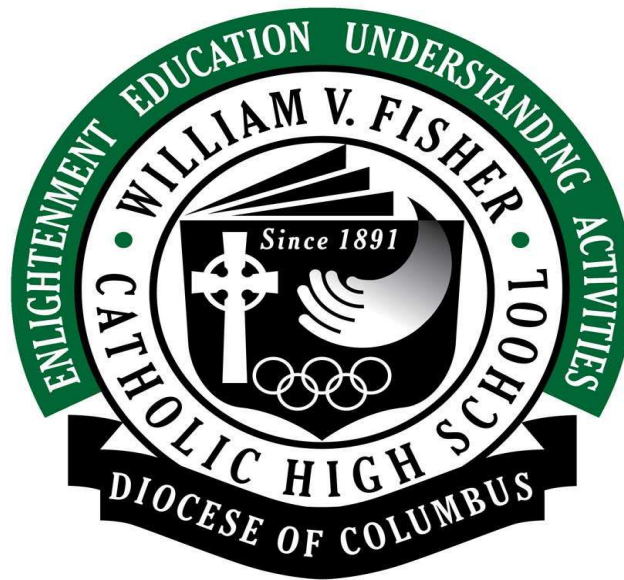


# William V. Fisher Catholic High School



**“Exceptional Preparation for Life”**

Values

Living with Christ in the Catholic tradition

Individual and collective excellence in academics & extracurricular activities

Forging life-long friendships

Effecting change through service to our community

**2011-2012  
Handbook**

## **LETTER FROM THE PRINCIPAL**

*Dear Parents/Guardians and Students:*

*Welcome to the 2011-2012 school year. This student handbook is meant to be a comprehensive guide to all facets of life and learning at William Fisher Catholic H.S. We want to ensure in this handbook that parents, students, staff, and friends have all the pertinent information concerning the philosophy of our school. The Gospel values are the foundation of our school's mission and serve as our guide in formulating this handbook. Motivated by the love of God and love for our students, we have done our best to make the rules and policies of William Fisher Catholic High School fair, reasonable, and just. Every year brings change and this year's handbook is no exception.*

**PLEASE READ CAREFULLY.**

*This year, Fisher Catholic will be celebrating its fortieth year. This only reaffirms our unwavering commitment to Catholic Education.*

*I wish you the very best during the 2011-12 school year.*

*Sincerely,*

*Tiffany Wade  
Principal*

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## ***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 life-long 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 is offered to enhance the students' skills and interests in areas including art, music, business and computer applications, computer science, and industrial technology.

**Every student is responsible for completing all coursework assigned by his or her teachers. Students will no longer receive zeros for missing work; rather, teachers will enter an incomplete for all missing assignments. Students who have an incomplete for missing assignments will be issued a work detention to be served during the activity period. During this work detention all missing assignments will be completed by the student. If a student has outstanding assignments he or she will not pass for the quarter until all work is complete.**

### **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 gain entry into the program by going through an intervention and evaluation process with the school psychologist from Lancaster City Schools. Parents may initiate that process by communicating with the principal.

## Course Selection

Appropriate selection of courses should provide a challenging curriculum that fits the student's ability level. The students and their parents with the advice and approval of the faculty make course selections. Efforts will be made to minimize study halls and to emphasize courses that will assist the student with their post-secondary goals. Class changes due to teacher preferences are never considered.

## Graduation Requirements

The graduation requirements of Fisher Catholic High School exceeds the minimum Standards of the State of Ohio core curriculum as well as 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:

<b><u>Course</u></b>	<b><u>Credits</u></b>
<b>Theology•</b>	<b>4</b>
English••	4
Foreign Language	2
Mathematics	3
Science	3 (Science units must include 1 unit of biology & 1 unit of chemistry)
Social Studies	3 (Social Studies units must include ½ unit of American History & ½ unit of American government.)
<b>Physical Education</b>	<b>.5</b>
Health	.5
Electives	4 (Electives units must include 1 unit or 2 half units in Business, Technology, Fine Arts or Foreign language.)
<b>Total</b>	<b>24</b>

•Includes completion, with a passing grade, of the junior service project..

••Includes completion, with a passing grade, of the senior English paper.

## Graduation Requirements for the Class of 2014 and Beyond

<b><u>Course</u></b>	<b><u>Credits</u></b>
<b>Theology•</b>	<b>4</b>
English••	4

Foreign Language	2
Mathematics	4 (Mathematics units must include 1 unit of Algebra 2 or Algebra 2trig)
Science	3 (Science units must include 1 unit of biology, 1 unit of chemistry and 1 unit of advanced study in one or more of the following: chemistry, physics, or other physical science; advanced biology or other life science, or other earth or space science.)
Social Studies	3 (Social Studies unit must include .5 unit of American History, .5 unit of Financial Literacy & .5 unit of American government.)
Physical Education	.5
Health	.5
Electives	3 (Electives unit must include credit of fine arts)
<b>Total</b>	<b>24</b>

- Includes completion, with a passing grade, of the junior service project..
- Includes completion, with a passing grade, of the senior English paper.

## Grading System/Class Rank

### 1. Grading System

<u>Numerical %</u>	<u>Letter Grade</u>	<u>4.0 Equivalent</u>	<u>Weighted Courses</u>
93 - 100	A	4.00	4.20
90 - 92	A-	3.75	3.95
86 - 89	B+	3.25	3.45
83 - 85	B	3.00	3.20
80 - 82	B-	2.75	2.95
77 - 79	C+	2.25	2.45
74 - 76	C	2.00	2.20
71 - 73	C-	1.75	1.95
68 - 70	D	1.00	1.20
65 - 67	D-	0.75	0.95
Below 65	F	0.00	0.00

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

### Weighted Classes:

Honors English 9, 10, & 11  
Human Anatomy & Physiology  
Advanced Chemistry

Calculus  
French 3 & 4  
Latin 3 & 4

Physics  
Honors World History  
Honors American Government  
Honors Modern History  
AP European History  
Algebra 1A

Spanish 3 & 4  
Honors Geometry  
Algebra 2/Trigonometry  
Pre-Calculus  
AP English

## **Honors Recognition**

### 1. End of Each Quarter

At the end of every quarter, a list of honors students will be compiled and posted based on the G.P.A. average for each student for the quarter.

Highest Honors.....4.0 or above  
Honors.....3.75 – 3.999

## **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 and faculty may select more than one valedictorian and/or more than one salutatorian when the students' academic accomplishments warrant such recognition. All academic records will be considered in order to achieve the most equitable recognition for each graduating class.

## **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 are subject to dismissal.

Fisher Catholic High School offers summer make-up opportunities for the theology classes and the English papers. Individual tutoring programs are not acceptable options. The other core courses need to be taken through the public schools. Students failing to take or failing a summer course are subject to dismissal. After a student satisfactorily completes summer school courses, the

student's transcript will show the credit earned under a "Summer School" heading. Summer school classes are for **credit only** which means that they will not be calculated into the GPA.

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

In order to receive a diploma from William V. Fisher Catholic High School, students must earn a minimum of 24 high school credits along with the number of credits required for each curricular area as listed in this handbook and the *Course Book*. Seniors who fail one or more courses required for graduation will NOT be permitted to participate in the graduation ceremony.

## **Progress Reports**

### **Report Cards**

Report cards are issued at the conclusion of each quarter. Report cards will be delivered to the students approximately one week after the end of the quarter. The dates for issuance of report cards are on the school calendar.

### **Interim Reports**

Interim Reports will typically have numerical grades for all courses and they will be available to parents twice each quarter. The dates for issuance of interim grades are on the school calendar. **There will be no paper copies of interims sent home. Parents can check their child's grades on-line.** All parents whose children receive a failing grade on an Interim Report are encouraged to contact the teacher for a conference during Parent/Teacher Conferences or at a mutually convenient time.

### **Parent – Teacher Conferences**

Parent-Teacher conferences are part of the regular school calendar and are scheduled throughout the school year. Additional conferences to discuss academic progress of the students are encouraged when the student is experiencing difficulties. Parents may call the school during the day to leave a message for a teacher regarding an appointment. Parents are highly encouraged to use email as a means of communication with teachers

## ***GUIDANCE SERVICES***

### 1. Responsibilities

The Guidance Department's main responsibility is to help students succeed in school and to assist them in their plans for the future. The Guidance Department services focus on academic, personal, and career counseling. The duties of the guidance counselor are to direct the scheduling process, to compile and maintain academic records, to distribute transcripts on behalf of the students, and to provide assistance in the exploration of college options, scholarships, and occupations. The guidance counselor also provides personal support and referrals to outside counseling agencies as needed.

### 2. College Application Policies

#### A. Application Submission

Students are responsible for completing and submitting their college applications and meeting all colleges' deadlines.

#### B. Transcript Submission

All requests for transcripts must be made in writing to the guidance office at least 10 school days prior to the college deadline. Any counselor forms that need to be sent with a transcript must be given to the guidance office 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.

#### C. 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. The guidance counselor cannot request official scores for students.

#### D. Letters of Recommendation

Students must request letters of recommendation at least 10 school days prior to the college/scholarship deadline. The guidance office does not process letters of recommendation from teachers. All

requests for letters must be handled directly between the student and teacher. 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 an individual student's 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 main office and 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**

9<sup>th</sup> – Explore Test

10<sup>th</sup> – PSAT – pre-SAT and Ohio Graduation Test (OGT)

11<sup>th</sup> – PSAT/NMSQT – pre-SAT/National Merit Scholar Qualifying Test

11<sup>th</sup> and 12<sup>th</sup> – SAT I & II and ACT – college entrance tests (recommended)

10<sup>th</sup> – 12<sup>th</sup> – Advanced Placement (optional exams available with some courses)

### **Course Change Policy**

Students may request a schedule change by filling out a Schedule Change Request form. Schedule change requests made prior to the first day of school

require only the form. Beginning on the first day of school, students must pay a \$15 course change fee and requests must be signed by a parent and the principal. Schedules cannot be changed after the first week of each semester unless the change is initiated by the teacher or principal because of an incorrect academic placement.

### **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*

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 Society selects its members based on national standards. There are four qualities required of its members; they are 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 explained below:

#### **(A.) Eligibility**

- 1.) Members of the junior and senior classes who have attained a 3.5 cumulative grade point average (GPA) will be eligible for consideration. The National Honor Society Advisor in conjunction with members from the previous school year will inform candidates of their eligibility.
- 2.) A candidate must maintain a 3.5 grade point average during candidacy.
- 3.) A candidate not selected as a junior may be eligible for selection senior year as long as the 3.5 grade point average is maintained.
- 4.) A candidate with who has failed conduct in any one quarter is not eligible for consideration.
- 5.) A candidate must have spent a minimum of one school year at Fisher Catholic High School to be considered for membership.
- 6.) A candidate may choose not to be considered. He/she may be asked to sign a waiver indicating refusal to apply.

## **(B.) The Selection Process**

- 1.) Candidates must attend a meeting with the NHS advisor at the beginning of the selection process.
- 2.) Candidates must submit a list of three activities, one of which must be a service project. 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.
- 3.) Evaluation procedures include the following factors:
  - a) All current teachers as well as previous year's teachers are asked to evaluate a candidate's character. No one teacher can block selection of a candidate.
  - b) Supervisors will receive a detailed form on which they will evaluate a candidate in terms of not only character but also leadership and service
  - c) All ratings are based on a one (low) to five (high) point scale. A 4.0 or better average in each category is required.
- 4.) A total of 24 hours of documented service are required. These must be hours beyond those achieved through the Sophomore Service Training and other Fisher required service. These hours must be recorded and a supervisor signature is required. The hours must be recorded prior to the beginning of the selection process in order to be included.

**5.) All requested materials must be returned to the NHS Advisor on time. Late Material will not be considered when reviewing the student's candidacy.**

## **(C.) The Faculty Selection Committee**

- 1.) The principal appoints five (5) teachers to the committee that makes the final determination on each candidate.
- 2.) The Faculty Selection Committee reviews the data gathered.
- 3.) A majority vote of the Faculty Selection Committee is required for selection.

## **(D.) Membership**

- 1.) Requirements
  - (a.) Maintain a 3.5 or better cumulative GPA.
  - (b.) Attend monthly meetings.
  - (c.) Participate in the Student Tutoring Program.
  - (d.) Participate in a personal and/or group service project.

## 2.) Warnings and Dismissals

(a.) A member whose cumulative Grade Point Average falls below a 3.5 will be given one quarter to restore that average.

(b.) A member who misses more than two meetings will receive a warning.

(c.) A documented violation of the honor code will result in dismissal from the Society (for example – cheating).

(d.) Failure to meet the requirements of membership as stated could result in dismissal from the Society (see paragraph below).

## 3.) No dues are required for membership.

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; *for example, cheating*. Furthermore, a student who is dismissed or who resigns may never become an Honor Society member again..." (National Honor Society Handbook, 20).

## Honor Code – Cheating

As a Catholic school we uphold the values of honesty and justice. Therefore, we have formulated this policy that will help students, parents, and teachers deal with the problem of cheating.

A student, who is found guilty of violating a teacher's testing or evaluation policies, including plagiarism and the copying of another student's graded work, will receive a zero for that assignment(s). After a conference with the student, the teacher will notify parents.

## 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.

### 1. 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 in the Library or the English Department. ***If a student is in doubt as to whether or not a particular***

***idea or section needs to be end-noted, he/she should check with the teacher. In general, the rule is simple: if in doubt, cite the source.***

## 2. Tutorial Plagiarism

Tutorial plagiarism occurs when a student has received so much outside help that the final product is not the work of the student. Judgment is made based on the diction, style, sentence structure, organization, and mechanics of the paper in question compared with those elements from other papers the student has written.

This type of plagiarism can also occur when students work together to plan an essay or research paper. While it is a good idea to brainstorm in order to find more supporting evidence, specific details and/or quotes, the final papers must be individually developed to demonstrate that each person did his/her own work. For example, even if students are working with the same basic thesis, organization would be different, a variety of examples would be used, and quotes would differ. Additionally, diction and sentence structure would differ. To avoid problems, students can work together in the planning stage, but each paper must be written separately.

### **FISHER SERVICE HOURS**

**Service is a component of evangelization as a Christian living in a secular world and a critical facet of fine character. We cannot emphasize its Christian value enough.**

Beginning the 2011-12 school year, students of Fisher Catholic will be required to complete 15 service hours per school year. (This is in addition to the Sophomore Service Project). **The service hours will be completed at Fisher Catholic, twice a month, during the activity period. Unless approved by the Principal.** Service days will be listed on the three week calendar. Students will be working with their House Family and Mentor to complete their assigned service.

The schedule by which service must be completed as the school year progresses:

- By the end of first semester 5 hours minimum completed, Mentors are responsible for notifying the Principal of any student that has not completed their 5 hours.
- By first week of May 2012, 15 hours minimum completed and work logs turned into House Mentor.

**Consequences for failing to meet the service timeline:**

**-End of first semester: 30 demerit points and student/parent notification.**

**-By first week of May 2012:**

**SENIORS: No diploma or transcripts until service hours are completed.**

**UNDERCLASSMEN: Probation and possible expulsion.**

## **RELIGIOUS FORMATION AND MINISTRY**

### **The Missionary Mandate of Jesus**

"Jesus Christ, after his Resurrection, together with the Father, sent the Holy Spirit in order that He might accomplish the work of salvation and that He might animate His disciples to continue this mission to the whole world."

(General Directory for Catechesis, "Congregation of the Clergy," 1998)

The Religious Formation and Ministry Programs are founded on the basic premise of the philosophy of all Catholic Education:

***"To proclaim the good news of Jesus Christ to all, to transform humankind into new life in Christ, to train individuals to live consciously, Faith-filled lives as children of God."***

(To Teach as Jesus Did, National Conference of Catholic Bishops, November, 1972)

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.

### **I. RETREAT PROGRAM**

The daily structure of the school setting does not always provide teenagers the opportunity to reflect seriously upon their personal beliefs and experiences – something they are capable of and want to do. Research has shown that at puberty the highest level of abstract thinking first makes an appearance. The ability to reason inductively and deductively is new to the adolescent and represents a normal stage of growth.

To foster this reflective skill, besides presenting traditional doctrine in our Theology classes, Fisher Catholic High School has developed a required retreat program to meet the specific needs of our students and to complement the graded course of study.

#### **A. 9th Grade: Day of Reflection**

Major Theme: *Prayer and a Personal Relationship with Jesus*

The core of our freshman retreat is to foster a sense of personal prayer centered on Christ and the gospel teachings. Students are provided with suggestions for developing a structured style of communicating with Jesus and looking to His example as a way to improve one's own character. This establishes a connection with the Christian virtues and the Catholic traditions, which are the foundation of the freshman theology curriculum.

## **B. 10th Grade: Reflection on Virtue**

Major Theme: *Christian Values and Morality* the sophomore retreat builds on the platform of Christian values that are introduced during the freshman year. Students are called to analyze and to develop a personal commitment to Christ's teachings. Jesus as our Savior and our Leader provides the path for each student to internalize a sense of morality based on Christian virtues. This perspective is expanded into the spirit of community through Christ's message: to love God above all else and to love your neighbor as yourself.

## **C. 11th Grade: Christian Awakening Retreat**

Major Theme: *Strengthening Christian Relationships*

The juniors are required to attend an overnight retreat where they are given opportunities to interact with speakers and with one another in a deeper reflection on relationships. The students examine one's own beliefs and the importance of positive self-regard. This foundation for relationships is extended into those with classmates and peers along with family and community. The appeal to community and Church are integrated with the central significance of Christ's friendship. The power of Christian relationships takes on a practical appeal in the sharing and faith-building sessions of the retreat. Some of the speakers at the junior retreats are students who have training through the Theology Clubs and/or the Kairos Retreat.

## **D. 12th Grade: Kairos Retreat (voluntary)**

Major Theme: *God's Time and God's Friendship*

As seniors begin to focus more on their futures, the Kairos Retreat offers a unique and powerful opportunity for them to be able to step back and reflect on self, others, and God. The Kairos Retreat is guided by a senior peer-leadership team and directed by trained adult administrators. This voluntary retreat consists of three overnights at an off-site retreat center. The talks, discussions, and activities during the Kairos Retreat focus on God's friendship and the inter-

connectedness of the Trinity with human relationships. This perspective establishes God's love as the source for addressing challenges and living life to the fullest as a Christian. This dynamic retreat sends the leaders and the retreatants back to school with a new foundation and a renewed spirit.

Kairos members and other senior leaders can be involved in the support and leadership positions for the Fisher Catholic retreats for grades 9-12 and for the Theology Clubs and their various activities. Additionally, dedicated Catholic juniors and seniors have opportunities to serve as Eucharistic ministers and lectors at our All-School Masses.

## ***II. SERVICE PROGRAMS***

In the Gospels, Jesus refers to himself as having come "not to be served, but to serve." After having washed the Apostles' feet, He commanded them to love as they have been loved, for Christian love is service to one another. The stories of Scripture and the lives of the saints throughout history provide ample evidence that the hallmark of a Catholic Christian is love for others lived out as service. In response to the Catholic Church's call for a dynamic and living faith, Fisher Catholic High School attempts to provide for the religious education and formation of its students through two, distinct service programs.

### **A. Volunteer Service Program**

This service program is open to any student of every grade, who wishes to volunteer time and talent in the community or at his/her church setting. To participate, students must record their service hours – with location, dates, type of service, and (non-parent) supervisor signatures – on an annual basis (each school year). "Service Transcript Forms" are distributed to the students at the beginning of each school year. Additional forms are available from the Campus Minister and in the main office. These hours are compiled as a "service transcript," and become part of the student's record. Students are encouraged to participate for the following reasons:

1. Many service agencies receive funding based on community support, measured in part by hours recorded by volunteers.
2. Consideration for school and community awards, scholarships, and National Honor Society membership is positively influenced by service to the community.
3. Volunteer service provides an additional source of information for employment and college applications.
4. An accurate record of the ways students are serving the Lancaster area and its surrounding communities are facilitated by this documentation.

### **B. Fisher Catholic Service Project:**

**Description:** Every student will be required to complete a service project between the summer of their sophomore year and the end of the spring semester of their junior year. This project will consist of the following parts: proposal by the student, approval by a moderator, log of activities associated with the project, and a final portfolio documenting the project including a meaningful reflection on the experience.

Students who fail to complete the service project with a passing grade will fail Theology during the quarter the project is due to be completed & will fail junior Theology for the year.

**Time Frame:**

2<sup>nd</sup> Semester Sophomore year to the end of 2<sup>nd</sup> Semester Junior year.

**Objective:** To enable students to serve their community in a meaningful, self-directed way and then to reflect on that service.

## **ATTENDANCE**

### *A. Attendance Policy*

Attendance in class is a basic requirement for academic success, and absences can reduce achievement. Excessive absenteeism and excessive tardiness prevents the student from fulfilling an essential condition for earning credit for scholastic work. On this basis, a school is justified in failing a student for the quarter that misses more than 7 days of a class in that quarter. The statutes governing school attendance are very specific and leave little option for school authorities to excuse students from school. The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family
3. Death of a relative
4. Observance of religious holiday
5. Family emergency

When a student is absent from school, a parent must call the school, (740) 654-1231, within one hour of the start of the school day to report his/her child's absence from school. If the parent does not contact the school, the school will make every reasonable attempt to contact parents at home or at work. It is the responsibility of the student to present a note explaining the absence from the parent to the attendance officer upon the return to school. **In order for an absence to be considered excused the note must come in to school no later than 2 days after the student's return.** It is the student's

responsibility to initiate contact with the teacher(s) during the day they return to school for the work they missed. Students have two days for each day absent to make up work. Students absent the day before a test have the option to take the test within two days of returning to school. **A student who is absent for any reason for more than 28 days is subject to the denial of credit for the year and may not be readmitted the following year. Each student is responsible for tracking his/her class absences.**

Students who have unexcused absences may not make up the work missed.

Students receiving a grade of incomplete must make arrangements with the individual teachers within one week of their return to school. Failure to comply results in failure for the quarter. If a student is absent and a parent wants work sent home with another student or want to collect that work, they must notify the school no later than 10 a.m.

## **B. Class Truancy**

1. A student is considered truant when absent without prior knowledge or permission of a parent or guardian. Truancy is considered a serious infraction and will lead to strict disciplinary actions
2. A student who leaves the school grounds without official permission is truant.
3. A student guilty of cutting a class who remains on the school grounds is truant.
4. A student who is truant will not be permitted to make up any missed school work.
5. A student who is truant from class will receive a one (1) day out-of-school suspension and failure of conduct.

## **C. Activities and Attendance**

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 7:55 a.m. will not be permitted to participate in any official athletic contest unless a doctor's note is turned in the office that day. The Principal serves as the official resource for communicating this policy to the students. For details, refer to the Athletics section of this Handbook.

## **D. Make-up Work after Absence**

It is the student's responsibility to see the teacher in order to ascertain what class work needs to be completed due to class absences. When the student meets with the teacher, the student is responsible for finding out when the missed assignments are due.

Students who have unexcused absences may not make up the work missed.

Students receiving a grade of incomplete must make arrangements with the individual teachers within one week of their return to school. Failure to comply results in failure for the quarter.

## **E. Absences 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:

- 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.)
- 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.
- 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.
- 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.

## **F. Tardiness**

- **If a student fails to report to his/her 1<sup>st</sup> period by 7:45 a.m., he/she must report to the school office.**
- **Each morning tardy will result in 5 demerit points. Students will also be issued a detention.**
- **When a student reaches his/her seventh tardy for the year, he/she will fail conduct and be issued a two (2) day suspension.**

- **Further tardies will result in a greater disciplinary action.**

### **G. Early Dismissal**

- **All requests to leave school before the close of school hours must be made in writing by a parent or guardian.** All such requests should be given to the office prior to the first period class.
- Prior to leaving the building or school property, students must sign out in the school office. Students returning that day must also sign in when they return.

It is the responsibility of the student to present a note explaining the absence from the parent to the attendance officer upon the return to school.

### **H. Closed Campus**

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. **No student will be permitted to go to the parking lot during school hours, the only exception will be if the student is leaving school.**

## **FISHER CATHOLIC CONDUCT AND DISCIPLINARY CODE**

Good 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:

- Respect authority and help to create an environment of law abiding citizens with their peers.
- Treat all adults in our school with equal respect and follow their instructions.
- Create a school environment that respects the uniqueness, individuality and differences of all people, no matter their race, sex, religion, physical appearance, academic or athletic ability.

- Obey the rules contained in this handbook in both spirit and letter.
- Respect and protect the property of others.
- Be drug-free and be sure others work towards the same goal.
- Dedicate ourselves to assisting the less fortunate in our community.
- Treat all peers with kindness & respect.
- Contribute to the success of Fisher Catholic through support of fundraising efforts.
- Strive always for a close relationship with God and allow God's presence to be easily observable in all our endeavors.
- 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 disrupting or distraction.

## **DISCIPLINE POLICY**

### **STEPS FOR MODIFYING INAPPROPRIATE BEHAVIOR AND VIOLATION OF SCHOOL RULES**

- Conference between teacher and student.
- Telephone call, letter or e-mail between teacher and parent(s).
- Conference with teacher, student and parent(s).
- Teacher assigned detention after school; school assigned detention.
- Deduction of up to 8 points per quarter from conduct grade (An assigned detention will be an automatic 2 point deduction from conduct grade).
- Conduct points deducted from administration.
- Conference with administration, student and teacher.
- Conference with administration, student and parent(s).
- Out of school suspension.
- Expulsion.

## **CONDUCT GRADES**

Each quarter, a student starts with a conduct grade of 100. This grade will be lowered when rules are violated.

Teachers may deduct up to 8 points per quarter from a student's conduct grade for violations of classroom rules or inappropriate behavior. If a teacher assigns a detention to a student, there will be a deduction of 2 points. Teachers must notify the student and parent when they have deducted points through the use of a demerit slip. If a teacher has deducted the maximum 8 points and inappropriate behavior continues, the teacher will refer the student to the administration for further deduction of conduct points and other actions deemed necessary.

### **Enforcement of Discipline**

- Obligations exist on the part of the student to obey school rules and policies and to respect the rights of other persons. 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 the 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's a school goal that students will develop self-discipline will be the directing motive.
- All employees of Fisher Catholic are entrusted with the responsibility of enforcing all school rules and policies.

**It is to be stressed that the deduction of conduct points should not be used in place of communication with the student and parent(s).**

If a student receives less than a 64% in conduct during or at the end of the quarter, he or she is determined to have failed conduct for that quarter and is subject to the following:

- Conference with administration, parent(s) and student if requested by parent(s) or administration.
- Student is placed on probation for the remainder of the quarter and the following quarter.

During this period of probation:

- Student is suspended from Student Council and National Honor Society.
- Student may not participate in field trips or any activities off school grounds during the academic day.

If a student achieves an additional 25 or more demerits in a quarter that he or she has already failed conduct, than this student will be suspended and a conference will be held.

Student placed on probation twice during a school year will be suspended for 1-3 days or until the conference with the administration is completed. This suspension may run concurrently with any other suspension the student is receiving.

Students placed on probation three times during a school year may be expelled, or if it is at the end of the year, asked not to return to school for the following year. Students placed on probation during the fourth quarter will be on probation for the first quarter of the following year. Seniors on probation during the fourth quarter may be barred from participating in some traditional senior events.

**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.**

## **SUSPENSION**

It is the belief of the Fisher Catholic administration that all suspensions of students in grades 9-12 will be served out of school. 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 on to 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.

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, the student will do class work isolated from the other students and under adult supervision. No later than the next school day the principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension, both verbally and in writing, 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, either 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.

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.

If the parent(s) or guardian(s) request a hearing before the local school advisory board and the school board has an appeals procedure, this hearing shall take place within three school days of the request. Statements supporting the charges against the student may be submitted as well as statements by the student and others in the student's behalf.

By the school day following the hearing, the advisory board or its designee shall notify the parent(s) or guardian(s) and the superintendent of its decision, in writing, clearly stating the reasons for the decision reached. If the decision is to uphold the expulsion, this notification shall also inform the parent(s) or guardian(s) and student of the right to appeal the expulsion to the Diocesan Grievance Committee.

Students may bring handheld games or ipods to school under the following conditions:

- The school is not responsible for the items being lost, stolen, or damaged.
- The student may only use such items before school or after school.
- The student will have the item confiscated and be disciplined in the same manner as cell phones if caught using during homeroom, class or a study hall.

## **FISHER CATHOLIC WELLNESS POLICY**

### **GENERAL INTRODUCTION**

It is the intention of this Wellness Policy that various aspects of personal protection, respect and well-being be encouraged and protected. Clear policies and practices are prescribed. Infractions require appropriate investigations and, if warranted, appropriate disciplinary response. Integral with these Fisher Catholic policies and practices are also the objectives to restore wellness and right conduct where these have been abused. An important part of this may be advice regarding appropriate counseling assistance, either for the victim or the offender or for each. In some cases staff resource may be available; in other cases outside services may be suggested or mandated.

In addition to the referrals made by the administration, in keeping with the mission of our school as a part of the Catholic Church, the school priest-chaplain is also available for appropriate advice and referral. Such consultation is entirely voluntary and must be requested by the student(s) involved and/or their parent(s). These consultations shall be distinct from any disciplinary action and treated confidentially as provided by Diocesan policy. Of course, disclosures to the priest-chaplain within the Sacrament of Penance are protected by the absolute seal of the confessional.

By a balance proper justice and merciful treatment of persons involved, the Catholic values inherent with Fisher Catholic High School can be maintained and enhanced.

### **BEHAVIOR OFF CAMPUS**

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

Consequences of threats to welfare and safety:

If a student is found to be in violation of Policy 5140.11 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**

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

2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer – male or female – should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

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

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of a sexual or gender-based nature;
- Explicit or degrading sexual or gender-based comments about another individual or his/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.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Any person who believes he/she is subject to harassment or intimidation must contact either the principal, 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.
6. Where it is determined that improper harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstance such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

## **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 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 for further investigation. 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:

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, look alike drugs, 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 files.**
4. If a student has violated this policy the following consequences will be in effect:
  - **A minimum five day suspension: 1<sup>st</sup> Offense.**
  - **A ten day suspension: 2<sup>nd</sup> Offense.**
  - **Failure of Conduct for the quarter that the offense occurs.**
  - **Before the student is readmitted to school the student must have a Substance assessment/evaluation by a certified substance abuse counselor.**
  - **Fifteen hours of community service, to be completed within two Months of the occurrence. The nature of the service will be determined by the Administration. Parents must agree to have the student drug tested on a random basis at the request of the Administration, at the parent's expense. Results must be made available to the school.**
5. Any further or additional violation following readmission to school will result in an automatic suspension and a subsequent hearing will be held to determine if the student should be expelled.
6. Parents of new students and/or incoming freshman will be required annually to attend a one hour workshop hosted by the school on issues of drugs and alcohol.  
Only one parent has to attend the workshop. Parents that fail to attend this workshop or an alternative program approved by the administration, will have their class schedule held until a parent completes the workshop. This could result in a student not getting into classes they have chosen for the coming school year.
7. **Any student involved in extra-curricular activities, including athletics and Student Council, who violates this policy at any time during a twelve month calendar year, will sit out, on the first violation 20% of games or activities (Scrimmages do not count towards the 20%. Students will sit out of these as well). This does not include the time that the student is out for the**

**suspension. If a student is not currently participating in an extracurricular activity this suspension will take effect in the first extracurricular activity following the violation. For this 20% the student may be required to attend practices but is not allowed to participate in practice. Students will not be allowed to dress for games.**

- 8. Fisher Catholic will not nominate a student for any League, District, and/or state awards if that student has violated our Wellness Policy. If a student is not currently participating in an extracurricular activity this would take effect in the first extracurricular activity following the violation.**
9. A student who violates this policy will be denied, for a period of one calendar year, any position of leadership in any sport or extracurricular activity. The student will not be eligible for any letter or award that might be given if the student does not complete an athletic season or term of commitment to the activity.
10. A second violation of this policy at any time in a student's career at Fisher will result in the student being denied participation in all extracurricular for thirty calendar days following the suspension.
11. To establish that a violation of this policy has occurred, documentation must come from one of the following:
  - Staff member report
  - Police report
  - Student admission
12. 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. Parents will be contacted and law enforcement will be called. 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.
13. 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.
14. Fisher Catholic will cooperate fully with local law enforcement agencies to keep our school, its students and activities safe and drug and alcohol free.

**William V. Fisher Catholic High School  
Parent Mutual Pledge**

In order to keep our children and the students of Fisher Catholic School safe we pledge the following:

- We will not permit our home to be used for unsupervised parties. We expect other parents to do the same. If we are out of town, we will notify a concerned neighbor or other adult of our absence.
  
- We will not permit our son or daughter to consume alcohol or other drugs on our property. We ask other parents to do the same for our daughter or son. If you have any reason to believe our daughter or son uses alcohol and/or drugs, we would appreciate it if you would contact us. We will do the same for you.
  
- If your daughter or son has been drinking or using drugs, we will try to prevent him or her from driving. We expect you to do the same for our daughter or son.

Therefore, we sign this pledge with the knowledge that all parents who sign will have a notation placed next to their name in the Family Directory indicating that we have signed and will support the pledge.

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Name (Please Print)

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Signature

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Name (Please Print)

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Signature

Name(s) of Child(ren):

## **TECHNOLOGY AND COMPUTER 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 the School 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.

### **A. TIME WARNER COMPUTER ACCESS DISCLAIMER STATEMENT**

*Time Warner provides access to interconnected computer systems to its school district members for educational and administrative purposes under laws and regulations of the State of Ohio. Time Warner 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 Time Warner 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.*

### **B. 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).*

**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 are finished
- Leave computers on

**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, MUD's, MOO's 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
- Download without permission

**Diocese of Columbus  
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 publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

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

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is

inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

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

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

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials, 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 attained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system.

## **DRESS CODE/UNIFORM POLICIES**

**Fleece jackets, sports jackets, or outside jackets may not be worn in the building during the school day.**

**Students must be in full uniform prior to entering the building at the beginning of the school day.**

### **BOYS:**

- White oxford shirt, long or short sleeve.
- Shirts to be tucked in at all times.
- White undershirt only, devoid of writing, decorations and graphics.
- Monogrammed uniform tie to be worn everyday, knot must cover top button.
- Black monogrammed uniform pants.
- Belt-solid black, no buckles, studs or decorations including cut-outs.
- Sweaters-monogrammed uniform crew-neck sweater or v-neck sweater vest in green or gray.
- Socks-above the ankle, colors can only be dark, black or white. No decorations and only simple logos.
- Shoes-black or brown leather; tennis shoes, all white or all black. No other colors permitted. Simple logos only. Shoes must be in good condition and tied at all times.
- No facial hair allowed. Must be cleanly shaven everyday.
- Side burns are not to be below the earlobes and must be neatly trimmed.

### **Sept. and May – optional uniform**

- Shorts-monogrammed uniform black walking shorts
- No higher than 2 inches above the knee, not below
- White oxford shirt short/long sleeve
- Hair is to be kept neatly trimmed above the ears and above the collar
- Hair is to be kept above the brow.
- Extremely bushy hairstyles are not permitted.
- Hair color should be of natural color
- No extreme hairstyles, as determined by the administration
- No clogs
- No beach shoes
- No boots
- No sandals
- No visible body piercing, no visible tattoos
- No earrings
- No wallet chains
- No studded necklaces, bracelets or belts
- No hooded or non-hooded sweatshirts are permitted

#### GIRLS:

- White Oxford shirt, short or long sleeve
- Undershirt, cammie, etc. white only no writing, decorations or graphics
- Shirts are to be tucked in at all times.
- Monogrammed uniform jumper. Must be two inches above the knee.
- Monogrammed uniform black pants.
- Belt- solid black, no buckles, studs, decorations or cutouts.
- Socks, above the ankle bone white or dark black or gray. No decorations and only simple logos.
- Knee high socks, dark black or gray only
- Opaque tights, dark black or gray only, no rips, tears, runs. Must cover feet. No leggings.
- Shoes- black or brown leather; tennis shoes- all white or black. No other colors permitted. Simple logos only. Shoes are to be in good condition and tied at all times.
- Sweaters- monogrammed uniform cardigan sweater green or gray.

#### Sept and May optional uniform

- Shorts, monogrammed uniform black walking shorts
- No higher than 2 inches above the knee not below
- Monogrammed uniform white oxford shirt short/long sleeve
- No capris
- No legging
- No clogs
- No boots
- No beach shoes
- No open toe shoes
- No sandals
- No heels over 1"
- No high heels
- No visible body piercings, no visible tattoos
- 2 earrings per ear limit
- No wallet chains
- No spike/studded necklaces, bracelets, belts
- No excessive make-up
- Nails are to be well-kept and not extreme in length
- Hair color should be of natural color
- No extreme hairstyles as determined by the administration
- No sweatshirts hooded or non-hooded

#### **OPTIONAL UNIFORM**

- Monogrammed Green Blazer

**Please note: Students who are not in uniform will not be permitted to go to class.**

**Administration Reserves the right to make judgment on uniform issues not covered in the above policy if they are deemed to be distracting.**

## **B. Out of Dress Code Days (“Grub Days”)**

### 1. Casual Days –

- a. Students may not wear T-shirts with illustrations contrary to our philosophy (e.g. liquor, drugs).
- b. No short shorts, biker shorts, mesh shirts, tank tops, sleeveless shirts, ripped jeans or shorts, no earrings (for boys) and only 2 earrings per ear for girls.
- c. No tight-fitting stretch shorts or pants, no “dorm pants” or pajama bottoms.
- d. Bare midriffs are not permitted.
- e. No hats or caps may be worn.
- f. Dress shoes or tennis shoes and socks must be worn (No sandals, clogs, boots or open-toed shoes).

*On specially designated casual days, students must wear a shirt or a color that is in accordance with the theme for the casual day (Students not in accordance will need to be in regular dress code).*

### 2. Dress Up Days

#### (A.) **Boys**

1. Ties must be worn
2. Dress pants
3. Dress shirts (no denim shirts)
4. Dress shoes and socks, no athletic shoes
5. No polo shirts or logo T-shirts

#### (B.) **Girls**

1. Dress or appropriate blouse, sweater and dress pants
2. Skirts are to be no more than four inches above the top of the knee
3. No stirrup pants or leggings
4. Dress shoes must be worn with socks or hose
5. No sandals, clogs, boots, or open-toed shoes

6. Blouse must be worn under sweaters
7. No denim material of any kind
8. No sleeveless tops or sleeveless dresses unless covered at all times by a blouse or sweater
9. No see-through clothing

***Note: 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 "Casual 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.***

### **MISCELLANEOUS SCHOOL POLICIES**

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 drugs) will be made available through the school nurse. Fisher Catholic will only allow students to take non-prescription drugs with a signed permission form on file in the nurse's 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 needs to use it.

### **B. Background Checks**

"Protecting God's Children is a seminar to heighten each individual's awareness of sex 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."

### **C. Cafeteria**

Fisher Catholic provides a hot lunch program. Students are not permitted off the school grounds for lunch with the exception of seniors on special "senior lunch" days and permission of parents. Cafeteria guidelines are as follows:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Clean your eating area after eating your meal.
4. Remain in an authorized area. Students are not allowed in the locker rooms without special permission.
5. Students will not be allowed to charge for lunches.

### **D. 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 Student Council 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 school office.
3. Students must purchase a parking pass from the school office for \$10.00. Students must visibly display the parking pass in their car. This includes cars parked on school property & cars not parked on school property.
4. A student shall not sell, give, share, or otherwise transfer the parking pass to another student.
5. Students must park in their assigned parking spots.
6. **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.
7. 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.8. For students parking illegally, 5 demerits will be issued per violation.

## **E. 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 lunchroom. Special situations require the approval of the administration.

## **F. Fund Raising**

All fund raisers done on behalf of Fisher Catholic High School or any group that represents Fisher Catholic are strictly prohibited unless permission is granted before hand by the Principal/President of Fisher Catholic.

All present fund raisers are to be reviewed by the Principal/President and the Finance Board of Fisher Catholic, if allowed, will be examined on a year to year basis with an eye toward eliminating most fund raisers.

Solicitation of any person or group for money or resources without the express permission of the President/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.

## **G. Hall Passes**

If a student must leave the classroom, the teacher will issue an official pass to the student. No student is to leave a classroom without a hall pass. The pass must be returned to the teacher. Passes will be issued only when absolutely necessary. Students in the halls without an official pass will be subject to disciplinary action.

## **I. Health Room Policies**

**If a student becomes ill during the school day, the student should notify the teacher before coming to the office. After the student's condition is assessed, the student will either return to class or be sent home.**

Students will be required to sign in whenever they need assistance in the nurse's office. The administration will notify the students after the 5<sup>th</sup> visit each quarter.

Parents will be notified after the 7<sup>th</sup> visit each quarter. The purpose of this notification process is to emphasize the priority of classroom attendance and to involve the Fisher Catholic faculty in the health and academic progress of our students.

## **I. 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.
- It is highly recommended that students keep lockers locked.
- Writing on the outside and/or inside of a locker is prohibited and any damage occurring through carelessness, kicking, slamming, etc. could be considered vandalism
- If lockers are left in need of repair or cleaning at the end of the year, a fee of \$50 will be charged to the student for the necessary maintenance.

## **J. PA Announcements**

Students are responsible for listening to the announcements made over the public address system. All announcements must be approved and signed by a moderator before the announcements will be read over the PA system.

## **K. 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.

## **H. 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.

## **M. 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.

## **N. 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.

## **O. 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.

## **P. 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

## **ADMISSIONS**

### **I. Right to a Catholic Education**

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 extra curricular 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.

## **II. 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.

## **III. School Attendance Areas**

### 1. 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:**

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.

### 2. 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).

Waivers will be granted only for following reasons:

- 1.) if siblings have attended the requested school;
- 2.) if either parent attended the requested school;
- 3.) if the assigned school feels it would be in the best interest of the student to attend the requested school;
- 4.) If the requested school has an academic program that is not available in the assigned school; or
- 5.) 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**

### **I. 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 31<sup>st</sup> - discounted amounts.
  2. FACTS payment program - ten equal monthly payments starting July 1 and ending April 20. Please note that special arrangements can be made based on financial need; however, the FACTS program is mandatory for all monthly payments.
- B. 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. Students who are behind in tuition as defined by the Finance Board will be denied the opportunity to take semester finals.
  3. No transcript of grades will be issued for any transfer unless all financial obligations to Fisher Catholic have been met.
  4. Students may be asked to not participate in co-curricular activities if tuition payments are not up-to-date.
  5. No student may receive a cap and gown or participate in commencement or baccalaureate exercises if all financial obligations have not been met.
  6. No transcript of grades will be issued at any time in the future if a student leaves Fisher Catholic without fulfillment of financial obligations.
  7. A student may not return to Fisher Catholic without fulfilling financial obligations of the previous year.
  8. Financial aid is available for students in need of financial assistance.

9. No student may take a **midterm or final course exam** if tuition is not current.
10. All students must pay a **NON-REFUNDABLE** registration fee each year. The registration fee amount is determined each year.
11. WITHDRAWALS: July 1 – First day of school \$200 Administration fee charged. First day of school – January 1 One half tuition will be charged.  
January 2 – June 1 Full tuition will be charged.
12. Two payment options are available:
  - Payment in full for the following school year by June 1.
  - Ten (1) month payment plan beginning in July and ending in May. Payments are made through the FACTS Tuition Payment Plan.
  - Tuition must be current in order for a student to start the school year.
  - Statements will be mailed quarterly.
  - Participatory policy is as follows: Participatory status is determined by each pastor usually based on a criterion of financial contributions to the parish. This status is handled between the parishioner and the pastor. Fisher Catholic High School is not involved in the determination of participatory or non-participatory status. Currently, non-participatory tuition is \$325 additional per student.
  - An additional \$100.00 administrative fee will be assessed.

## **ATHLETICS**

### **ATHLETIC PHILOSOPHY**

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.

### **I. PARTICIPATION REQUIREMENT**

Before any student may participate in interscholastic programs they must fulfill

**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 nurse.

**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. All athletes are students first. Athletes are expected to abide by the standards set forth In the School Handbook presented to them at the beginning of the school year and all

### **II. Student Responsibilities**

Catholic policies that apply to students. Violation of the student conduct code 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 out-of-school suspension is also denied the privilege of participating in extracurricular activities.) The principal, at her discretion, may also deny participation privileges for repeated school violations.

## **OHSAA Regulations On Non-School Teams**

You may not try out, practice or participate in a contest with a non-school team while a member of a school team in the same sport.

- In individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but may not compete in a contest.

Those in the team sports of baseball, basketball, field hockey, football, ice hockey, soccer, softball and volleyball may try out, practice and compete on non-school teams before and after the school season provided:

1. The number of students from the same school on the roster of the non-school team is limited to five (5) students in the sports of soccer, field hockey and ice hockey; four (4) students in the sports of baseball and softball; three (3) students in the sport of volleyball, and two (2) students in the sport of basketball. School football team members are prohibited from competing on non-school teams except from June 1 to July 31. **Note:** Seniors are exempt from these limitations after the conclusion of their sport season. In addition, there is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.
2. You have no contact with school coaches while on a non-school team other than the 10 days permitted between June 1 and July 31.
  - You may be declared ineligible for the remainder of the school season for violating these during the school season.
  - You may be declared ineligible for the next season for violating these rules outside the school season.
  - A senior may be declared ineligible for the remainder of the school year for violating these rules.

## ***FISHER CATHOLIC ATHLETIC ELIGIBILITY***

1. The academic performance of student-athletes will be monitored and assessed every

week during the season of participation. The grades at the end of the academic quarter will be utilized to determine the student's academic eligibility for the next quarter.

2. A student who is below 65 in two or more courses will be ineligible for the next week. The term of ineligibility will typically begin on Tuesday and it will end on the following Monday. Eligibility reports are due every Monday throughout each season of participation – fall, winter, and spring. The administration reserves the authority to adjust the period for eligibility/ineligibility.

3. Academic ineligibility means that a student athlete is NOT allowed to participate in athletic contests.

(A.) A student who is ineligible for a week in a single season is NOT allowed to practice with the team, and NOT eligible to play in the official contests. The student will be allowed to be at practice and allowed to travel with the team.

(B.) A student who is ineligible for the third time in a single season is removed from the team. Student-athletes in this category can regain their eligibility for the next season based on the most recent quarterly report card.

### ***SCHOOL ATTENDANCE***

A student must be in school by 7:55 a.m. following the day of competition and attend a minimum of four academic classes in order to be eligible to participate in the next contest. For contests played on Friday or Saturday, failure to be here by 7:55 a.m., unless a student brings in a doctor's note that day, results in suspension from practice/game that day. Delays due to buses, weather, etc. will be handled individually.

**Exceptions to this rule will only be based on doctor's appointments or extreme circumstance, and the student athlete must obtain permission from the Athletic Director and Principal.**

An athlete who is suspended (in-school suspension and out-of-school suspension) from school is also suspended from participation in practices and games for the given period. School suspensions can result in dismissal from a team.

## **INCLEMENT WEATHER**

**A.** 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.

## **HAZING**

Please refer to Fisher Catholic student handbook.

## **TRY OUTS FOR AND QUITTING OF TEAMS**

### **A. Try Outs**

Individuals may try out for a team prior to the sport having its first official contest. (An interscholastic scrimmage is 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. Guidelines will also be posted on the school website. 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. Quitting**

Athletes who quit a team or are dismissed from a team after the first official contest (including scrimmages) may not try out for another sport or participate in any organized conditioning programs in the same sports season until the team is no longer represented in competition unless the head coach of the sport and the athletic director grant a release.

## **EARNING A VARSITY LETTER**

### **A. General Policies**

1. 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.

2. Senior athletes who have participated in a given program (varsity or junior varsity) for at least three years shall receive a varsity letter.
3. Injured athletes who meet the "playing time" criteria for the contests held up to the time of the injury may receive a letter.
4. A student-trainer will receive a letter after his/her second season of service. This will be done under the direction of the Faculty Trainer and the Athletic Director
5. Managers who have held the position for at least two seasons in the same sport may earn a letter. Only those who, in the judgment of the coach, have made a significant commitment of time and effort shall be awarded the letter.
6. Any student involved in the athletic program who does not receive a letter will receive a certificate of participation.
7. In cases of extenuating circumstances, exceptions to the standards listed below are permitted with the approval of the coach and the athletic director.

#### **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. Cross Country: Must earn a minimum of 100 points
- e. Golf: participate in 50% of team matches played
- f. Soccer: participate in 50% of halves played
- g. Swimming & Diving:
  - i. compete in 60% of the team's meets AND
    1. score in the league meet OR
    2. meet the qualifying standards for regional competition set by the OHSAA
- h. Tennis: participate in #1-3 flite singles or #1-2 flite doubles for at least 50% of the matches played
- i. Track & Field:

- i. score at least 15 points during the season in competition against opponents
  - ii. score in the league meet OR
  - iii. place in any event in the district meet
- j. Volleyball: participate in 50% of the games played
- k. 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

The head coach has the option to use his/her 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.

## **VIII. EQUIPMENT**

Failure to return issued equipment or failure to pay for damaged or lost equipment will result in fees being added to tuition account and failure to participate in any extra-curricular activity until fees are paid or equipment is returned.

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.)

## **TRANSPORTATION**

### **A. Fisher Catholic Athletic teams will travel to contests in one of two ways:**

Teams will travel on a bus to and from the contest.

Teams will travel with students being driven by coaches and parents/guardians to and from the contest.

### **B. Exceptions:**

The Athletic Department understands that some extenuating circumstances do occur.

In that event, athletes must receive approval from the coach and the coach needs written notification from the parent(s) or guardian(s), in advance of contests, of transportation change.

2. Under special circumstances and with prior approval from the Athletic Director and Principal, a student may be granted permission to drive to and from the contest with written consent from the parent or guardian. However, they will not be permitted to transport other students with them. In this case, students will follow the team bus or caravan to the contest taking the preferred route of the coach.

3. Under certain circumstances and with prior approval from the coach, an athlete may return home with his/her parents.

4. We recognize many of our students carpool to and from school on a regular basis. This is considered a special circumstance, and may allow a student to transport another student(s), with written consent from the parent or guardian of both the driver(s) and rider(s).

## **INDIVIDUAL SPORT REGULATIONS**

Each head coach has the authority to provide athletes with additional regulations and possible consequences for violations. Coach's disciplinary actions may include denying the privilege of participation for periods of time. Such rules will be presented in writing to the athlete and athletic director. Appeals of disciplinary actions taken by the coach may be made by the athlete to the athletic director.

## **DUE PROCESS PROCEDURES**

The athlete will be informed of violations by the coach and/or athletic administrator. 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.