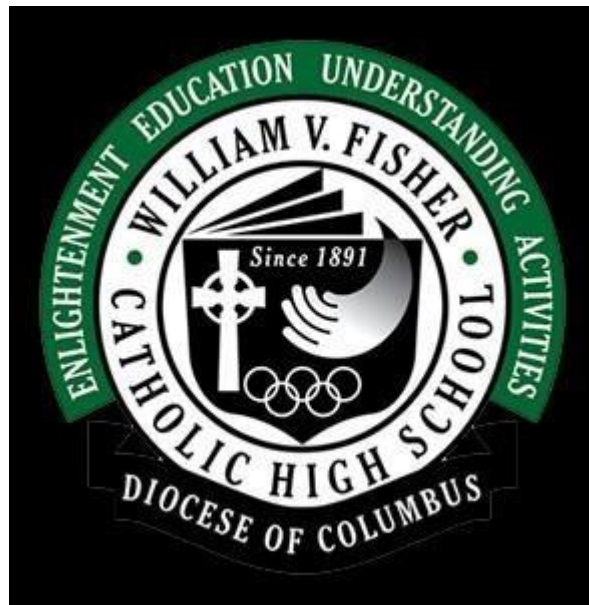


# Fisher Catholic High School

2024-2025

## Student & Family Handbook



### “Exceptional Preparation for Life”

#### Values

Living with Christ in the Catholic tradition

Individual and collective excellence in academics & extracurricular activities

Forging lifelong friendships

Effecting change through service to our community

## SCHOOL YEAR INFORMATION

### **Fisher Catholic High School**

Phone 740.654.1231

Fax 740.654.1233

fishercatholic.org

### **Front Office Hours of Operation**

7:15am-3:00pm on all school days

### **School Day Hours (see official schedule at fishercatholic.org)**

Warning bell: 7:45

7:50am-2:33pm

### **Special Schedules include (see bell schedules fishercatholic.org):**

Mass Day

2 Hour Delay

Assembly Day

### **Before and After School**

The building opens by 6:35am daily via the front doors.

The building closes after all games/events/practices/meetings are concluded. Students are permitted to remain in the building until transportation arrives; however, there is no inappropriate behavior or activity permitted. Students have areas within the building to wait for transportation (Cafeteria, The Commons, main lobby). If students are not able to remain in the building and abide by the behavioral expectations, they will no longer be permitted to remain beyond 3:00pm.

### **School Closures**

In the event that FCHS must close due to weather, building conditions or unforeseen circumstances, all those who were included as contacts on the student's initial application will be notified by a phone call.

## DIRECTORY OF STAFF & FACULTY

### Administration

Annie Benfield	Vice Principal of Testing & Educational Technology
Madeline Barnes	Athletic Trainer, Nationwide Children's Hospital
Dawn Burley	Business Manager
Ellen Kline	Director of Food Services
Doug Ellis	Director of Building, Grounds & Maintenance
Erin Ellis	Vice Principal of Admissions, Foundation & Alumni Relations
Katie Gillum	Vice Principal of Athletics & Student Services
Dr. Sally Lozada	Principal
Judy McGonagle	Front Office Manager
Josh Preece	Director of IT

### Faculty

Annie Benfield	English
Jacob Burley	Science, Math
Lisa Crow	Theater, Agriculture
Cathy Henry	Math
Diane Henry	Math Support Services
AJ James	Latin, English, Science
Melissa Krile	Intervention Services
Judy Rehrer	Band
Mike Sedlack	Sciences, Social Science
Sharon Silleck	Choir
Lynn Stevenson	English, Social Sciences
Abby Striker	Fine Arts
Nancy Striker	Spanish
Luke Thimmes	History, Social Sciences, PE
Anna Walcutt	Theology
Jacob Welsh	Theology
John Young	Mechanical Drawing

## CATHOLIC EDUCATION

Fisher Catholic High School is a Roman Catholic secondary school in the Diocese of Columbus. We celebrate the sacred liturgy of the Eucharist monthly as a school. All students attend the liturgies and are encouraged to participate. Our non-Catholic students attend along with our Catholic students. All students, Catholic and non-Catholic, are expected to show their respect for the sacredness of our Liturgies. While we cannot extend to non-Catholics an invitation to receive communion, we invite each student to accept a personal blessing rather than the Host. All students are expected to unite in prayer to and in praise of Jesus Christ, our Lord.

### **PRIVILEGE OF A CATHOLIC EDUCATION**

#### *Privilege of a Catholic Education Diocesan Policy 5000*

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese. Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extra-curricular activities.

Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal. Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law. Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level to leave the school.

### **AMENDMENT STATEMENT**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

## LETTER FROM THE PRINCIPAL

Dear Fisher Catholic Families and Students:

Welcome to the 2024-2025 school year!

We are excited for the new school year, and it is our hope that this will be the best year yet at Fisher Catholic High School!

The Student & Family Handbook is designed and developed to clearly set the expectations, rules, and policies of our school. This handbook serves as the contract between the school and its students and families, however, is not all inclusive. By attending Fisher Catholic High School and signing the Handbook Agreement Form you are agreeing to follow all rules, regulations, and policies that are included within.

It is expected that our students and members of the school community, as a whole, act in accordance with the values proclaimed in the Gospel at all times. All members of the Fisher Catholic community are expected to model their words and actions after those of Jesus Christ in all they do.

We all look forward to an exciting year filled with learning, growth, fun, and fellowship.

Sincerely,

Sally Lozada

Principal

## THE HISTORY OF FISHER CATHOLIC HIGH SCHOOL

Lancaster and Fairfield County have been fortunate to have over a century of Catholic secondary education. The roots of this tradition reach back to 1891, when Father Nicholas Pilger, pastor of St. Mary Parish, built and dedicated a secondary school. The new St. Mary High School would be distinguished by high spiritual and academic standards. Sisters of the Dominican order, already teaching in the grade school, began their long association with the high school. The school's first graduating class in 1894 consisted of ten students. Over time the classes grew and St. Mary High School began to take on its own identity. This growth would result in the need for a new building.

At the height of the Great Depression, a new high school was built next to the older building on East Chestnut Street. Thanks to the hard work and heroic sacrifice by the whole parish family, this building was built at a cost of \$150,000. Class sizes grew and the school remained an important source of education in Lancaster.

The growth of the Catholic community resulted in new parishes being created in Lancaster. With the creation of St. Mark and St. Bernadette parishes in the early 1960s there was a need to consolidate the high school as a destination for students from several parishes. The original building was reopened in 1961 to accommodate an expanding elementary enrollment.

The high school was renamed Bishop Fenwick High School. Bishop Edward Fenwick was an early missionary in Ohio and celebrant of the first Mass in Lancaster.

In 1970 a campaign was launched to build a modern facility for the purpose of educating Catholic high school students. Mrs. William V. Fisher, the wife of the late William V. Fisher, former chief executive of the Anchor Hocking Corporation, contributed one third of the necessary funds for the new facility. Significant contributions also came from the people of Fairfield County and the Diocese of Columbus. When the new building was opened in 1971, it was given the name of William V. Fisher Catholic High School.

The year 1985 found the school experiencing serious financial difficulties. Members of the community, both Catholic and non-Catholic, joined their efforts to pay off a large deficit and provide an Endowment Fund for Fisher Catholic. This drive helped to stabilize the school. The Endowment Fund continues to help the Fisher Catholic by providing tuition assistance to deserving students and stands as a testimonial to all who believed that it is important to have a Catholic high school in Lancaster.

Fisher Catholic High School continues to be known for its strong religious, academic, and extracurricular programs. A college preparatory curriculum offers an excellent education and numerous opportunities to grow and learn. Over 95% of graduating seniors go on to college or university level studies. An emphasis on strong religious education, along with a permanent campus minister, regularly scheduled Masses, and social justice opportunities combine to maintain our strong Catholic identity. The Irish athletic department offers 18 varsity sports, allowing many students an opportunity to participate. There are numerous extracurricular programs that include band, drama club, quiz team, debate team, foreign language clubs, Irish for life, worship team, student council, peer advocates and other clubs that enable the students to enrich their experience at Fisher Catholic High School.

Over the past 122 years, St. Mary, Bishop Fenwick, and Fisher Catholic have graduated over 4,000 young men and women. Irish alumni are serving in the fields of business, law, education, health care, politics, the military, homemaking, entertainment, the arts, and in the Church as priests, deacons, religious sisters and brothers, and laypersons active in their parishes. William V. Fisher Catholic High School is proud of its heritage. It is grateful to the many people who have contributed to its present position in the field of Catholic secondary education.

## FISHER CATHOLIC HIGH SCHOOL MISSION STATEMENT

We are dedicated to the development of Christian virtues, academic skills and social experiences by providing a strong academic foundation within the Catholic tradition.

### FORWARD

This handbook is designed as a reference guide for both students and parents as they seek information about Fisher Catholic High School's procedures, rules, expectations, and activities. The majority of questions that students and parents might have concerning these rules and regulations are answered in this document. If, however, you are unsure of an explanation or are unable to find the answer to your problem, please contact the school office. **The responsibility for knowing the content of this handbook is that of the students, parents, and guardians.**

### PHILOSOPHY

The educational process can assist the student in fulfilling his or her potential through the development of the intellect and the discernment of other important gifts and goals. The objective of this process is to prepare the person for continuing development in order to assume his or her responsibility as a contributing member of society in general and the Christian community in particular. A well-rounded education combines religious faith, intellectual challenge, academic excellence, and social responsibility. Fisher Catholic High School encourages our students to develop and increase the capacities for informed judgments, the appreciation of our cultural heritage, and the personal commitment to the Gospel call for faith and service, especially to those who are in greatest need. As a high school community, it is our responsibility to be a living witness of Christ's presence; therefore, we recognize Jesus Christ as our Lord, Savior, and Teacher.

### OUR BELIEFS

- Student learning is the chief priority of our school.
- Our school exists to further the Church's teaching mission by communicating the Catholic message, identity, and heritage to our students.
- Each student is offered an education that integrates the Catholic tradition within a curriculum that provides challenging experiences to increase individual student performance.
- All students can learn within a positive and supportive learning environment.
- Our school exists as an extension of the church's mission of social justice through fostering the human dignity of our students by widening their cognitive, spiritual, and aesthetic vision, while challenging them to personal growth and interpersonal responsibility.
- The Fisher Catholic community, including teachers, administrators, and parents, share the responsibility of advancing the school's mission.
- The commitment to continuous school improvement will enable our students to expand their opportunities for social and economic growth.

## PORTRAIT OF THE FISHER CATHOLIC HIGH SCHOOL GRADUATE

Taking the four symbols of our school crest: Enlightenment, Education, Understanding, and Activities, the faculty of Fisher Catholic pledges to work with the families in helping our students to achieve the following in the four years that they are with us:

### **Enlightenment:**

A Fisher Catholic graduate will be an example of a faith centered person who lives by the principles of the Catholic Church and who seeks truth and knowledge throughout his or her life.

### **Education:**

A Fisher Catholic graduate will be prepared to advance to higher achievement in college and career choices. He or she will feel confident about his or her abilities to succeed in that chosen path. A Fisher Catholic graduate will find a foundation on which to share his or her faith and education with the world and have a life-long love of learning.

### **Understanding:**

Fisher Catholic takes a holistic approach to education by providing for the academic, psychological, and spiritual needs of each student. Through his or her participation in the life of the community, a Fisher Catholic graduate will become an active member of his or her community and live in compassionate solidarity with all of creation.

### **Activities:**

A Fisher Catholic graduate has been involved in at least one school activity during his or her high school career. The Fisher Catholic graduate has been involved in activities that contribute to leadership skills, teamwork, and a sense of cooperation in order to achieve a goal.



# **FC** HANDBOOK CLAUSE

Fisher Catholic High School reserves the right to amend this handbook at any time as deemed necessary by the administration. Students attending Fisher Catholic High School, a private Catholic school, give up certain legal rights they would otherwise be entitled to if they were attending a public school. For example, freedom of speech, a constitutional right of all citizens outside the private Catholic school environment, is limited in many important respects here at our school. Speech, either written or oral, or any action contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is absolutely prohibited, as is any other speech or action which, in the sole opinion of the school administration, is contrary or disruptive to the philosophy and purposes of this educational institution. This handbook is not all inclusive. Situations may arise that are not addressed in this handbook and circumstances surrounding those situations may call for resolutions not contained in this handbook. The school administration reserves the right in those situations to make decisions that are in the best interest and fair to all involved parties.

## **ACADEMIC PROGRAMS**

One of the primary goals of our academic and religious programs at Fisher Catholic High School is to prepare students for post-high school education and lifelong learning. Our programs are designed to help students acquire the knowledge, skills, values, and character traits necessary for their future success in their chosen areas of pursuit. Morality, critical thinking, problem solving, understanding and discrimination in reading, viewing and listening, as well as the tools for research, are emphasized throughout the school's curriculum.

Each student is required to pursue a course of study encompassing theology, English, foreign language, mathematics, science, social studies, health, and physical education. A variety of electives are offered to enhance the student's skills and interests in areas including art, music, computer applications, and industrial technology.

**Every student is responsible for completing all coursework assigned by their teachers. If a student has outstanding assignments, an incomplete (I) will be issued for that quarter. Typically, by the 3<sup>rd</sup> week of the following quarter, if work is not completed, the I grade will become an F.**

## **ACADEMIC ACCOMMODATIONS**

Recognizing that some of our students have special academic needs, Fisher Catholic High School has established a system of academic accommodations for those students who have written documentation of a professionally diagnosed learning disability(ies). Although limited in scope, the accommodations may include extra time for tests, testing outside the classroom setting, and tutor supervised tests. A student may enter the program by going through an intervention and evaluation process with the school psychologist from Lancaster City Schools. Parents may initiate that process communicating with the Intervention Specialist.

## **COURSE SELECTION**

Appropriate selection of courses should provide a challenging curriculum that fits the ability level of every student. The students and their parents, with the advice and approval of the guidance and approval of FC staff make course selections. Efforts will be made to minimize study halls and to emphasize courses that will assist the student with their postsecondary goals and to expand their knowledge.

## GRADUATION REQUIREMENTS

The graduation requirements of Fisher Catholic High School exceed the minimum Ohio core curriculum as well as provide the religion requirements befitting a Catholic school of the Diocese of Columbus. The minimum number of credits and their distribution for each academic discipline are listed below:

### Course Credits

<b>Theology*</b>	<b>4</b>
<b>English</b>	<b>4</b>
<b>Foreign Language</b>	<b>Latin 1 &amp; 2 (of the same language)</b>
<b>Mathematics</b>	<b>4 (mathematics units must include 1 unit of Algebra 2 or Algebra/ Trigonometry.)</b>
<b>Science</b>	<b>3 (science units must include 1 unit of biology, 1 unit of physical science and 1 unit of advanced study in one or more of the following: chemistry, physics, or other physical science; advanced biology, anatomy or other life science, or other earth or space science.)</b>
<b>Social Studies</b>	<b>3.5 (social studies units must include a minimum of 1 unit of American History, .5 unit of Economics/Financial Literacy, 1 unit of American Government, 1 unit of World History )</b>
<b>Health</b>	<b>.5</b>
<b>Electives</b>	<b>3 (one must be a fine arts course)</b>
<b>TOTAL</b>	<b>25.5 credits</b>

### THE OHIO ACADEMIC HONORS DIPLOMA

Though not required for graduation, many Fisher Catholic High School students prefer to work toward receiving the Ohio Honors Diploma. 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. Each of these criteria go beyond the **standard requirements for a diploma for the classes of 2023 and beyond**. Students must meet the general graduation requirements (as stated above) and complete the requirements outlined below to qualify for honors diplomas. Students may replace one of requirements 4, 5 or 6 with a "Student Strength Demonstration."

To earn the **Ohio Honors Diploma**, the minimum number of credits and their distribution for each academic discipline are listed below:

Requirements	State Minimum
1) Math	Fourth math must be > Algebra 2
2) Science	One additional unit Advanced Science (total of 4 sciences)
3) Social Studies	One additional unit Social Studies (total of 4 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

\*Students can use OMJ Readiness Seal in 2 additional seals requirement if it is not used in Experiential Learning.

## STUDENT STRENGTH DEMONSTRATION

Students can use the Student Strength Demonstration to replace one of either the **ACT/SAT**, **GPA** *or* **World Language** requirement for any Honors Diploma. The Student Strength Demonstration options are listed below. The same options exist for each of the six honors diplomas\* but, where relevant, should reflect coursework or experiences relevant to the theme of the Diploma. For example, a student earning the Academic Honors Diploma and using the College Credit Plus option to replace another requirement for the diploma should have College Credit Plus courses relevant to the Academic Honors diploma.

### OPTIONS:

- [College Credit Plus](#): 12 total College Credit Plus credit hours
- [Advanced Placement](#): three courses with score of 3 or higher on AP tests
- [Career-Technical Assurance Guide](#) (CTAG): 12 total credits
- [Apprenticeship/Pre-Apprenticeship](#): Completion or Evidence of Acceptance if required to be older than 18
- [WorkKeys](#): Score of 6 or higher on all tests (\*void for Career-Tech Honors Diploma)
- [Armed Services Vocational Battery](#): Score of 50 or above on the ASVAB
- [Work-Based Learning](#): 250 total hours of work-based learning

## OHIO'S GRADUATION REQUIREMENTS CLASS OF 2023 AND BEYOND

([unlockyourfuture.org](http://unlockyourfuture.org))

Ohio's long-term graduation requirements take effect for the class of 2023. For students entering ninth grade on or after July 1, 2019, Ohio's new high school graduation requirements provide more flexibility to choose a graduation pathway that builds on a student's strengths and passions – one that ensures students are ready for their next steps after high school.

### 1. Credit Requirements (as outlined above)

**2. Competency:** Take the required tests and demonstrate competency. FCHS offers the IOWA Test of Basic Skills to all students. Students can demonstrate competency by earning a passing score on Algebra I and English Language Arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, additional options will be introduced, as determined by the state.

**3. Readiness:** Students can meet the readiness requirement by earning two **diploma seals**. In alignment with their graduation plan, students should be choosing seals that align with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and their post-high school pathway.

Of the **two seals students are required to earn**, at least **one of the two must be State-Defined**.

Ohio's 12 diploma seals are:

- OhioMeansJobs Readiness Seal (State-Defined)
- Industry-Recognized Credential Seal (State-Defined)
- College-Ready Seal (State-Defined)
- Military Enlistment Seal (State-Defined)
- Citizenship Seal (State-Defined)
- Science Seal (State-Defined)
- Honors Diploma Seal (State-Defined)
- Seal of Biliteracy (State-Defined)
- Technology Seal (State-Defined)
- Community Service Seal (Locally-Defined by FCHS. **Note: in completing ECHO requirements, students meet the requirements of this Seal**)
- Fine and Performing Arts Seal (Locally-Defined by FCHS)
- Student Engagement Seal (Locally-Defined by FCHS)

*More information is available at [education.ohio.gov/graduation](http://education.ohio.gov/graduation)*

## ACADEMIC INFORMATION

### Grading System

Numerical %	Letter Grade	4.0 Equivalent	Weighted Courses
93 – 100	A	4.00	4.20
90 – 92	A-	3.75	3.95
86 – 89	B+	3.50	3.75
83 – 85	B	3.00	3.20
80 – 82	B-	2.75	2.95
77 – 79	C+	2.50	2.75
74 – 76	C	2.00	2.20
70 – 73	C-	1.75	1.95
68 – 69	D+	1.50	1.75
65 – 67	D	1.00	1.20
Below 65	F	0.00	0.00

The lowest grade that can be given as a quarter average is 55%; for the fourth quarter, this minimum does not apply.

### Weighted Courses (if offered for registration):

Honors English 9, 10, & 11	Algebra IA	Honors American History	Physics
AP English 12	H US Government	Honors World History	
AP European History	Honors Biology	Honors Physical Science	
Latin 3 & 4	Honors Modern History	Calculus	
Spanish 3 & 4	Pre-Calculus	Honors Geometry	
Human Anatomy & Physiology	Algebra 2/Trigonometry	Advanced Chemistry	

### Year-Long Courses

Year-Long Courses last the entire school year, consisting of Quarters 1, 2, 3 & 4, as well as a Mid-Term Exam and Final Exam.

### Semester-Long Courses

Semester-Long Courses last half of the school year, which is one semester. These courses consist of Quarters 1 & 2, as well as a Final Exam or Quarters 3 & 4, as well as a Final Exam.

### AP & Honors Courses

Honors and AP classes can help prepare you for college in different ways. Honors classes are more rigorous than regular high school courses and can boost your GPA. Advanced Placement (AP) classes offer college-level work and can lead to a GPA boost and college credit. AP courses happen within the class settings of FCHS. At the end of the course, students complete the College Board AP Exam for each course. In addition to receiving FCHS course credit, the AP Exam score (1-5) may be

accepted by colleges and universities for credit at their institution. Honors and AP courses are graded on the weighted scale.

## **College Credit Plus (CCP) Courses**

CCP Courses are optional. College Credit Plus is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. Each CCP Course is worth 1.5 units of high school credit. CCP Courses appear on the FCHS Official Transcript and also on the college/university transcript.

- a) CCP not offered on FCHS campus – in the spring of the academic year prior to wanting to enroll in these CCP courses, students complete the state requested CCP process. Students/families work directly with the state of Ohio (for funding) and the college of their choice (for course registration). In order to participate, students must meet the admissions requirements of the college/university. Students typically arrange their FC courses and CCP courses at times that will not conflict. The number of CCP courses a student is able to register for is determined by the state.
- b) CCP offered on FCHS Campus – online courses offered as part of FCHS selection, and students receive CCP credit through the University of Pittsburgh. There is no process to complete with the state, as registration is through FCHS only.

## **Honors Recognition**

At the end of quarters 1, 2 & 3, a list of honors students will be compiled and posted based on the GPA for each student for the quarter. Students cannot have any Incomplete (I) grades issued in the quarter in order to make Honor Roll or High Honor Roll.

High Honor Roll = 3.75 and above    Honor Roll = 3.50 to 3.74

## **Athletic Honors Recognition**

The conference recognizes participating athletes who play at the varsity level, achieving 3.5 grade point average or higher for that quarter of play. Students cannot have any Incomplete (I) grades issued in the quarter in order to receive this recognition.

## **Laude Designation System**

The laude system is applied to graduating students (recognition at Graduation) based on the following cumulative grade point averages:

- Cum Laude                    3.70-3.79
- Magna Cum Laude    3.80-3.89
- Summa Cum Laude    3.90-4.00

## **Valedictorian and Salutatorian**

The purpose of selecting the valedictorian and salutatorian is to recognize the students who have demonstrated the highest academic achievement. These individuals must also possess the qualities of personal responsibility, good citizenship, sound moral and ethical values, and basic Christian virtues that this school professes as essential to its mission. The administration may select more than one valedictorian and/or more than one salutatorian when the students' academic accomplishments warrant such recognition. All high school academic records will be considered in order to achieve the most equitable recognition for each graduating class. The decision of Valedictorian(s) and Salutatorian(s) is made at the end

of the 3<sup>rd</sup> quarter of the senior year; at this point, students being considered cannot have any Incomplete (I) grades issued in order to receive this recognition.

### **Failures (for the Year) and Summer School**

The Fisher Catholic High School faculty recommends that students in all grades make-up all failures in summer school, if courses are available. All core classes must be made-up. Students failing more than two courses must meet with the school administration to discuss further academic options. After a student satisfactorily completes summer school courses, the student's transcript will show the credit earned under a "Summer School" heading. Summer school is only used for making up failed courses.

### **Failures/Total Credits – Graduation and Commencement Ceremonies**

In order to receive a diploma from Fisher Catholic High School, students must earn a minimum of 25.5 (Class of 2029 and beyond) high school credits as prescribed in this handbook. Seniors who fail one or more courses required for graduation will need to work directly with the administration to determine participation in the graduation ceremony.

### **Report Cards**

Report cards are issued at the conclusion of each quarter. Report cards will be delivered to the students approximately 7-10 days after the end of the quarter. Fourth quarter report cards will be mailed to the home address on file.

### **FACTS**

FACTS is available to all students and parents and provides up-to-date grade and assignment information for each student and each class. Parents are encouraged to stay in communication with their student's teacher with any concerns regarding the posted grades.

### **Google**

Google Classroom and the Google suite of apps complement the one-to-one Chromebook program implemented during the 2016-17 school year. Teachers and students will use these technologies as integral tools for teaching and learning.

## **DRESS CODE/UNIFORM POLICIES**

**Students must be in full uniform prior to entering the building at the beginning of the school day and remain so throughout the entirety of the school day.**

### **Daily School Uniform**

#### **YOUNG MEN**

- |            |   |
|------------|---|
| LANYARD/ID | School issued photo lanyard is strongly recommended   |
| PANTS      | Monogramed Pants - Black Uniform Pants<br>Monogramed Shorts (Quarters 1 & 4) – Black Uniform Shorts |
| BELT       | A black solid belt with no decoration is required with uniform pants/shorts                         |

SHIRTS	White oxford Shirts with FC IRISH logo – Long or short-sleeved, with button down collars buttons. Shirts must be completely buttoned except for the top button Monogramed Polo Shirts –Green or white, long or short-sleeved. Can be worn with pants or shorts. Must be tucked in. Shirts must be completely buttoned except for the top button
SWEATERS	Monogramed Sweaters– Grey or dark green V-Neck Cardigan or V-Neck Pullover with FC IRISH. Must wear a uniform oxford or polo under
SWEATSHIRTS	Hooded sweatshirts are not permitted. Team/Club Activity Sweatshirts are included in dress code (no hoodies), as long as they are within the colors of darker greens, darker grays, black, and darker blues. Students are permitted to wear club/team approved sweatshirts (does not need to be one from which they are a member) during the school day over their approved school uniform. <b>EXCEPTION: Mass Days</b>
FLEECE JACKETS	Monogramed Fleece Jacket – Black, dark green or grey full-zip or ¾ zip with FC IRISH logo.
UNDERSHIRTS	Solid white only
HAIR	All young men must be clean-shaven; facial hair is not permitted. Sideburns are not to be below the length of the earlobes and must be neatly trimmed. Natural colored, clean, neat, and professionally presented hair must never obscure a student’s face and must not fall below a student’s shoulders
SOCKS	Socks must be worn at all times
SHOES	No shoes that present a perceived danger to self or others
HATS	No hats or sweatbands
JEWELRY	No earrings, facial, or excessive/distracting jewelry
ACCESSORIES	No nail polish or make-up may be worn during the school day or at school-sponsored events. Buttons, patches, or other pinned on accessories are not permitted. Tattoos must be covered during school hours or when participating in extracurricular events.

## Daily School Uniform

### YOUNG WOMEN

LANYARD/ID	School issued photo lanyard is strongly recommended
SKIRTS/PANTS	Fisher Catholic plaid skirt (when standing, may not be shorter than 2 inches above the top of the knee) Monogramed Pants - Black Uniform Pants Monogramed Shorts (Quarters 1 & 4) – Black Uniform Shorts
BELT	A black solid belt with no decoration is required with uniform pants/shorts



BLOUSE	White oxford Shirts with FC IRISH logo – Long or short-sleeved, with button down collars buttons. Shirts must be completely buttoned except for the top button Monogramed Polo Shirts –Green or white, long or short-sleeved. Can be worn with pants or shorts. Must be tucked in. Shirts must be completely buttoned except for the top button
SWEATERS	Monogramed Sweaters– Grey or dark green V-Neck Cardigan or V-Neck Pullover with FC IRISH. Must wear a uniform oxford or polo under
TIGHTS	Solid navy, gray, white, or black tights are permitted. Tights with patterns or rips are not permitted. Leggings worn as tights must be solid color, no logo, no sheer fabric.
SWEATSHIRTS	Hooded sweatshirts are not permitted. Team/Club Activity Sweatshirts are included in dress code (no hoodies), as long as they are within the colors of darker greens, darker grays, black, and darker blues. Students are permitted to wear club/team approved sweatshirts (does not need to be one from which they are a member) during the school day over their approved school uniform. <b>EXCEPTION: Mass Days</b>
FLEECE JACKETS	Monogramed Fleece Jacket – Black, dark green or grey full-zip or ¾ zip with FC IRISH logo.
HAIR	Natural colored, clean, neat, and professionally presented hair must never obscure a student’s face.
SOCKS	Socks must be worn at all times
SHOES	No shoes that present a perceived danger to self or others
HATS	No hats or sweatbands
JEWELRY	No facial jewelry or excessive/distracting jewelry
ACCESSORIES	Buttons, patches, or other pinned on accessories are not permitted. Tattoos must be covered during school hours or when participating in extracurricular events. Nails are to be well-kept and not extreme in length

## **MASS ATTIRE**

**Official Dress Uniform Attire (Mass Attire) – All students are required to have at least one set of the official dress uniform. This will be worn on Mass Day, hosting guests/visitors at the school or when requested by the school administration.**

**Young Women Mass Uniforms** – White Irish Oxford, Plaid Skirt or Black Irish Pants, any type of shoes that are mostly one subdued color. If cold, only the grey or black fleece is permitted

**Young Men Mass Uniforms** – White Irish Oxford, Irish Tie, Black Irish Pants, any type of shoes that are mostly one subdued color. If cold, only the grey or black fleece is permitted

**For Mass: NO JACKETS or SWEATSHIRTS of ANY KIND; ONLY Irish Black or Gray Fleece are permitted**

**Please Note: As a sign of reverence and respect, students may not wear any shorts when attending Mass.**

## **FC Spirit Days Dress Code**

- Students can wear Fisher Catholic t-shirts, sweatshirts, jeans (with minimal holes), athletic pants
- No tight fitting or bike shorts
- No yoga pants
- No tank tops, sleeveless shirts, or ripped shirts
- No earrings (for young men) and only 2 earrings per ear (for girls), no facial piercings
- No pajama bottoms
- No bare midriffs
- No hats or caps

## **Team/Club Dress Up Days**

### **YOUNG MEN:**

- Tie required
- Dress pants
- Dress shirts (no denim shirts)
- Dress shoes and socks, no sneakers
- No polo shirts or logo t-shirts
- No see-through clothing

### **YOUNG WOMEN:**

- Dress or appropriate blouse, sweater and skirt or dress pants (no denim of any kind)
- Skirts/dresses are to be same appropriate length as uniform skirts
- No stirrup pants or leggings, unless covered by a dress or skirt of appropriate length
- No sleeveless tops or sleeveless dresses unless covered at all times by a blazer or sweater
- No see-through clothing

## **Special Note**

Administration reserves the right to make judgement on uniform issues not covered in the above policy if they are deemed to be distracting. The Dress Code should be followed according to the items identified as acceptable. The Dress Code/Uniform Policies do not attempt to include every category or item that is unacceptable. The Fisher Catholic administration and faculty reserves the authority to interpret and to enforce the Dress Code/ Uniform Policies. “Dress Up” or “Spirit Days” may be cancelled based on patterns that are NOT in accordance with the Dress Code Policy. For example: dresses, skirts, or shorts that are too short.

## **Parent–Teacher Conferences**

**Parent-Teacher conferences are not part of the regular school calendar.** While we do have Meet the Teacher Night, there is not enough time for one-on-one discussions about specific students.

Throughout each quarter, teachers will be contacting parent/guardian if a student is earning less than 70% in class or when there are concerns about a student's progress in class. If a teacher(s) and/or parent(s) feel that it would be helpful to meet face-to-face, a conference can be arranged.

Parents/guardians may call the school during the day to leave a message for a teacher regarding an appointment; however, parents/guardians are highly encouraged to use email as a means of communication with teachers.

## ACADEMIC ADVISORS: PLANNING FOR THE FUTURE

The Academic Advisors of Fisher Catholic High School have the main responsibility to help students succeed in school and to assist them in their plans for the future. The Academic Advisors focus on academic, personal, and career direction. The duties of Academic Advisors:

- direct the scheduling process, by reviewing academic records and performance
- distribute transcripts on behalf of the students
- to work directly with FC Testing Coordinator to schedule and administer all required testing (ACRE, IOWA, ACT, PSAT, AP)
- to provide assistance in the exploration of college options, scholarships, and occupations
- to provide personal support and referrals to outside counseling agencies as needed

### College Application Policies

- Application Submission:** Students are responsible for completing and submitting their college applications and meeting all college deadlines.
- Transcript Submission:** All requests for transcripts must be made via fishercatholic.org at least 7-10 school days prior to the college deadline. Any counselor forms that need to be sent with a transcript must be given to the student's Academic Advisor at least 10 school days prior to the college deadline. Signing this handbook acknowledgement form gives Fisher Catholic permission to release student transcripts to colleges and scholarships to which the student requests.
- ACT/SAT Scores:** Many colleges do not accept ACT/SAT scores printed on a student transcript, and students have the right to choose which scores are sent to colleges. Therefore, Fisher Catholic does not include test scores on official transcripts. Students must log into their ACT or SAT student account online and request that their official scores be sent to colleges.
- Letters of Recommendation:** Students must request letters of recommendation at least 10 school days prior to the college/scholarship deadline. All requests for letters must be handled directly between the student and staff and/or faculty. Teachers may choose to mail the letters directly to the college/scholarship or give them to the student.

### Access to Student Records

#### Diocesan Policy 5125.0: STUDENT RECORDS – ELEMENTARY AND SECONDARY

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. Those who are permitted to view individual student records are:

- a) School personnel

- b) Parent(s)/guardian(s) of a minor student
- c) The student who is 18 years of age or older
- d) Non-custodial parent of an individual minor student unless denied access by a court order
- e) Officials of other schools to which the student transfers

Student permanent records are found in the Guidance Office. Records may be reviewed by the parent or student with a 24-hour notice. A written request to view the records is appreciated but not required.

Parents(s)/guardians(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

## **Standardized, Proficiency, and Advanced Placement Testing**

- Grade 9- Ohio's Alternative Assessment IOWA
- Grade 10- Optional PSAT and Ohio's Alternative Assessment IOWA
- Grade 11- Optional PSAT/NMSQT, pre-SAT/National Merit Scholar Qualifying Test, ACT at no cost as an Ohio graduation option.
- Grades 11 & 12- ACT and recommended college/service entrance tests
- Grades 10, 11 & 12- Advanced Placement (optional exams available with some courses)

## **Course Change/Drop Policy**

Students may request a schedule change by filling out a Schedule Change Request Add/Drop form. Every effort will be made for students to change courses as needed. All course changes must be approved by the parent, teacher, and school administration. The following deadlines must be adhered to:

- 1st semester only courses - drop deadline end of 1st quarter
- 2nd semester only courses - drop deadline end of 3rd quarter
- Year-Long courses - drop deadline end of first semester

## **Course Audit Policy**

Every effort is made to ensure that students are placed into courses that are appropriate for their academic ability. All students must receive a grade and credit for the courses that they are taking. If a mistake in placement is made, students will be switched to a more appropriate class. Students may not audit courses.

## **THE NATIONAL HONOR SOCIETY**

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals (Reston, VA). National Honor Society membership is open to juniors and seniors upon invitation. The NHS selects its members based on national standards. There are four qualities required of its members: scholarship, character, leadership, and service. To qualify scholastically, a minimum of a 3.5 cumulative grade point average is required.

The criteria and procedures are as follows:

## 1) Eligibility

- a) Members of the junior and senior classes who have attained a 3.5 cumulative grade point average will be eligible for consideration. The National Honor Society Advisor will inform candidates of their eligibility.
- b) A candidate must maintain a 3.5 grade point average during candidacy.
- c) A candidate not selected as a junior may be eligible for selection the following year as long as the 3.5 grade point average is maintained.
- d) Candidates who have been issued an In-School Suspension or Out-of-School Suspension in the year they apply, are not eligible for consideration.
- e) A candidate must have attended a minimum of one school year at Fisher Catholic High School to be considered for membership.
- f) A candidate may choose not to be considered. He/she may be asked to sign a waiver indicating refusal to apply.

## 2) The Selection Process

- a) Candidates must submit an application packet which includes the candidate's credentials in the categories of leadership, service, and character. **These activities must be from the most recent two years.** Names and phone numbers of advisors, moderators, coaches or others who have supervised their participation in these activities must be included. Two letters of recommendation are also required.
- b) Evaluation procedures include the following factors:
  - i) All current teachers as well as previous year's teachers are asked to evaluate a candidate's leadership, service, and character. No one teacher can block selection of a candidate.
  - ii) Supervisors will receive a detailed form on which they will evaluate a candidate in terms of not only character but also leadership and service.
  - iii) All ratings are based on a one (low) to ten (high) point scale.
- c) A total of 15 hours of documented service are required. These must be hours beyond those achieved through other Fisher required service and ECHOs.
- d) All requested materials must be returned to the NHS Advisor on time. **Late Material** will not be considered when reviewing the student's candidacy.

## 3) The Faculty Selection Committee

- a) The principal appoints five (5) teachers to the committee.
- b) The Faculty Selection Committee reviews the data gathered.
- c) The Faculty Selection Committee then makes recommendations to the NHS for candidate induction.
- d) Administration has the final determination on who is inducted to NHS.

## 4) Membership

- a) Requirements
  - i) Maintain a 3.5 or better cumulative GPA
  - ii) Attend monthly meetings
  - iii) Participate in the Student Tutoring Program if applicable
  - iv) Participate in a personal and/or group service project.
- b) Warnings and Dismissals: Failure to meet the requirements of membership as stated could result in dismissal from the Society (see paragraph below).

A member is never automatically dismissed for failing to maintain standards. However, members “are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection...they are allowed limited warnings during their membership but in the case of flagrant violation of school rules or civil laws, a warning is not necessarily required.

- c) **Dues:** No dues are required for membership.

## STUDENT HONOR CODE

As a Catholic school we uphold the values of honesty and personal integrity and expect our students to demonstrate the highest standards of morality and ethics in their academic work and all other activities. *Any act that would bring shame or disgrace or hurt the reputation of our community as a Catholic school is considered a violation of the honor code.*

### Violations of the Student Honor Code

**Cheating:** Cheating includes but is not limited to violating a teacher’s testing or evaluation process; defacing a test or answer sheet; the use of a cell phone or any other unauthorized aid during the test; sharing test questions with anyone prior to, during or after the test; being in possession of testing materials used in previous course offerings; attempting to remove test materials from the room in which they reside, and more generally when submitted documents/assignments fail to match the voice or content that is traditionally submitted by a specific student (calling into question whether or not this student actually did the work). Incidents of cheating will be referred immediately to the administration.

**Plagiarism Policy:** Plagiarism is the use of another person’s ideas, words, or thoughts as if they were one’s own. It is, by its very nature, a form of cheating and violates our school’s honor code.

#### Plagiarism from a Written Source

Plagiarism from a written source occurs when a student uses the exact words, a close paraphrase, or a unique idea from a resource material or from any printed or electronic source. On research and essay papers, this type of plagiarism is avoided by end-noting citations as outlined in the MLA (Modern Language Association) style manual that is available [online](#) or through the English Department. **If a student is in doubt as to whether or not a particular idea or section needs to be noted, he/she should check with the teacher. In general, the rule is simple: if in doubt, cite the source.**

**Consequences:** Students found to have violated the above Student Honor Code will be subject to the following actions:

- 1) The student will immediately receive a ZERO on the assignment.
- 2) At the first determined incident of cheating, the student(s) involved will be sanctioned to 1 day of In School Suspension (ISS). Any missed schoolwork will be able to be made up at full credit.

Students will not be permitted to participate in any school activities for the duration of the ISS.

- 3) At any subsequent incidents of cheating, the student(s) involved will have an extended ISS, possible suspension and/or expelled, depending upon the circumstances.

## RELIGIOUS FORMATION AND MINISTRY

The Religious Formation and Ministry programs are founded on the basic premise that the Catholic School exists to further the new evangelization through intentional discipleship.

**In [Educating Together in Catholic Schools](#), the Congregation for Catholic Education identified the fundamental aim of the Catholic school as one of “forming the person in the integral unity of his being.” In response to this call, Catholic schools in the United States shine forth as beacons of hope in our increasingly secular culture. More than ever, we need strong Catholic schools, perhaps our most effective means to bring families and children to completeness in the image of Jesus Christ.**

As a Catholic Christian community, we share the tasks to proclaim Christ’s message, to participate in efforts to develop community, to lead people to worship and prayer, and to motivate everyone in the spirit of service and justice.

### **Opportunities for Spiritual Growth**

**All School Masses** will be offered once a month as an opportunity to gather as a community in order to worship the triune God of Christian faith and to be nourished by Word and Sacrament.

Students will also have the opportunity to spend some extra time in prayer at a chapel service immediately after school once each month. Confessions will also be available at this time.

Eucharistic adoration will also be available for the students and community once each month in the school chapel. Community members may also participate but must sign in at the Front Office.

### **Retreat Program** (retreat opportunities may vary from year to year)

The retreat program at Fisher Catholic has been developed to allow young people time away from their everyday routine for the purpose of reflection, prayer, and encounter with Jesus Christ. Given this opportunity to meet and deepen their relationship with Jesus also allows them to deepen their relationships with their classmates since the more they come to know Jesus the more they are led to see Him in their brothers and sisters. While on retreat, the students are encouraged to apply the content of the Catholic faith to their own lives by engaging in age-appropriate exercises involving diverse learning styles. They are also provided with time for silent prayer and meditation. In the end, the hope is that students will recognize that the Christian faith is a personal faith; that is, it is about personal relationship with Jesus and with His Body, the Church.

#### **A) 9<sup>th</sup>, 10<sup>th</sup> & 12<sup>th</sup> Grade Days of Reflection (Mandatory)**

Our freshmen, sophomore, and senior retreats are held during the school day. It is the student’s responsibility to arrange transportation to and from the location and to bring lunch, if we travel to an off-campus location. The themes of these retreats will vary depending upon the needs of the community but will include prayer, morality, spirituality, and living as a disciple of Jesus Christ.

## **B) 11th Grade Retreat (Mandatory)**

Our junior retreat is more extensive, often involving an extended stay away from campus. It may be the student's responsibility to arrange transportation to and from the location, though FCHS traditionally tries to arrange. The themes of these retreats will vary depending upon the needs of the community but will include prayer, morality, spirituality, and living as a disciple of Jesus Christ.

## **Service/Stewardship Programs**

Jesus talks about stewardship a lot. In fact, about 50% of his parables dealt, in one way or another, with stewardship. We are called by Christ to use our talents, time, and treasure to further His Kingdom on earth and we will all have to render an account to Him of how we used the gifts He gave us in service to Him in our brothers and sisters (cf. Mt 25: 31-46). To help the FCHS students practice being good stewards of the gifts God has given them they are called to be of service to their community, especially those members of the community who are most in need.

### **A) Encountering Christ in Helping Others (ECHO):**

Freshmen, sophomores, juniors, and seniors are required each year to complete a minimum of **4 ECHO encounters** of service to the community outside of the school. Service reflections will be submitted and graded in Theology classes. Upon the arrival of the new quarter or (in the event of the 4<sup>th</sup> quarter) the closing of the school year, failure to complete the required number of ECHO encounters may result in an Incomplete grade for the quarter; failure to complete the incomplete work causes the I grade to turn to an F.

### **B) Family Service Hours:**

Families are required to complete 15 hours of service to the school each season (fall, winter and spring). Failing to complete Family Service Hours will result in a \$250 bill to the family. If the family has worked partial hours and logged them as required, an adjusted bill will be sent. Family service hours **must** be served with FCHS and can be in a variety of areas of the school. The time served is logged by clicking on the button on [fishercatholic.org](http://fishercatholic.org) "Family Service Hours".

## **ATTENDANCE, ABSENCE, TARDINESS AND TRUANCY**

### **2024-25 Diocesan Sick Policy**

Students who are ill should be kept at home to help control the spread of germs. Sick students expose other students and staff members they encounter. This is disruptive to the educational process and to other students and their families. Please follow the guidelines below to help keep our school safe and healthy:

- 1) Please report to the Front Office if your student has a communicable disease. Students are expected to remain home during the communicable period of the disease as indicated by your healthcare provider. Please provide a note from the healthcare provider upon return or a parent note that includes diagnosis, date of diagnosis, date of first symptoms, date of expected return, and best contact number for parent or guardian.
- 2) If your student shows these signs of illness, they must remain home (or will be sent home from school):



- **Fever** - Fever is defined as having a temperature of 100.4 F. A child needs to be fever-free for a minimum of 24 hours without the help of fever reducing medication before returning to school.
- **Diarrhea, stomachache and/or vomiting** - The student must remain home for 24-48 hours after stomachache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
- **Difficulty breathing** - Student should stay home until he or she is feeling better and his or her activity level has returned to normal.
- **Sore Throat** - Student should stay home if he or she has a red throat, swollen glands, and/or difficulty swallowing.
- **Loss of Taste and Smell** - Student should seek medical evaluation.
- **Uncontrolled cold symptoms interfering with the student's ability to learn (i.e., persistent coughing and/or persistent/active runny nose)** - Student should stay home until symptoms are improving and he or she can participate in class.
- **Other symptoms** - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache, and/or are not able to participate in class should stay home until recovered and/or see their healthcare provider.

In the event a student becomes ill during the school day, the parents will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification.

## Attendance

- 1) Section 3321.01 of the Revised Code of Ohio states that a child between six and eighteen years of age is of compulsory school age. Section 3321.04 further stipulates that the parent of any child of compulsory school age must send the child to a school which conforms to the minimum standards prescribed by the State Board of Education. The State of Ohio requires schools to be in session for 1100 hours for students grades 7 through 12 unless through some act of God or other emergency this quota cannot be fulfilled.
- 2) Attendance in class is a basic requirement for academic success. Any absence detracts from this requirement and prevents the student from fulfilling an essential condition of earning credit for scholastic work.
- 3) Fisher Catholic High School day begins with a warning bell at 7:45 am and a tardy bell at 7:50am. The day ends at 2:33 pm.
- 4) School will be in session each scheduled day unless officially announced otherwise by the principal or other building official.
- 5) Students who are absent are not to be on the school grounds during the school day for any reason.

## Absence

The parent or guardian of a student who will be absent from school for a valid reason must call the office or email [FCHSattendance@cdeducation.org](mailto:FCHSattendance@cdeducation.org) between 7:00 am and 8:30 am with a daily explanation of the student's absence.

In addition, on the day of the student's return to school, the parent or guardian must send a note explaining the reason for absence, the duration of the absence, and the date on which the student is returning to school. **This note must be sent even though the parent or guardian had previously phoned the school. The absence will be considered unexcused until a note is turned into the office.**

The school office will call the home/work number of any parent who has failed to call the school and account for a student's absence. In the event that the school authorities are not satisfactorily informed about the absence, the student will be considered truant.

#### **A. EXCUSED**

1. Absence justified by a medical facility/doctor's note given to the Front Office
2. Passing of family member with time related to funeral, travel; verification can be documented in a variety of ways (Front Office can clarify as needed)
3. Mandated court appearance with written verification provided by court
4. Required school-related field trip, retreat, documented ECHO encounter
5. College visits with documentation provided to Front Office upon return to school

We recognize that there are days when an unexpected fever, stomach issues, headache, etc. occur. These are not necessarily things that would require a doctor's appointment, rather a day of rest and time to let the bug pass is more appropriate. As such, our system has added **9 EXCUSED-BY-PARENT days each school year**. After the 9 Excused-by-Parent days are exhausted, each day that does not meet the criterion listed in 1-5 above will be unexcused. Written documentation for the reason of the absence is required. **Excused-by-Parent is *not permitted to be used on Senior Skip Day(s)*.**

#### **B. UNEXCUSED**

1. Everything not listed above, in addition, see the following:

Absence from any class for more than 20 minutes is considered absence from the entire period.

Absence amounting to more than four (4) periods will be counted as a full day's absence.

Absence for reasons other than personal illness, scheduled medical related appointment, death of a relative, or family emergencies are not normally considered valid reasons for missing any part of a school day.

Any student absent **from a class more than 25 school days (14 days in a semester class)** without documentation provided by a medical professional under whose care the student is, **may not receive credit for that class.**

Any student who is **absent from school more than 25 full days (14 days in a semester class)** without documentation provided by a medical professional under whose care the student is, **may not be promoted to the next grade or not be able to graduate.**

#### **C. TRUANCY**

At 13 unexcused absences, a notice will be sent to the Fairfield County Truancy Office. At 25 days, charges will be filed with the same.

### **Tardiness**

The school day begins at 7:50 am with the student reporting directly to their first period class. A student who enters the building after the 7:50 am bell must report directly to the Front Office and receive a tardy slip.

#### **A. MORNING TARDIES**

1. A student is permitted five (5) emergency tardies to school per quarter without penalty.
2. When student reaches the **sixth** tardy for the quarter, the student will receive an after-school detention
3. When student reaches the **seventh** tardy for the quarter, the student will receive an in-school suspension for the duration of one full school day
4. Further tardies will be addressed by administration

#### **B. CLASS TARDIES**

1. A student is permitted two (2) tardies to class per quarter without penalty
2. When a student reaches **third** tardy for the quarter, the student will receive an after-school detention
3. If a student reaches any additional tardies, the student, teacher and administration will determine the best consequence/solution

### **Late Arrival/Early Dismissal**

The course schedule for some junior and senior students allows for late arrival and/or early dismissal to/from Fisher Catholic.

**The following procedure for such requests is to be followed in order for the early dismissal or late arrival to be in effect:**

- 1) Requests for an early dismissal and/or late arrival should be on the correct form, signed by the parent/guardian
- 2) The student is to present the request to the Front Office for approval at the beginning of the school year or semester. *No participation in early dismissal or late arrival until this form has been received.*
- 3) In the event of poor academic performance, the early dismissal and/or late arrival may be removed from the student's schedule and replaced with support services.

### **Make-up Work After Absence**

The following provisions apply to any absence. The spirit of these provisions is to offer each student a definite opportunity, as well as to remind the student of his/her responsibility, for making up any class or homework missed due to absence.

- 1) The student must contact each of his/her teachers on the first day upon returning to school. The student must find out what long or short-term assignments were made/missed during his/her absence.
- 2) Full make-up can be required for credit. One day will be granted to make up assignments or tests for each day of absence.
- 3) Students who are absent on the day of a test, but present the previous day, they are responsible for making up the missed test within two days of returning to school. If a student is absent the day before the test, but present the day of the test, the student may be given a one-day grace time for make-up.

### **Vacation Policy**

We strongly discourage families from planning vacation during the scheduled school time. Vacation days other than those that appear on the Diocesan approved Fisher Catholic school calendar are unexcused absences. Unexcused absences negatively impact on 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, they must complete a pre-arranged absence request form at least three weeks before the proposed absence/vacation date for approval by the principal. It is the parent's and student's responsibility to understand the following guidelines in completing make-up work.**

- (1) Student and/or parent may request work in advance, but the teachers 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 teachers on the last day prior to departure
- (3) 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 for the three days upon his/her return to gather assignments, and to make up quizzes and tests
- (4) 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. The student may have to take a -0- for this work
- (5) The student is responsible for contacting his/her teachers to schedule a time to complete all missed tests or quizzes. Any work that is not completed within three days may be assigned a grade of -0-
- (6) Parents need to be prepared to hire a tutor in cases where a student is not able to master, on his/her own, new material
- (7) If a quarterly assessment is missed, the student must make arrangements prior to departure to take the exam. Otherwise, the student will be assigned a grade of -0-

## **Attendance and Activities**

Students participating in extracurricular activities must attend school during the day to participate in any event. Students who are absent from school or who arrive at school after 9:33 a.m. will not be permitted to participate in any official athletic contest or practice and/or extracurricular activities unless a doctor's note is turned into the office. This also applies to the day following any official athletic contest and/or extracurricular activities. Documented college visits are a permitted absence prior to or following an athletic and/or extracurricular contest, practice or activity.

\*While every effort ought to be made to be in school on the day of athletic contests there are exceptions to this policy:

- 1) A student who has made every effort to visit a college and can only go on the visit on the day of an athletic contest or extracurricular activity may participate in the after-school event with an excuse note from the parent and the college.
- 2) Any other situation that arises will be determined at the discretion of the administration.

## **Absence on Test Days**

Teachers will work in a spirit of Christian cooperation with students on making up tests after absences. For consistency, the following guidelines are to be observed:

1. If a student is absent the day before a test, but present the day of the test, the student may request a one-day grace period prior to the start of the test. (The teacher has the authority to require that the student take the test, especially when the test was announced in advance of the day of absence.)
2. Students who are absent the day of the test, but present the previous day, are responsible for making up the missed test the day they return to school.
3. Students who arrive at school on the day a test has been given, but who have come too late to take the test during their scheduled class, may be required to take the test that day during a study period.
4. Teachers and students should work together on making up tests after an extended absence. However, students who are absent only two to three days should, under normal circumstances, make up all work within one calendar week.

## **Closed Campus**

- 1) Do our part to provide a classroom atmosphere that is conducive for our fellow students to learn, and to work to the highest level of their ability, and to allow the teacher to teach without disruption or distraction.

The academic nature of the school requires minimum interruption to the school day. For this reason, Fisher Catholic is a closed campus. Students are expected to remain on the campus from the time they arrive until dismissal. Students may not leave the campus during school hours unless prior approval is given by the principal.

## **CONDUCT AND DISCIPLINARY CODE**

Appropriate conduct on the part of all students helps to create a safe and fair environment for students, staff, teachers and visitors. In addition, we believe that learning, experiencing and accepting consequences for inappropriate behavior are essential for the social, moral and spiritual development of all students. The teachers and staff are expected to treat students fairly, showing gentleness when possible and firmness when necessary.

The following statements should be the hallmark of every student at Fisher Catholic High School:

- 1) Respect authority and help to create an environment of law-abiding citizens with their peers
- 2) Treat all adults in our school with equal respect and follow their instructions
- 3) Create a school environment that respects the uniqueness, individuality and differences of all people, no matter their race, sex, religion, and physical appearance, academic or athletic ability
- 4) Obey the rules contained in this handbook in both spirit and letter
- 5) Respect and protect the property of others
- 6) Be drug-free and be sure others work towards the same goal
- 7) Dedicate ourselves to assisting the less fortunate in our community
- 8) Treat all peers with kindness & respect
- 9) Contribute to the success of Fisher Catholic through support of fundraising efforts
- 10) Strive always for a close relationship with God and allow God's presence to be easily observable in all our endeavors.

## Enforcement of Discipline

Obligations exist on the part of the student to obey school rules and policies and to respect the rights of other people. These obligations constitute the common law of the school. It would be impossible to frame rules which govern all cases of student behavior. **Therefore, it must be understood that this Handbook is not all-inclusive.**

Students are obliged to know and observe the rules and guidelines outlined in the Handbook, as well as any forthcoming during the school year. Failure to do so renders the violator subject to whatever sanction the school authorities decide are appropriate. The establishment of sanctions will depend upon the seriousness of the offense.

In all cases, Fisher Catholic is concerned not only that discipline be administered, but more importantly, that the cause of the problem be determined and corrected. It is a school goal that students will develop self-discipline.

All employees of Fisher Catholic are entrusted with the responsibility of enforcing all school rules and policies.

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 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 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.

The following behaviors although not all inclusive are violations of expected conduct of Fisher Catholic Students and may be subject to the following discipline procedures and consequences:

### **Minor Violations (Detention) Major Violations (Detention, Suspension, or possible expulsion)**

#### **Minor Violations**

- Electronic Device Misuse
- Disrespect outside of class
- Dress Code
- Inappropriate Language
- Defiance, Disruption, Disrespect
- Tardiness
- Lack of Preparation
- Misuse of Technology
- Displays of Affection

#### **Major Violations**

- Chronic Teacher Managed Behavior
- Academic Dishonest
- Fighting
- Property Misuse
- Harassment
- Bullying
- Physical Contact
- Repeated dress code violations
- Truancy
- Forgery or Theft
- Drugs/Alcohol
- Tobacco/Juuling/Vaping
- Academic Dishonesty
- Property Damage
- Weapons
- Vandalism
- Threats (even veiled)
- Intimidation
- Inducing Panic

## **Process for Violations**

**Minor Violations:** Teacher determines consequences - warning, detention

**Major Violations:** Send student to office or call to have student removed - Administrator determines consequences

Students who are referred to the office for repeated violations of teacher managed behaviors or for a violation of office managed behaviors are subject to detention, in school suspension, out of school suspension, or expulsion. The consequences shall be determined by the school administration based on the circumstances surrounding the violation. Knowing that each situation is different and unique, school administration will look at the antecedent (what caused the behavior), the behavior itself, and will then determine consequences.

## **Detention Breakdown/Explanation**

Per semester:

- After 6 Detentions = In-School Suspension and parent meeting
- After 9 Detentions = Out-of- School Suspension (2 days)
- Further disciplinary action may result in expulsion.

Students who are assigned a detention must serve the detention on the next scheduled detention day. Detentions will be scheduled on Thursdays after school from 2:40-3:10. Students must report to detention on time and stay for the entirety of the detention. Detentions supersede any activity or commitment. A student who does not serve the detention at the assigned date and time will receive an in-school suspension in addition to still having to serve the detention. The only exception for missing a detention is if a student has an excused absence from school.

## **In-School Suspension (ISS)**

In-school suspension can be given by the administration to any student in grades 9-12. Students are to report to the school office by 7:40am the day of their in-school suspension. Students will do class work and have lunch isolated from the other students and under adult supervision. No later than the next school day the principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension, both verbally and in writing, stating the reason(s) for the suspension. A student placed in In-School Suspension may not attend or participate in any school sponsored activity or athletic event. Students can make up all missing work for 100% credit.

## **Out-of-School Suspension**

Out of school suspension can be given by the administration to any student in grades 9-12. While we realize that this may be a burden to parent(s), the school should not have to incur the burden or expense of monitoring students as a result of their inappropriate behavior. This responsibility should be on the parent(s).

While suspended, a student may not come onto school grounds or be in the building without the express permission of the administration or to attend a conference with the administration. A student on suspension may not attend or participate in any school sponsored activity or athletic event. Students may make up missed work for 80% credit.

Serious misconduct is cause for suspension, or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students,

teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the Diocese or school. For such conduct the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure described below.

If the parent or guardian has not been reached on the day the misconduct occurred, and prior to the start of the next school day, the student may be placed in an in-school suspension. In the case of an in-school suspension, they will do class work isolated from the other students and under adult supervision. No later than the next school day the principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension, both verbally and in writing, stating the reason(s) for the suspension and requesting that the student and the parent(s) or guardian(s) meet with him/her to review the matter.

Within three school days of the suspension, the principal or administrator in charge shall meet with the student and the parent(s) or guardian(s) to discuss the disciplinary problem and to inform them of the possible consequences: either to readmit the student to school, extend the period of suspension, or expel the student.

By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s) or guardian(s) of his/her decision, to readmit the student to school, extend the period of suspension, or expel the student. If the decision is to extend the period of suspension, the length of this period shall be indicated; the suspension period may not exceed 10 school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

## **Expulsion**

If the student is expelled, the principal or administrator in charge shall notify the parent(s) or guardian(s) and the superintendent of schools, in writing, clearly stating the reasons for the expulsion. This notification shall also inform the parent(s) or guardian(s) and the student of the right to appeal the expulsion to the local school board. If the school does not have a board, or if the school board does not have an appeals procedure, or if the student and the parent(s) or guardian(s) choose to waive an appeal at this level, the principal or administrator in charge shall notify the parent(s) or guardian(s) and student of the right to appeal the expulsion to the Diocesan Grievance Committee.

## **Behavior Off Campus**

### **Diocese of Columbus Policy 5140.11 and 5140.12:**

Consequences of threats to welfare and safety: If a student is found to be in violation of Policy 5140.11 or 5140.12, any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include:

- 1) Detention
- 2) Counseling/family counseling
- 3) Approved school/community service
- 4) In-School Suspension
- 5) Referral to Juvenile Court and/or other appropriate law enforcement agency
- 6) Suspension from school



- 7) Expulsion from school following suspension; and
- 8) Diversion programs

## **Harassment Policy**

Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

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, 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.

Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to the following:

- Offensive and/or unwanted 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/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.

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 conducted 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.

A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

Any person who believes he/she is subject to harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal, or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

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 consider the individuals and circumstance such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

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

## **Bullying**

### **Diocese of Columbus Policy 5140.02**

The Diocese of Columbus and Fisher Catholic shall not tolerate any bullying on school grounds or at any school sponsored activity on or off campus. Including, but not limited to, cyber threats, text messages, and/or phone calls.

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

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

The Diocese and Fisher Catholic expects students and parents who become aware of an act of bullying on school grounds or off school grounds to report it to the school principal or assistant principal by filling out the bullying report form that is available in the main office for further investigation. This form must be completed for an investigation to begin. The principal or assistant principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

## **Hazing**

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Hazing is defined as doing any act or coercing another to do any act of initiation into any student or other organization that creates substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in the policy.

## **Substance Abuse**

### **Diocese of Columbus Policy 5131.1**

The Fisher Catholic community of students, parents and faculty acknowledges the adverse effects that the use of alcohol and other drugs have on the performance of students both in academics and extracurricular pursuits. In addition, the legal ramifications can be devastating to students' futures when convicted of activities that are illegal. Our policy has been developed to discourage use and to assist students who are in need of help.

Students are welcomed and encouraged to seek assistance for their problems of use and/or abuse. The fact that a student is seeking help for him/herself and/or a friend is a positive act, and therefore, no disciplinary action will occur if this assistance is asked before the student is found in violation of the policy.

Success of any school program rests with the parents. If parents do not believe in teenage abstinence from drugs and alcohol, they become enablers. They also risk legal action.

The following policies have been approved by the William V. Fisher Catholic High School Advisory Board to the Principal and are in effect for the 2010-11 school year and after:

1. A student should not knowingly disseminate, possess or use any alcoholic beverage, illicit drugs, amphetamine, anabolic steroids, barbiturate, hallucinogenic drugs, marijuana, narcotic drug, volatile chemical, inhalant, intoxicant of any kind, performance-enhancing drug, prescription drugs not prescribed to the person taking them, over the counter substances not used per label instruction, or drug paraphernalia. This rule applies to all school functions, those on the school grounds as well as those held off of school grounds. This includes time on school buses, rented carriers, and student/parent transportation. This policy also includes school trips to countries whose laws may be different than ours. The policy of "Off Campus Behavior" applies at all times.
2. Parents are highly encouraged to have their children take prescription medicine at home. If prescription drugs need to be taken at school, they must be in the original container issued by a licensed pharmacist. The student's name must be on the prescription. Any student bringing a prescription drug onto school property must register it with the school nurse who will monitor dosage with the student. All students bringing prescription drugs to school present a copy of the prescription or physician's statement upon request of the school administration.
3. Violations will result in an immediate suspension and a hearing that will be held within three school days to determine if the student should be expelled. Law enforcement will be contacted. Criminal charges may be filed.
4. To establish that a violation of this policy has occurred, documentation must come from one of the following:

- a. Staff member report
  - b. Police report
  - c. Student admission
5. If the school suspects a violation of this policy the school reserves the right to question the student and search the student and his or her locker and automobile to ensure that safety of the student and other students and staff at Fisher Catholic.
- a. Parents will be contacted, and law enforcement will be called.
  - b. Students suspected of being under the influence of illegal use of drugs or alcohol will not be permitted to drive from school property or any school function.
6. Students who report a violation of this policy about another student will have their name kept confidential by the school. Students who knowingly spread malicious or false rumors about another student will be disciplined according to the school's harassment policy.
7. Fisher Catholic will cooperate fully with local law enforcement agencies to keep our school, its students and activities safe and drug and alcohol free.

## **Cell Phones and other Electronic Devices**

Cell phones and other electronic devices have become an integral part of the fabric of society and an important tool for communication between parent and child. Cell phones and electronic devices may be used before school, during class changes, during study halls when all work is complete, during lunch period, and after school. The student's ChromeBook should be used for all elements of classwork. Teachers will gather cell phones at the beginning of each class period. If the student uses a cell phone/electronic device without permission, the cell phone/electronic device will be taken away, the student will receive a detention and will have to retrieve the cell phone/electronic device after school from the administration in the school office. Students are expected to use cell phones/electronic devices responsibly and respectfully according to Fisher Catholic policy and values.

## **Use/Possession of Tobacco Products (vaping, juuling, or any similar substance)**

At no time shall a Fisher Catholic Student use or possess any tobacco product, juuling/ vaping device or similar product on campus. If a student is found to be using or in possession any product related to the above the student will be subject to the following consequences:

- First Offense: 2 day In-School Suspension and Parent Meeting
- Second Offense: Not less than Out-of-School suspensions of determined duration.

## **SAFETY STANDARDS**

Fisher Catholic prides itself on its strong safety standards. Whether it be student safety, the safety of our athletes, or the training of our coaches, faculty, staff, visitors, and volunteers, Fisher Catholic takes great strides to continuously stay ahead of the curve in creating a safe environment for all.

Fisher Catholic works closely with the Diocesan Safety Office to ensure that our building meets or exceeds safe school expectations. Professional Development for staff is developed in partnership

with experts and aligned to national best practices, professional development, and to ensure safety. We make regular adjustments and additions in terms of procedures and equipment. These include:

- *Constant Level 1 Lockdown* procedures with exterior doors locked and visitors only admitted through main school doors.
- *Faculty and Staff Tabletop and Scenario Training* for active shooters, levels 1, 2, and 3 lockdowns, and fire/tornado drills.
- *First Aid & A.E.D. Equipment* placed strategically throughout the building.
- *Classroom Safety* procedures are in place and practices with each training.

We are at the forefront of preparation while keeping in mind that, as in all matters, we must pray for the safety of all.

### **Electronic Surveillance**

Fisher Catholic High School utilizes an electronic surveillance system by way of security cameras. Cameras are placed throughout common areas where there are no reasonable expectations of privacy and do not include locker rooms and/or bathrooms. The Administration shall be responsible for the management, audit and use of electronic surveillance.

### **School Crisis Management Plan**

Fisher Catholic High 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. In addition, the plan is available in the Front Office of FCHS. The plan will be reflective of the involvement of appropriate stakeholders and in coordination with local community services.

### **Student Abuse & Neglect**

#### **Diocesan Policy 5413**

In compliance with state law (ORC 2151.421), any teacher, counselor, administrator, coach, or other school employee having reasonable cause to suspect that a child has been abused or neglected is required by law to immediately contact the county Child Protective Services and law enforcement- if deemed necessary, and inform the agency contacted of the facts and circumstances which led to the filing of the report.

The employee will immediately report the case to the school administrator.

The school administrator will immediately report the case to the Diocese Superintendent and the Office of Safe Environment.

If the suspected child abuse involves as school employee, the school administrator shall also immediately notify the Office of Catholic Schools to begin proceedings with the Office of Educator Conduct within the Ohio Department of Education.

### **ANTI-DISCRIMINATION POLICY**

Fisher Catholic High School District does not allow discrimination based on actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; association with a person or group with one or more of these actual or perceived characteristics. Fisher Catholic High School admits students of any race, color, and national or ethnic origin.

## **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, by President George H.W. Bush. The ADA is one of America's most comprehensive pieces of civil rights legislation that prohibits discrimination and guarantees the people with disabilities:

- To have the same opportunities as everyone else to participate in the mainstream of American life;
- To enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. Modeled after the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex or national origin, and;
- Section 504 of the Rehabilitation Act of 1973 – the ADA is “equal opportunity” law for people with disabilities.

## **SECTION 504 – NONDISCRIMINATION STATUTE COMPLIANCE**

Rehabilitation Act of 1973, commonly referred to as “504”, is a nondiscrimination statute enacted by the United State Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students

## **CONFIDENTIALITY OF STUDENT INFORMATION**

### **Why is confidentiality important?**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law establishing an array of confidentiality rights for students and families. This law is required to be upheld by all school employees. There are significant sanctions and penalties that can be imposed for violating this law. In fact, one of the conditions for receiving federal funds requires procedures and adherence to FERPA.

### **Reasons for confidentiality under FERPA:**

Confidentiality of student information protects embarrassing personal information from disclosure. This is particularly true where the wrongful release of information about children and families might also lead to discrimination or cause prejudicial treatment.

The confidential provision also protects family security. This may pertain to personal safety or job security where the release of specific information might lead to loss of employment.

Finally, confidentiality needs to be assured for families and students to seek needed services without fear of retaliation, discrimination, prejudicial treatment, or stigmatization. If students or families believe confidential information will not be maintained, they may be less likely to entrust in the staff of Fisher Catholic, seek needed mental health services, exceptional children services, or a host of other critical services.

### **What are educational records?**

Educational records are those records that are directly related to a student that contain personally identifiable information and are maintained by the school or district. Records are kept in the sole possession of the institution, are used only as a memory aid, and are not

accessible or revealed to any other person except as a temporary substitute for the make of the record.

Records can be, but are not limited to:

- Written documents
- Computer media
- Microfilm and microfiche
- Video, or audio tapes/CDs
- Film
- Photographs

### **Are there limits to FERPA?**

There are important limits to FERPA that permit the following:

1. Disclosure to school officials who have been determined to have legitimate educational interests as specified under the rules of FERPA.
2. The information is designated as directory information by the school.
3. Disclosure is pursuant to a lawfully issued court order or subpoena.
4. The student is enrolling in another school and information needs to be shared.
5. Disclosure to local or state educational authorities auditing or enforcing federal or state programs.
6. Disclosure to the parents of a student who is a dependent and not of emancipated age.
7. Limits would also exist where life threatening or criminal activities are divulged, such as; suicide threats, drug and alcohol use on campus, and abuse.

### **Annual Notice to Parents and Students**

Each year, but way of this handbook, FCHS provides parents or emancipated students a confidentiality notification. This notification speaks to their right to review and inspect records for accuracy and general information. The administration, in consultation with the Diocese of Columbus, can provide requested information on the following:

- How to file a complaint of an alleged violation
- Consent to disclose specific types of student directory information
- A description of who is considered to be a school official and what is considered legitimate educational interest.
- Information about who to contact to seek access or amendment of educational records.

### **Emancipated Youth/Student rather than parents' permission or consent**

For the purposes of this section, whenever a student has attained eighteen years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. That said, all students, regardless of age, are required to attend school, Mass, and Guild assemblies as scheduled.

**It is also important for the substitute teacher to be aware of a companion U.S. code to FERPA that places limits on surveys:**

Under the U.S. Code 20 Protection of Pupil Rights include the following limits on surveys, analysis, and evaluations:

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- 1) political affiliations or beliefs of the student or the student's parent;
- 2) mental or psychological problems of the student's family;
- 3) sex behavior or attitudes;
- 4) illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) critical appraisals of other individuals with whom respondents have close family relationships;
- 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) religious practices, affiliations, or beliefs of the student or student's parent; or
- 8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent.

## WELLNESS

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

### **Things to Keep in Mind:**

School wellness policies should include the following five areas:

- Nutrition Education
- Physical Education
- School-Based Activities
- Nutrition Guidelines
- Measurement and Evaluation

### **Wellness Guidelines on Nutrition, Physical and Nutritional Education**

Fisher Catholic High School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Fisher Catholic has adopted the following:

- The school will engage students, parents, administrators and staff members, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity guidelines.
- All students will be provided opportunities, support, and encouragement to be physically active on a regular basis.



- Foods and beverages sold or served during the school day should meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Food service will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and the school will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Fisher Catholic shall take part as feasible in the National School Lunch and other food programs.
- The school will encourage nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- The school will work to establish linkages between health education, school meal programs, and related community services.

## **Nutritional Quality of Foods and Beverages Sold and Served at School**

Fisher Catholic High School does not provide meals or nutritionally balanced meals as part of the school day. Students are to bring a prepared, packed lunch daily. Concession, a la carte menu options will be available for purchase.

### **Mealtimes and Scheduling**

Fisher Catholic High School:

- Will provide students with enough time to eat lunch (suggested time would be approximately 20 minutes after sitting down for lunch)
- Should schedule meal periods at appropriate times, lunch should be scheduled between 10 a.m. and 1 p.m.
- Should not schedule tutoring, and/or club, or organizational meetings or activities during mealtimes, unless students may eat during such activities
- May provide students access to hand washing or hand sanitizing before they eat meals or snacks.

**School Food Service Staff.** For the food service personnel administering the school food program and options, we may provide continuing professional development for food service personnel in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

**Sharing of Foods and Beverages.** FCHS should discourage students from sharing their foods or beverages with one another during mealtimes, especially given concerns about allergies and other restrictions on some children's diets.

**No Delivered Outside Foods Permitted.** Pizza delivery, delivery services such as Grub Hub or Door Dash, a parent or friend dropping off a birthday meal to celebrate, and any similar outside food arriving to Fisher Catholic during the school day, is not permitted.

**Competitive Foods (i.e., foods sold outside of reimbursable school meals, such as through vending machines, fundraisers, school stores, etc.)**

At FCHS: Competitive foods should not be sold to students anywhere on school premises until after the last scheduled lunch period. This does not pertain to food items made available by the

school food service department. All foods and beverages sold individually outside the reimbursable school meal programs (vending machines, student stores, or fundraising activities) during the school day will meet the following nutrition and portion size standards:

#### **A. Beverages**

**Allowed:** water; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; low-fat or fat-free milk

**Not allowed:** soft drinks containing caloric sweeteners; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk. **B. Foods:**

A food item sold individually:

- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans-fat combined
- Will have no more than 35% of its weight from added sugars
- Will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items
- Will contain no more than 480 mg of sodium per serving for pastas, meats, and soups • Will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables is encouraged to be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juices; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines). **C. Portion Sizes:**

Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky
- Three ounces for bakery items that meet the nutritional guidelines listed in this document
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream
- Eight ounces for non-frozen yogurt
- Twelve fluid ounces for beverages, excluding water
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals
- Fruits and non-fried vegetables are exempt from portion-size limits.

## **Nutrition and Physical Activity Promotion and Food Marketing**

**A. Nutrition Education and Promotion.** Fisher Catholic High School aims to teach, encourage, and support healthy eating by students. Fisher Catholic should provide nutrition education and engage in nutrition promotion that:

1. Is offered as part of a sequential, comprehensive, standards-based program designed to provide students the knowledge and skills necessary to promote and protect their health;
2. Is part of not only health education classes, but also classroom instruction in other subjects;
3. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
4. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);

**B. Integrating Physical Activity into the Classroom Setting.** Fisher Catholic should encourage students to participate in the nationally recommended amount of daily physical activity (i.e. at least 60 minutes per day). Students should be encouraged to embrace regular physical activity as a personal behavior; opportunities beyond physical education class for physical activity will be available. Toward that end:

1. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle, and reduce time spent on sedentary activities.
2. Opportunities for physical activity will be incorporated into other subject lessons; and 3. Classroom teachers will provide physical activity, as appropriate.

**C. Communications with parents.** Fisher Catholic will support and foster parents' efforts to provide a healthy diet and daily physical activity for their children. Fisher Catholic should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

Fisher Catholic High School will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school.

**D. Staff Wellness.** Fisher Catholic values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

### **Web-Based Resources for Nutrition & Physical Activity**

- Fit, Healthy, and Ready to Learn: A School Health Policy Guide, National Association of State Boards of Education
- Preventing Childhood Obesity: health in the Balance, the Institute of Medicine of the National Academies
- Dietary Guidelines for Americans 2005, U.S. Department of Health and Human Services and U.S. Department of Agriculture
- Guidelines for School Health Programs to Promote Lifelong Healthy Eating, Centers for Disease Control and Prevention
- The Power of Choice: Helping Youth Make Healthy Eating and Fitness Decisions, U.S. Food and Drug Administration and U.S. Department of Agriculture's Food and Nutrition Service

- Brain Breaks, Michigan Department of Education Energizers, East Carolina University
- Well Workplace Workbook: A Guide to Developing Your Worksite Wellness Program, Wellness Councils of America,
- Guidelines for School and Community Programs to Promote Lifelong Physical Activity among Young People, Centers for Disease Control and Prevention
- Substitution for Instructional Physical Education Programs, National Association for Sport and Physical Education
- The Case for High School Activities, National Federation of State High School Associations

### **Clean Your Hands!**

Cleaning your hands is a simple habit – and probably the single most important healthy habit. It is one of the very best ways to avoid becoming ill with an infectious disease like the flu, a cold, or infectious diarrhea.

Throughout the day, germs accumulate on your hands from a variety of sources – direct contact with people, contaminated surfaces, foods, even animals and animal waste.

If you don't clean your hands frequently enough, you can infect yourself with these germs by touching your eyes, nose, or mouth.

### **When to Wash**

- Before eating
- After using the bathroom
- After changing a diaper
- Before handling and immediately after handling raw meat, fish, or poultry
- After blowing your nose
- After coughing or sneezing into your hands
- Before and after touching a sick or injured person
- After handling garbage
- Before and after treating wounds or cuts
- After playing outside

### **How to Wash**

- Wet your hands with warm, running water and apply liquid or clean bar soap.
- Lather well.
- Rub your hands together for at least 10 to 15 seconds.
- Scrub all surfaces, including the backs of your hands, wrists, between your fingers and under your fingernails.
- Rinse well.
- Dry your hands with a clean or disposable towel.

If you're in a public restroom, leave the water running when you're finished rinsing. After your hands are dry, use paper towel or toilet paper to turn off the faucet and open the door.

### **Immunizations**

Students are in compliance with the state mandated immunization requirements of they have received the minimum of immunizations required for protection against diphtheria, tetanus,

pertussis, polio, measles, mumps, rubella, Hepatitis B, chicken pox, and meningitis. Each student must provide FCHS a current immunization record at the time of entry.

### **COVID-19 Acknowledgement of Risks**

We, the parent(s) and student who are signing this student handbook for Fisher Catholic High School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the school, there is an elevated risk of student and parent(s) contracting the disease simply by being in the school/parish building, on the school/parish premises, or at any school/parish function.

By signing this handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person school/parish functions is the choice of each family, including ours. If student or parent(s) who visit the school/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the school/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the school/parish or at any School/parish function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the school/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

## TECHNOLOGY AND ACCEPTABLE USE

Computer use is for academic purposes only. Students who use the computers in the school must “sign on” in the computer with their personal access information. Students may use the school computers for research, writing, and the organization of data. Programs comprising word processing, spreadsheet, and database components are available, as are specific programs relating to computer science, foreign languages, and other courses.

Student use is governed by the policies contained in this handbook. Any inappropriate use of computers at Fisher Catholic High School is considered a violation of school rules, and students in violation may lose their rights to computer access of the school’s technology programs.

### **Technology Acceptable Use Policy #6142.1**

**This policy is subject to revision by the Diocese of Columbus at any time during the school year. Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented opportunities for students and staff to communicate, learn, and Policy for Virtual Classroom Activity**

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content.

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child’s classroom teacher. My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

## **Spectrum Computer Access Disclaimer Statement**

Spectrum provides access to interconnected computer systems to its school district members for educational and administrative purposes under laws regulations of the State of Ohio. Spectrum does not routinely monitor pupil access to any of the interconnected systems and does not warrant the accuracy or appropriateness of any information contained in any of the interconnected systems. Some material contained in the interconnected systems may be inappropriate for school aged pupils. School members permitting pupil access to the interconnected computer systems through Spectrum assume full responsibility for any and all access to and usage of the information contained on the interconnected computer systems and agree to indemnify and defend the Council from any and all claims of any kind arising out of or related to usage of the interconnected computers.

## **Diocese of Columbus Technology Acceptable Use Policy to Students and Parents**

The Diocese of Columbus maintains a technology policy that is applicable to all schools in the Catholic Diocese of Columbus. The use of the internet is a valuable educational tool; however, the available on- line materials are NOT always consistent with principles of decency as well as the teachings of the Catholic Church. It is of paramount importance that our students use common sense, and they should NEVER enter any internet sites that are immoral or that are inconsistent with acceptable instructional practices.

Students and parents must realize that Fisher Catholic High School is making an investment on behalf of our entire school community in the area of technology. It is mandatory and in the best interest of our school to follow the guidelines contained in the Diocese of Columbus – Technology Acceptable Use Policy (6142.1)

### **Don't:**

- Have food or drink around equipment
- Share any passwords
- Access or download any inappropriate material
- Access chat rooms, newsgroups or list serves or instant messaging
- Access or download games, game cheat codes, MUDs, MOOs or simulations
- Harass others in any way
- Submit or reveal your name, any personal information or phone numbers of yourself or others
- Change any computer settings, hardware, parts or cabling
- Access or manage a personal web page on school computers

### **Do:**

- Sign in
- Take care of equipment
- Ask for help with printer problems
- Print just one copy of a document (School related only!)
- Use the Internet for educational pursuits
- Treat teachers and fellow students with respect
- Ask before you enter a site that you think might be questionable
- Immediately back out of any questionable sites
- Follow instructions of teachers, librarians, tech teachers and lab assistants

- Close applications by going to File and Quit and the sign off when you

## **Terms and Conditions for Internet Access and Use**

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

## **Acceptable Use of the Internet**

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

- Do not view, send or access abusive, obscene, or harassing materials. A good rule to follow is never view, send or access materials, 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.
- 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 listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to them or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.

## **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 severity of the situation, may include one or more of the following:

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

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

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



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

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

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

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocese technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of 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 Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system.

## MISCELLANEOUS SCHOOL POLICIES

### Medication Distribution

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 and ibuprofen) will be made available through the Front Office. Fisher Catholic will only allow students to take non-prescription drugs with a signed permission form on file in the front office. The school will not administer aspirin to students because of its connection to Reye Syndrome.

Employees of the schools of the Diocese, and public-school employees (e.g. school nurses) 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 schools of the Diocese and public-school employees working in schools of the diocese are not required to administer medication to students.

At the discretion of the principal, the school may require that medication be kept by school personnel until the student is in need.

### Background Checks

“Protecting God’s Children” is a seminar to heighten everyone’s awareness of sexual abuse. It is the responsibility of each of us to help prevent child abuse. Anyone who volunteers or works with our children is required to attend this training. Additional information and registration for the session may be found online at [www.virtus.org](http://www.virtus.org). Additionally, fingerprinting and a clear BCI report are also required for anyone who volunteers or works with our children. These requirements are for all paid school staff and volunteers, regardless of the amount of time spent with students.

### Driving 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 Front Office and have proper insurance coverage. This includes cars parked on school property & cars not parked on school property

2) Parental permission slips for student car use must be on file in the Front Office

Students must purchase a parking pass from the school office for \$5.00. Students must visibly display the parking pass in their car. This includes cars parked on school property & cars not parked on school property

3) A student shall not sell, give, share, or otherwise transfer the parking pass to another student 4) Students must park in their assigned parking spots.

**Students are not allowed in their cars during the school day unless permitted by a supervising authority.** Upon arriving at school, students are to leave their car within a reasonable period and report to the school building.

A student shall operate a motor vehicle on school premises safely and at a rate of speed consistent with existing conditions, but in no case should the speed be greater than ten miles per hour.

For students parking illegally, a write up will be issued for each violation.

## **Food/Drinks in the Building**

During the school day, all food and drinks must be consumed during lunch in the cafeteria. After school hours, food and beverages should be consumed in the cafeteria. Special situations require the approval of the administration.

## **Fund Raising**

All fund raisers done on behalf of Fisher Catholic High School or any group that represents Fisher Catholic is strictly prohibited unless permission is granted **beforehand** by the principal of Fisher Catholic.

All present fundraisers are to be reviewed by the principal of Fisher Catholic, who will consult with the Athletic Director and other involved administrators to determine whether or not we will proceed.

Solicitation of any person or group for money or resources without the express permission of the principal is strictly forbidden. Employees of the school, which include faculty, staff, and coaches risk termination of employment if they fail to abide by this policy.

## **Hall Passes**

If a student must leave the classroom, the teacher will issue a hallway pass to the student. No student may leave a classroom without a hall pass. Students in the halls without a pass will be subject to disciplinary action.

## **Student Illness**

If a student becomes ill during the school day, the student should notify the teacher before coming to the Front Office. Students must report to the Front Office before contacting parents. Their health will be assessed by a staff member. After the student's condition is assessed, the student's parents or guardians will be contacted to pick up the student or the student will return to class. Students who are going home will remain in the Front Office health room until their ride has arrived.

## **Lockers**

- Student lockers are the property of Fisher Catholic High School, which are provided solely at a convenience for the students to use. Student lockers are subject to search and seizure by school officials
- The school cannot be responsible for stolen books, materials and personal property from student lockers. Valuable items should not be stored in student lockers. Students are responsible for personal belongings and valuables
- Though recommended that students keep lockers locked, the final decision rests with the student. Students must provide his/her own lock and register the lock in the Front Office

- Writing on the outside and/or inside of a locker is prohibited and any damage occurring through carelessness, kicking, slamming, etc. could be considered vandalism
- If lockers are left in need of repair, students must report the nature of the repair to the Front Office. At the end of the year, a fee of \$50 will be assessed to the student for the necessary and unreported maintenance and cleaning.

## **PA Announcements**

Students are responsible for listening to the announcements made over the public address system. All announcements must be approved and signed by Front Office staff before the announcements are read to the school community.

## **Publishing Student and Parent Information**

Directory information regarding students will be released in various formats including the Fisher Catholic website 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 levels, Honor Roll, activities, sports, awards, and date of graduation.

A consent signed and dated by the parent(s) of a student will 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, and social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

**Please note:** Fisher Catholic High School only releases photographs, names, and academic honors in media formats (local and Diocesan newspapers, parent newsletters, Fisher Catholic website, and programs – academic, athletic, music, and school plays). The Fisher Catholic website does not identify the names of students or student-athletes in photographs on the web pages.

## **School Safety**

Local schools will develop, print, distribute and implement a plan to address school safety. A copy of this current plan will be on file with the Diocesan Department of Education. The plan will be reflective of the involvement of appropriate stakeholders and in coordination with local community services. Fisher Catholic High School's safety plan is also available in the school office.

## **Search and Seizure**

Lockers, desks, and other closed areas in which students keep personal items belonging to the school may be searched at any time by the principal or the principal's designee. Students are not to consider their locker, desk, or similar area to which they have been assigned a private place.

## **Sign-Posting Policy**

All signs must be approved and authorized by the administration before they are posted. Signs must be attached with masking tape, not scotch tape.

Organizations posting signs are responsible for their prompt removal. Defacing or destroying signs is prohibited and the student will be subject to disciplinary action.

## **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. Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extra-curricular activities, by a pregnant student shall be made by the student's doctor. Written notice of the doctor's determination shall be provided to the school principal.

The religious instruction given in a Catholic school should make 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 lives, 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. Counseling for the expectant parents is strongly recommended.

## **ADMISSIONS**

Catholic schools exist to reinforce parental efforts to share faith values with their children and to serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus are open to children of parent(s) or guardian(s) who seek the religiously oriented education, which Catholic schools can provide.

Schools recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability in the administration of its educational programs and extracurricular activities.

Preference is given to members of Catholic parishes. Others are to be welcomed on a space available basis at the discretion of the pastor and/or principal.

Pastors and principals must exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who in their opinion seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and /or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked to leave the school by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level.

### **Admission – Child Custody (from Diocesan Policy 5119.2)**

The custodial parent is required to provide the principal or the person in charge of Admissions with the most current certified copy of any child custody order or decree pertaining to a student.

## School Attendance Areas

### A. Diocesan Policy Impacting Fisher Catholic High School Attendance

The location of the residence of the student's legal guardian is used to determine the assigned high school.

**Fisher Catholic High School enrolls students from:** Fairfield, Hocking, Perry\*, Ross, and Pickaway\* Counties (Fairfield County includes all members of John XXIII Parish)  
Please Note: An asterisk (\*) designates that the area is listed under two high schools.

### B. Waivers

Waivers are for the purpose of documenting permission for students to attend a Catholic High School in the Diocese of Columbus outside of the geographical location of the parent(s) or legal guardian(s).

1. Waivers will be granted only for following reasons
2. If siblings have attended the requested school
3. If either parent attended the requested school
4. If the assigned school feels it would be in the best interest of the student to attend the requested school
5. If the requested school has an academic program that is not available in the assigned school, or
6. If transportation is not available to the assigned school.

Waivers will not be granted for reasons related to participation in athletics. A request for a waiver must be made by the parent(s)/guardian(s) on the form provided by the Diocesan requested schools. When completed, the form is to be sent to the Superintendent of Schools. Waivers may be granted solely at the discretion of the Superintendent.

## FINANCES and TUITION

The following policies are to be adhered to for payment of tuition:

A. Payment of tuition is made by using one of the following payment plans:

1. Payment in full by July 31st at a discounted amount
2. FACTS payment program - ten or twelve equal monthly payments starting July 1 and ending April 20 (ten months) or June 20 (twelve months). Please note that special arrangements can be made based on financial need; however, the FACTS program is mandatory in order to use the monthly payments option.

If tuition payments are in question, the following actions may be used:

1. No student receives a grade report in any quarter if tuition payments are not up to date
2. No transcript of grades will be issued for any transfer/graduation unless all financial obligations to Fisher Catholic have been met

3. No student may receive a cap and gown or participate in Baccalaureate commencement exercises if all financial obligations have not been met
4. No transcript of grades will be issued at any time in the future if a student leaves Fisher Catholic without fulfillment of financial obligations
5. Financial aid is available for students in need of financial assistance
6. All students must pay a NON-REFUNDABLE registration fee each year
7. WITHDRAWALS: July 1-First day of school \$200 Administration fee charged. After the first day of school through the end of the first semester, ½ tuition will be charged. January 2 – second semester-June 30, Full tuition will be charged.

## ATHLETICS

Fisher Catholic High School believes that participation in athletics, both as a player and as a spectator, is an integral part of the student's educational experience. Such participation is a privilege, not a right, that carries with it responsibilities to the school, the team, the student body, the community, and the individual student athlete.

We believe that if you are to participate in a sport, and be great, it takes a total commitment from each individual. Our goal is to provide our student athletes the opportunity to be successful in every sport, develop their strength and skills more each year, and if they so choose, to play in collegiate athletics.

Interscholastic athletics are considered a supplement to the school's religious and academic programs which strive to provide experiences that will help to develop the participant physically, mentally, socially, and emotionally. Students participating in the interscholastic program are at a prime age to learn Christian values and good sportsmanship, to experience the meaning of competition, to build character, and to develop personal qualities, which will enable them to become great people after their playing days have passed.

### **Athletic Regulations**

Fisher Catholic High School is a member of the Ohio High School Athletic Association (OHSAA) and competitively competes in the Cardinal Division of the Mid-State League (MSL). As a member of these two organizations, Fisher Catholic voluntarily agrees to abide by rules and regulations published in their official documents. The following regulations apply to all team members, cheerleaders, student- managers, student trainers, and auxiliary assistants such as statisticians. Participation in athletics is a privilege that should not be taken lightly.

#### **1. Participation Requirements**

Before any student may participate in interscholastic programs, they must fulfill the following requirements:

- A. All potential athletes must have an approved and signed physical examination form on file with the athletic administration BEFORE participating in try-outs (OHSAA requirement). Physical forms must be filed annually. The original physical examination forms will be filed with the school health aide / AT. Additionally, each student-athlete must have a completed concussion form for each season of participation.
- B. All individuals affiliated with a team must have an Emergency Medical Authorization Form on file with the Athletic Department. This form will be given to the appropriate coach(es) that will have it accessible throughout the season.

## **2. Student Responsibilities**

All athletes are students first. Athletes are expected to abide by the standards set forth in the Student & Family Handbook presented to them at the beginning of the school year and all Fisher Catholic policies that apply to students. Violation of the expectations for students is also a violation of the athletic regulations. Consequences may include denial of participation privileges. All school administrative disciplinary actions take precedence over athletics; this may include denial of the privilege of participation for a stated period of time. (For example: a student serving an in or out-of-school suspension is also denied the privilege of participating in extracurricular activities.) The principal, at their discretion, may also deny participation privileges for repeated school violations.

## **3. OHSAA Regulations on Non-School Teams**

Please visit the Ohio High School Athletic Association (OHSAA) website for clarification on the regulations regarding participating in non-school teams and contact periods with your coach. The website is [www.ohsaa.org](http://www.ohsaa.org).

- A. You may be declared ineligible for the next season for violating these rules outside the school season.
- B. A senior may be declared ineligible for the remainder of the school year for violating these rules.

## **4. Fisher Catholic Athletic Eligibility**

- A. The academic performance of student-athletes will be monitored and assessed at regular intervals throughout each quarter during the season of participation. The grades at the end of each quarter will also be used to determine eligibility.
- B. A student must pass (65% or higher) 5 hours of classes to be eligible to participate. Any student with more than one failing course will not be eligible to play, practice or participate in athletic or extracurricular events.
- C. A student will miss a minimum of one athletic contest but will have the ability to be reinstated based on improved academic performance.
- D. Academic ineligibility means that a student athlete is NOT allowed to participate in athletic contests, practices, or any team event.

## **5. School Attendance**

Please refer that section of the Fisher Catholic Student & Family Handbook.

## **6. Inclement Weather**

If school at Fisher Catholic is canceled due to poor weather, there will be no games or practice unless notified by the Athletic Director or Principal.

## **7. Hazing**

Please refer to that section of the Fisher Catholic Student Handbook.

## **8. Try Outs for Teams & Multiple Sports Athletes**

### **A. Try Outs**

Individuals may try out for a team prior to the sport having its first official contest. (An interscholastic scrimmage is considered an official contest.) Exceptions may be made for



extenuating circumstances such as, but not limited to: gaining academic eligibility, new residents of the district, students that register late in the summer, and athletes cut from another team during the same sports season.

Coaches will give a guideline for the try out to both the students and the parents no later than 2 weeks prior to the try out. The coach will notify students no more than 5 days after the try out completion. Any athlete cut from the team will receive a hard copy of reasons why he or she was cut and given a list of skills to work on, if they so choose to try out the following year.

## **B. Multiple Sport Athletes**

A student-athlete who is interested in playing multiple sports in one season are encouraged to do so and need to have permission from the coaches involved to do so.

## **9. Earning a Varsity Letter**

- A. Varsity athletes who remain as members of the team in good standing throughout the full season are eligible to earn a varsity letter, subject to the provisions below.
- B. Senior athletes who have participated in a given program (varsity or junior varsity) will receive a varsity letter.
- C. An athlete who is injured and out for a large portion of the season, may receive a letter if they continue to be a positive part of the team. A letter will be determined by the coach and athletic director.
- D. A student-trainer or manager will receive a letter after his/her second season of service.
- E. Any student involved in the athletic program who does not receive a letter will receive a certificate of participation.

## **10. Playing Time Criteria for Each Sport (regular season events)**

- A. Softball: participate in 50% of games played
- B. Baseball: 50% of innings played
- C. Basketball & Football: participate in 50% of quarters played
- D. Track: 50% of meets scored in
- E. Cross Country: Must earn a minimum of 100 points
- F. Golf: participate in 50% of team matches played
- G. Soccer: participate in 50% of halves played
- H. Swimming & Diving:
  - compete in 60% of the team's meets AND
  - score in the league meet OR
  - meet the qualifying standards for regional competition set by the OHSAA
- I. Tennis: participate in #1-3 flite singles or #1-2 flite doubles for at least 50% of the matches played
- J. Track & Field:
  - score at least 15 points during the season in competition against opponents

- score in the league meet OR
- place in any event in the district meet

K. Volleyball: participate in 50% of the games played

L. Cheerleading: varsity members must cheer in at least 85% of the games and attend 85% of the practices during the combined fall and winter seasons in a single academic year.

M. Athletic Trainers: participate in 50% of the games played.

The head coach has the option to use their discretion on handing out a varsity letter to those athletes who are slightly under the needed number of quarters to letter. Their decision will be based on, but not limited to, the athlete's positive attitude, work ethic, and dedication to the sport.

### **11. Equipment**

Failure to return issued equipment or failure to pay for damaged or lost equipment will result in fees being added to the student's account. Failure to participate in any extra-curricular activity until fees are paid or equipment is returned, to receive report cards and/or official transcripts will be on hold.

Some teams require the athletes to purchase uniform supplies such as hats, socks, or personalized jerseys. Athletes are expected to pay for such items prior to their being issued. Participation privileges may be denied until uniform supplies are paid for. (Athletes with a financial hardship should contact the Athletic Director.)

### **12. Transportation**

Fisher Catholic Athletic teams will travel to contests in **one way**:

Team members will travel with parents/guardians and/or individual student drivers to and from the contest. **Specific arrangements are not made by Fisher Catholic coaches or staff.**

### **13. Individual Sports Consequences**

Each head coach has the authority to provide athletes with additional regulations and possible consequences for violations. The disciplinary actions of coaches may include denying the privilege of participation for a specified period of time. Appeals of disciplinary actions taken by the coach may be made by the athlete to the Athletic Director.

### **14. Due Process Procedures**

The athlete will be informed of violations by the coach and/or Athletic Director. In situations where removal from an athletic team is part of the consequences, student-athletes and their parents may appeal the ruling to the principal within five days of the notification of the ruling.

## NOTIFICATION REQUIREMENT PER ASBESTOS HAZARD

### NOTIFICATION REQUIREMENT PER ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Plan to Inform

From: Diocese of Columbus

To: *Fisher Catholic High School*  
*1803 Granville Pike*  
*Lancaster, OH 43130*

Date: August 1, 2022

To: Columbus Diocese Workers, Students, and their Guardians

From: LEA

RE: Notification Requirement per Asbestos Hazard Emergency Response Act

Consistent with the requirements of the Asbestos Hazard Emergency Response Act "AHERA" (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to:

"Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and surveillance activities that are planned or are in progress."

"Ensure that short term workers (e.g. phone repair workers, utility workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building materials (ACBM) and suspected or assumed ACBM."

Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillance every six months.

Each of the school buildings has been re-inspected and an Asbestos Management Plan is currently available for review in the school office. This notice is provided as the annual notification required by AHERA.