant applications are due by mid-March of the preceding school year. Completing these forms fulfills the requirement for both diocesan and parish assistance. Adjustment in the procedure will be made only for new families registering after March 15 of the preceding year.

Bishop Rosecrans is also an Ed Choice option for families. All information concerning the Ed Choice Scholarship program can be found on the Ohio Department of Education Website. Bishop Rosecrans High School follows all the deadlines and registration requirements set by the State of Ohio. The Jon Peterson Scholarship is another option for students on an IEP for tuition and services costs. (excluding athletic, technology, admin, and/or retreat fees as listed by the school)

FSBR1007 | Withdrawal/Tuition Reimbursement

Related policy reference: See FSBR541 | TUITION REFUND POLICY for additional guidance and fuller context.

The school must be notified in writing if a parent intends to withdraw a student prior to the end of the school year. The effective date of withdrawal is determined by the date on the written notice. Records are released to the receiving school upon parent signature AND full payment of financial obligations. Upon withdrawal, tuition is collected based on quarters the student attended school. Attendance of one day in a quarter count as a full quarter. Tuition for any quarter attended will not be reimbursed.

FSBR1100 | Health and Safety

FSBR1101 | Health Services

Bishop Rosecrans seeks to promote/protect the health of students through cooperation with the student, family, health care provider, and the school. **Students who are ill should not be sent to school. (Students must be fever free (without medication) for 24 hours before returning to school.** Student health is monitored in cooperation with local & state health department regulations. Parents should complete and keep current the Emergency Card, including dietary restrictions, which are consulted & followed in emergencies. When sick, students can only be released to individuals listed on the Emergency Card.

- Allergies: Parents are responsible for informing the school of a child's allergies (e.g. bees, food, medicine-related or respiratory). For bee sting allergies, parents must provide the school with proper medication and a doctor's statement about how medication should be administered.
- Diseases: Communicable diseases are monitored according to health department policy and must often be reported. Parents should describe the child's symptoms when calling to report an absence. School personnel will contact parents if a student must be sent home during the day for health reasons. The student may be excluded from class until symptoms are no longer evident.
- Diseases: Nuisance: (e.g. heal lice): Parents may be asked to follow a prescribed treatment to deter the spread of the disease. We comply with the Health Department directives, which may differ from those of personal physicians.
- Health Records/Immunizations/Screenings: Parents are responsible to provide a complete and current health record for each student at the time of admission. Appropriate vision, hearing and scoliosis screenings shall be administered periodically. Parents will be notified of the dates and if screening results are problematic, or the need for follow-up. Law requires us to assure that students have the prescribed immunizations (State School Immunization Law, Ohio Revised Code Sections 371.13, 3313.617 and 5104.06E) Students are excluded from class in the case of non-compliance.
- Illness or Injury: If a student becomes ill or seriously injured during the school hours, the office immediately notifies a parent/guardian. The school nurse or authorized school personnel, who by law must render first aid treatment only, will care for the child temporarily. If emergency treatment is necessary, and a parent/guardian or designated adult is not available, the child will be taken to the emergency room at the hospital.
- Other: We do our best to accommodate special needs of students with other diseases, based on physician's recommendations. Parents must provide full disclosure of health matters that affect a student & cooperate with attempts to seek the best medical advice. Students generally remain in the classroom setting and perform usual tasks as the illness allows. Bishop Rosecrans School reserves the right to form an intervention team, which may include the Principal, nurse, parent, physician and/or health official, to review and make recommendations regarding participation in the school setting by students with specifically diagnosed or other health-related circumstances.

FSBR1102 | Medication

Related policy reference: See FSBR502 | ADMINISTERING MEDICATIONS TO STUDENTS for additional guidance and fuller context.

When medication is prescribed for a student, parents are encouraged to discuss with the physician a medication schedule outside school hours. Before school personnel can administer medication to a student, the parent/guardian must sign a medical authorization form, available in the school office & provide a completed physician's statement. Any prescribed medication must be in its original container, have a pharmacy label with the student's name (Policy 5141.0) **and be delivered to school by a parent.**

The possession/use of non-prescription, over-the-counter medication during school hours is discouraged. Due to Ohio State law over-the-counter medications (i.e. throat lozenges, Tylenol, etc.) will be administered by school personnel ONLY if a consent form, signed by the parent/guardian is on file in the school office and the medication is brought to the school by a parent in the original container. The school will not administer aspirin to students because of its connection to Reye's syndrome. All medication must be provided from home and will be kept by school personnel until the student needs to use it.

FSBR1103 | Wellness Policy

Related policy reference: See FSBR544 | WELLNESS POLICY for additional guidance and fuller context.

The staff of Bishop Rosecrans recognizes that it is essential in educating the whole child to promote ultimate health. **School-based activities** are rooted in the Religion Learning Standards, concepts of reverence for life, self-respect, and respect for others, which are all foundational concepts of wellness.

A primary goal of **nutrition education** is to positively impact eating behaviors. At Bishop Rosecrans, we encourage and support healthy eating by students. Instruction is given at each grade level as part of a sequential, comprehensive health curriculum based on the Diocesan Health & Science Learning Standards.

FSBR1104 | Lunch Program

Bishop Rosecrans participates in the Federal School Lunch Programs. Nutrition guidelines, food pyramids, charts and suggestions for healthy food choices are displayed in our cafeterias. Snack breaks are scheduled when appropriate to maintain energy levels.

- School lunches/milk are offered each day for purchase on both campuses to all students. Students may bring lunch from home & purchase milk at school. **Students may not bring pop or candy to school for lunch. Carryout lunches from restaurants are discouraged.**
- Our cafeteria staff follows **nutrition guidelines** established by the Ohio Department of Education and the USDA Child Nutrition Standards. The Food Service Director ensures **compliance** with nutrition policies by keeping up to date on USDA School Meals Initiative review findings and reporting changes to the Principal.
- Applications for free and reduced meals are available to all school families at any time during the school year.
- Lunch prices are published at the start of the school year & are subject to change each year. Payment is preferred by the week or month. Checks should be sent directly to the cafeteria manager & should include the name/grade for each child. Payment can also be made through the school's web-based program.
- All parents are expected to use the web-based system to check their lunch account.
- Students who forget their lunch or have no lunch monies left will still be allowed a lunch. Reminder emails will be sent from School Speak once your child's unpaid lunch balance is $10.00 or more and must be paid in a timely manner.

FSBR1200 | General Information

FSBR1201 | Abuse Suspected

The staff of Bishop Rosecrans School complies with state law which requires that persons entrusted with the care of children report immediately to the appropriate community agency and suspected case of child abuse and/or neglect (Policy 5140.0)

FSBR1202 | Articles Lost and Found

Articles lost and found at school are placed in the lost and found area near the office. Articles of greater value are turned into the office. Students may claim them after proper identification. Lost items remaining at the end of each semester will be donated to a local charity.

FSBR1203 | Authority and Governance

As a consolidated school in the Diocese of Columbus, a Board of Trustees consisting of the Bishop and the Superintendent of Schools for the diocese, the pastors of St. Nicholas and St. Thomas Parishes and six elected individuals governs Bishop Rosecrans High School. The Board of Trustees consists of individuals who are registered members of either parish or any person who is the parent or legal guardian of a student attending Bishop Rosecrans High School. The Board of Trustees is responsible for long-range strategic planning for both schools, approving the budget, setting tuition and monitoring school finances. More information is available in the school office.

By jointly sponsoring a Catholic elementary school, the parishes provide an education that is authentically Catholic, academically challenging and affordable. Bishop Rosecrans complies with diocesan regulations regarding the financing of the schools. The two parishes maintain facilities. Improvements are made, as funds become available, according to the long-range capital improvement plan for the school.

The Principal is charged with the administration of the school, pursuant to the laws, policies and regulations of the state and federal government agencies and those of the Diocese of Columbus. The policy manual for the schools of the Diocese of Columbus is available online through their website. The Principal consults with the school staff, Board of Trustees and parent organizations but maintains authority in school matters. Questions or concerns related to the administration of the school should be directed to the Principal, who is the decision maker of the school. Such decisions may, however, be appealed to the pastors, to whom the Principal is directly responsible. The decision of the pastors is final in all school matters.

FSBR1204 | Communication

Related policy reference: See FSBR530 | PARENT CONCERNS for additional guidance and fuller context.

A school calendar is published each year and a monthly calendar is provided online. No family information is published without permission from the families through a form sent home in August. Parents are notified in advance of any changes to the published calendar.

Each Wednesday a school newsletter will be posted online. Families are asked to check our web-based communication program often to keep up to date on all school to home communication.

Families who do not have a smartphone, a tablet, a computer or any way to access the internet will need to inform the school office so that an alternate way of communication between the school and family can be established.

Parents wishing to speak with a teacher should send a note to the teacher via the student or email to schedule an appointment. **Parents are asked to be respectful of teachers' morning preparations.** Trying to speak to the teacher in the morning may delay the start of their classroom procedures.

FSBR1205 | Extracurricular Activities

Student participation in school extracurricular activities requires that they maintain satisfactory academic and behavioral progress. Parents are encouraged to set standards for student participation and expectations, taking in accountability, developmental and personal needs. Administration may declare a student ineligible in the case of suspension, poor attendance, poor academic performance, and lack of effort, repeated detentions or other serious matters. In such cases, the Principal will provide the terms of ineligibility and timetable for review.

Students may participate in athletic as well as other school-sponsored activities. Participation rules of the specific activity must be adhered to. Before a student may participate, parents are expected to attend any mandatory meetings set up to explain policies and procedures, submit all required forms, and pay any fees required unless arrangements have been made for waiver of fees.

Please see the Athletic Handbook for clarification.

FSBR1206 | Parent Involvement

Parent involvement is essential to the educational advantages offered at Bishop Rosecrans High School. Parents are expected to monitor homework, communicate with teachers regularly, attend conferences, take note of concepts covered in class and fully support the efforts of teachers in providing a quality educational program for students.

Bishop Rosecrans encourages parents to volunteer. Volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited. Before volunteering is allowed, satisfying the requirements listed below must be on file in the school office.

Child Protection: Policy (4110.0): Diocesan policy states that every volunteer in a program or ministry for children/youth, regardless of their level of contact with children/youth, must complete and have on file a current criminal background check (BCI) and must attend the *Protecting God's Children* workshop prior to their involvement (Virtus.org). Duration of service does not mitigate compliance with

this policy. Persons driving for field trips, etc., must provide a copy of insurance prior to the trip. Due to the sensitive nature of *Protecting God's Children* program, some victims of child sexual abuse may not feel comfortable attending the workshop session. Anyone in this situation may request to receive the materials needed for child protection training in an alternative way through the Office of Youth and Young Adult Ministry. **All requests for alternate child protection training for victims of child sexual abuse are kept confidential.**

Board of Trustees: The Board of Trustees of Bishop Rosecrans High School is composed of elected members from the school/parish communities. (See Authority and Governance section)

Parent-Teacher Community (PTC): All parents are members of the PTC. It seeks to promote a close relationship among the educators, parents, staff, students, & other interested individuals in the parish communities & to raise funds for classroom/program use in the school. The PTC sponsors a variety of social, educational, fundraising, service & public relations activities throughout the year & is directed by an executive board, elected annually.

Volunteers: A number of volunteer needs exist, as do many opportunities for parents to lend support. These opportunities, though always expanding, currently include organized programs for the library and the cafeteria. All parents are required to complete the Diocesan Volunteer Application and have it on file in the school office.

FSBR1207 | School Pictures

Individual student pictures will be taken once during the school year. Usually within six weeks of the photography session the pictures will be available. Ordering pictures is optional for parents. All students have their picture taken for the school files at no cost to the parents

FSBR1208 | School Visitors

Related policy reference: See FSBR542 | VISITORS TO THE BUILDING for additional guidance and fuller context.

All visitors must enter by the main school door and report to the school office to register. Visitors may be asked to wear an identifying badge while in the building or on school grounds. Parents visiting the building, dropping off lunches, picking up homework, meeting children for appointments, etc., should report to the office. The school secretary will notify the classroom teacher to send the child to the office. **Teachers may not release any student directly to the parent/guardian from the classroom.**

FSBR1209 | Student Records/Personally Identifiable Information

Related policy reference: See FSBR220 | STUDENT RECORDS; FSBR515 | DIRECTORY INFORMATION NOTICE for additional guidance and fuller context.

No data shall be released about students without the written consent of the parent(s) or guardian(s). School personnel may release information concerning whether the student's identity is protected. Students' names, addresses, and likenesses (photographs, digital images, fingerprints, etc.) are considered student data subject to this policy (Policy 5125.0).

A permanent record is kept on each student, including directory information, attendance, academic, health records and standardized test scores. Only identified persons shall have access to the information contained in a student's permanent records.

A school, school employee, school organization or the Diocese of Columbus 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 name of students, grade level, honor roll, activities, sports, awards and date of graduation (Policy 5126.1).
- A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of the student more traceable, including pictures without name, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.) and educational records.

Directory information regarding students, including names of students, grade level, honor roll, activities, sports, awards and date of graduation (Policy 5126.1), will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. The form, ***Personally Identifiable Information Release Form,*** (Policy 5126.2) must be signed and dated by the parent of a student prior to releasing personally identifiable information.

FSBR1210 | Transportation

The State of Ohio provides busing for students who live two (2) miles from school. These students have the option of being bused by the public-school district in which they reside. Each district's transportation department plans bus routes & stops. The districts serving Bishop Rosecrans High School are Zanesville City, East Muskingum, West Muskingum, Tri-Valley, Maysville and Franklin Local. **Parents wishing to utilize bus transportation need to contact their public-school district.** Most school districts will not allow students to ride any bus other than the one to which they are assigned.

The following rules are to be observed to ensure the safety of all students:

- Students waiting at a bus stop are not permitted to play on or near the road or on private property. Students are to cross the street in front of the bus after a signal from the driver that it is safe to do so.
- Students are to remain seated with hands, arms, legs, etc. kept to themselves and out of the aisles at all times in the seat that is assigned.
- Students are expected to speak in a normal tone of voice. Screaming, loud talking and profane or abusive language are not permitted.
- Students are expected to obey the bus driver's instructions and to be courteous and polite to the driver and to each other.

Infractions of the busing rules will be brought to the attention of the parents.

The first write up may result in a detention; continual abuse of bus privileges may result in the denial of transportation. Parents would then be responsible for transportation to and from school. A parent having trouble with a driver or with a child from another school, who rides the bus, must contact the transportation department of their public district.

Parents must send a written, dated, signed note to the classroom teacher if there is a need for the child to change his/her trip home. This should be done any time there is a change, so that the teacher is properly informed.

FSBR1300 | Student Expectations

FSBR1301 | Code of Conduct

This Code of Conduct serves to guide the behavior of students at Bishop Rosecrans High School. Its intent is to create an atmosphere of mutual respect and cooperation so that a Christian learning environment may be obtained. It outlines expectations and indicates consequences for inappropriate behavior. It binds neither the administration nor staff to actions not in the best interest of the child; rather, it provides a framework within which behavior can be effectively monitored.

Bishop Rosecrans High School believes in self-discipline. The child must be free to choose one form of behavior over another and to take upon the consequences of that chosen behavior. Students are expected to have self-discipline and to always be respectful toward others. Efforts will be made to address each discipline situation according to the student(s) involved.

Students at Bishop Rosecrans High School are expected to:

1. Be in prompt regular attendance, prepared with all books, materials, supplies necessary to meet their academic needs.
2. Adhere to the uniform policy.
3. Show respect for school authorities.
4. Treat others with respect and dignity.
5. Respect the school building, facilities, supplies, and materials.
6. Be active learners in and outside the classroom.
7. Show a concern for safety and always use good judgment, including in the classroom, cafeteria, library and playground.
8. Be active participants in the religious life of the school.
9. Provide service to the school, parish, local and global communities.
10. Carry necessary communications between home and school.
11. Report serious matters to school administration in a timely manner.
12. Use technology and social media in a respectful manner.

Consequences for behaviors outside these expectations normally relate to the offense.

At the discretion of an administrator or teacher, a student may be issued a Conduct Referral or a Discipline Notice indicating the infraction and the consequences of the infraction.

- The use, possession, concealment, manufacture, administration, dispensing or distribution of any drug (alcohol, tobacco, harmful intoxicant and/or legal substance and/or drug paraphernalia) or committing any drug abuse offense or appearance while under the influence of any drug, on premises, on or in school vehicles or at any school-sponsored event is prohibited." (Policy 5131.1)
- No student may use, possess, handle, transmit or conceal any object with is, looks like, or can be considered a **dangerous weapon** or instrument of violence. Objects, which are explosive in nature, or any object determined to be a threat to the safety or security of anyone, are prohibited on the premises and at school-related functions. (Policy 5140.11; 5140.12)
- **Bullying behavior is unacceptable.** Bullying is a **pattern of abuse over time** which includes a student being "picked on". It includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns,

name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation occurring on school grounds related activity on or off campus. (Policy 5140.02)

- **Harassment** in any form will not be tolerated. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other characteristics occurring at programs sponsored by the school at other locations. Conduct, which constitutes sexual harassment, is also prohibited. (Policy 5140.05). (See the Diocesan Harassment Policy in the appendix of this handbook)
- In the case of repeated or more serious violations the school may abandon this process in favor of more severe consequences which might include longer or successive detentions, work duty, referral for intervention/counseling, suspension and/or expulsion. Measures may also be expanded to provide adequate treatment and other appropriate interventions.
- Parents/guardians are notified of a decision to suspend or expel a student. An expulsion decision may be appealed through the appropriate process. Upon receipt of notice, the parent must inform the Principal of the intent to appeal the expulsion. The Principal will then provide the parent a copy of the appeal procedure, the timeline for which the appeal will take place. Any time the health or safety of any person is in jeopardy, or in a situation, which the administrator deems necessary, a parent may be required to pick up a student immediately. Law enforcement officials may be contacted when appropriate. Failure, on the part of the student or parent/guardian, to pursue and cooperate with any outside referrals or related interventions is grounds for dismissal of the student. (Policies 5114.0 and 5144.0)

FSBR1302 | Off Campus Behavior

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to the Catholic moral standards, conduct that is in violation of the law, conduct that is determined 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 subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school. (Policy 5144.3)

FSBR1400 | Diocesan Policies

FSBR1401 | Use of Name: Policy #1600.00

Attaching the school's name, logo, or other insignia to an event, activity or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school's name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal in parish schools or the principal and Superintendent in Diocesan high schools.

In appropriate cases determined by the pastor/principal or principal/Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

FSBR1402 | Student Withdrawal on Grounds of Parental Behavior: Policy #5144.5

Normally a child is not deprived of a Catholic education or otherwise penalized for actions of parents. However, parents so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with school personnel or
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook or
3. Interference in matters of school administration or discipline
4. Public rejection of or public action contrary to laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

1. The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal and Grounds of Parental Behavior would be enforced.
2. If such effort does not correct the situation, then, after consultation with the Superintendent, and, in the case of elementary schools, the pastor, the principal may require the parents to withdraw their child.
3. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5114.

Registration for the following school year may be denied on the basis of this policy but is not limited to the action specified herein.