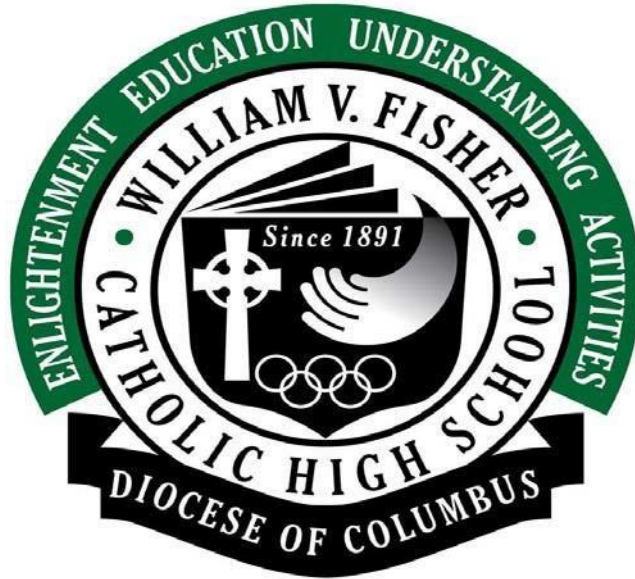


William V. Fisher Catholic High School



“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

**2016-2017
Student-Parent Handbook**

LETTER FROM THE PRINCIPAL

Dear Parents/Guardians and Students:

Welcome to the 2016-2017 school year. The administration, faculty, and staff are excited for the new school year and it is our hope that this will be the best year yet at William V. Fisher Catholic High School!

The Student-Parent Handbook is designed and developed to clearly set out all the rules, regulations, and policies of our school. This handbook serves as the contract between the school and its students and families. By attending William V. Fisher Catholic High School and signing the Handbook Agreement Form you are agreeing to follow all rules, regulations, and policies that are included within.

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

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

Sincerely,

Joe Jasinski
Principal



William V. Fisher Catholic High School Parent-Teacher-Student Agreement

The Fisher Catholic Faculty agrees to the following:

1. Parent phone calls/emails will be returned within one business day.
2. Parents will be notified when a student's grade drops below a C during the quarter either in writing, email or with a phone call in a timely manner.
3. Teachers will set a policy in their classes with regard to obtaining additional help.
4. Teachers will have a clear grading policy and a policy on the acceptance of late work in their syllabi.
5. Teachers will make themselves available within 4 business days of a parent requested conference.
6. Teachers will come to class prepared and ready to teach and offer a learning environment that is conducive to students doing their best work.
7. Teachers will not gossip about students or their families.
8. Teachers will teach from the Diocesan Course of Study and according to the lesson plans that they submit each week to the administration.
9. Teachers will be fair and consistent in carrying out school and classroom policies.
10. Teachers will keep the Fisher Catholic community in their prayers.

Fisher Catholic Parents agree to the following:

1. Parents will attempt to have their student take care of classroom issues first with the teacher before becoming involved except in very serious matters.
2. Parents will return calls/email from teachers within one business day.
3. Parents will attempt to contact and resolve conflict with the teacher before contacting the administration except in very serious matters.
4. Parents will check the Fisher website on a weekly basis.
5. Parents will read each teacher's syllabus at the beginning of the course.
6. Parents will bring their student to any conferences with teachers or administration.
1. Parents will reinforce to their students that they are to come to class prepared, ready to learn, and that they will not distract others from learning.
1. Parents will not gossip about teachers, other students or their families.
2. Parents will keep informed about what their students are learning in school.
3. Parents will support the school in the enforcement of the fair and consistent policies of the school.
4. Parents will keep the Fisher Catholic community in their prayers.

Fisher Catholic Students agree to the following:

1. Students will come to class prepared.
2. Students will not distract themselves or others from learning.
1. Students will ask the teacher for assistance when they are struggling.
2. Students will find an appropriate time to bring concerns to the teacher about issues of grading, teaching or discipline. This time is never in the midst of a class period.
3. Students will keep their parents honestly informed about their classes and school issues.
4. Students will submit their own work and will not cheat.
1. Students will accompany their parents to any conferences with the teachers.
2. Students will refrain from gossiping about other students, teachers or staff.
3. Students will do their best to follow school and classroom policies.
4. Students will keep the Fisher Catholic community in their prayers.

The History of William V. Fisher Catholic High School

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

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

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

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

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

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

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

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

Fisher Catholic High School Mission Statement

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

FORWARD

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

PHILOSOPHY

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

OUR BELIEFS:

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

Portrait of the William V. Fisher Catholic High School Graduate at Graduation

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

Enlightenment

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

Education

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

Understanding

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

Activities

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

HANDBOOK CLAUSE

William V. Fisher Catholic High School reserves the right to amend this handbook at any time as deemed necessary by the administration. Students attending William V. Fisher Catholic High School, a private Catholic school, give up certain legal rights they would otherwise be entitled to if they were attending a public school. For example, freedom of speech, a constitutional right of all citizens outside the private Catholic school environment, is limited in many important respects here at our school. Speech, either written or oral, or any action contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is absolutely prohibited, as is any other speech or action which, in the sole opinion of the school administration, is contrary or disruptive to the philosophy and purposes of this educational institution.

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 are 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. If a student has outstanding assignments he or she may 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 communicating with the Intervention Specialist.

Course Selection

Appropriate selection of courses should provide a challenging curriculum that fits the ability level of every student. The students and their parents with the advice and approval of the guidance counselor 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.

Graduation Requirements

The graduation requirements of Fisher Catholic High School exceed the minimum 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:

Graduation Requirements for the Classes of 2016, 2017 and Beyond

<u>Course</u>	<u>Credits</u>
Theology•	4
English••	4
Foreign Language	2 (of the same language)
Mathematics	4 (mathematics units must include 1 unit of Algebra 2 or Algebra/Trigonometry.)
Science	3 (science units must include 1 unit of biology, 1 unit of physical science and 1 unit of advanced study in one or more of the following: chemistry, physics, or other physical science; advanced biology 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 (elective units must include credit of fine arts)
Total	24 credits

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

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+	3.50	3.75
83 - 85	B	3.00	3.20
80 - 82	B-	2.75	2.95
77 - 79	C+	2.50	2.75
74 - 76	C	2.00	2.20
70 - 73	C-	1.75	1.95
68 - 69	D+	1.50	1.75
65 - 67	D	1.00	1.25
Below 65	F	0	0

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

Weighted Classes:

Honors English 9, 10, & 11	Calculus
Human Anatomy & Physiology	French 3 & 4
Advanced Chemistry	Latin 3 & 4
Physics	Spanish 3 & 4
Honors World History	Honors Geometry
Honors American Government	Algebra 2/Trigonometry
Honors Modern History	Pre-Calculus
AP European History	AP English
Algebra 1A	

Honors Recognition

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

High Honors	3.75
Honors	3.50

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 must meet with the principal to discuss further academic options.

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.

Failures/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 as prescribed in this handbook. Seniors who fail one or more courses required for graduation will need to work directly with the administration to determine participation in the graduation ceremony.

Report Cards

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

Progress Book

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

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

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.

College Application Policies

- a) **Application Submission**
Students are responsible for completing and submitting their college applications and meeting all college 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 individual student records are:

- a) School personnel
- a) Parent(s)/guardian(s) of a minor student
- a) The student who is 18 years of age or older
- a) Non-custodial parent of an individual minor student unless denied access by a court order
- b) 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

- 9th – Ohio's required graduation testing
- 10th – PSAT – pre-SAT and Ohio's required graduation testing
- 11th – PSAT/NMSQT – pre-SAT/National Merit Scholar Qualifying Test

11th and 12th – SAT I & II and ACT – college entrance tests (recommended)
10th–12th – 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. It is strongly encouraged that schedules not 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 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: 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 sophomore, junior and senior classes who have attained a 3.5 cumulative grade point average 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 sophomore or junior may be eligible for selection the following year as long as the 3.5 grade point average is maintained.
- 4) Candidates who has been issued an In-School Suspension or Out-of-School Suspension in the year they apply, are not eligible for consideration.
- 5) A candidate must have attended 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 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.
- 1) The Faculty Selection Committee reviews the data gathered.
- 2) 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 if applicable.
 - 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, p.20).

Student Honor Code

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

Violations of the honor code will result in a conference between teacher and student. The teacher will then notify the parents and submit a report of the violation to the Administration. This is considered a violation of school rules. Administration will determine disciplinary action for the violation. A second honor code violation in a school year will result in further disciplinary action.

Therefore, we have formulated these policies that will help students and teachers apply the honor code. Violations are academic acts of dishonesty, fraud or trickery including, but not limited to the following:

Cheating

Cheating includes, but is not limited to: violating a teacher's testing or evaluation process; defacing a test or answer sheet; the use of a cell phone or any other unauthorized aid during the test; sharing test questions with anyone during or after the test; attempting to remove test materials from the testing room.

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 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.

Religious Formation and Ministry

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”

(National Conference of Catholic Bishops, To Teach as Jesus Did, 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.

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

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

9th and 10th Grade Days of Reflection (Mandatory)

Our freshmen and sophomore retreats are held during the school day at an off-campus location (usually St. Mark Church, Lancaster). It is the student’s responsibility to find transportation to and from the location and to bring lunch.

The themes of these retreats will vary depending upon the needs of the community but will include: prayer, morality, spirituality, and living as a disciple of Jesus Christ.

11th Grade Retreat (Mandatory)

During their junior year the students will participate in a day of reflection that will allow them to more deeply examine what it means to be a disciple of Jesus Christ in today's society.

The theme of this retreat will be Life in Christ. The students will be challenged to take seriously the call to follow Jesus in their daily lives and will reflect on how others incorporate a relationship with Jesus on a daily basis.

12th Grade Men's and Women's Retreat (Mandatory)

During their senior year the students will participate in a day away from the school setting to allow for an extended reflection on the words of Jesus, *"You know that the rulers of the Gentiles lord it over them, and the great ones make their authority over them felt. But it shall not be so among you. Rather, whoever wishes to be great among you shall be your servant; whoever wishes to be first among you shall be your slave. Just so, the Son of Man did not come to be served but to serve and to give his life as a ransom for many"* (Mt. 20:25-28).

The theme for these days is growing as men and women of God. The hope is that the students will gain a deeper understanding of the fact that a life lived in service to others is a truly fulfilling life.

Service/Stewardship Programs

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

A. Mandatory Service Hours

Freshmen, sophomores, and seniors are required each year to complete a minimum of **10 hours** of service to the community outside of the school. Service logs will be available in theology classrooms and in the main office. Service hours will be collected in theology classes by the beginning of the fourth quarter each year. Failure to complete the minimum requirement of 10 hours may result in failure to be promoted to the next grade.

B. Junior Service Project

Every student will be required to complete a service project between the summer after their sophomore year and the beginning of the fourth quarter 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. This project should consist of a minimum investment of **30 hours** that address some need in the larger community.

ATTENDANCE, ABSENCE, TARDINESS AND TRUANCY

Attendance

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

Absences

- a) The parent or guardian of a student who will be absent from school for a valid reason must call the office between 7:00 am and 8:30 am with a daily explanation of the student's absence.
- a) In addition, on the day of the student's return to school, the parent or guardian must send a note explaining the reason for absence, the duration of the absence, and the date on which the student is returning to school. **This note must be sent even though the parent or guardian had previously phoned the school. The absence will be considered unexcused until a note is turned into the office.**
- b) The school office will call the home/work number of any parent who has failed to call the school and account for a student's absence. In the event that the school authorities are not satisfactorily informed about the absence, the student will be considered truant.
- c) Absence amounting to three and one half periods will be counted as a full day's absence. Absence from any class for more than 20 minutes is considered absence from the entire period.
- d) Absence for reasons other than personal illness, death of a relative, or family emergencies are not normally considered valid reasons for missing any part of a school day.
- e) College visits and family emergencies, while acceptable reasons for absence, still constitutes absence on the student's permanent record.
- a) Reasonable and infrequent requests for late entry or early dismissal may be allowed. However, the parent or guardian should try to schedule dental and doctor appointments outside of the school day.

The following procedure for such requests is to be followed; otherwise, it will be considered an unexcused absence:

- a) Requests for an early dismissal must be in writing and signed by a parent/guardian. Requests by phone cannot be honored. The student is to present the request to the school office for approval at the beginning of the day. The student will be issued an early dismissal slip.
- b) The student must have the early dismissal slip signed by an office representative at the time of his/her early dismissal, then report to the school office and be properly signed out.
- c) Upon return to the school, the student must report to the office and be signed in by the office secretary.
- d) The school office will call the parents to verify any questionable early dismissal or late entry.
- e) **A student may not be dismissed on the basis of a phone call from a parent. The school must have a written note, email, or fax.**

Make-up Work after Absence

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

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

Vacation Policy

We strongly discourage families from planning vacation during the scheduled school time. Vacation days other than those that appear on the Diocesan approved Fisher Catholic school calendar are unexcused absences. Unexcused absences negatively impact a student's performance due to the loss of instructional time. This loss can result in failure for the quarter and loss of course credit. **However, if a parent chooses to remove a student from school, they must contact the Principal by phone at least three weeks before the proposed vacation date. It is the parent and student responsibility to understand the following guidelines in completing make-up work.**

1. Student and/or parent may request work in advance but the teachers may not be able to provide any or all of it.
2. It is the responsibility of the student to pick up the assignments from his teachers on the last day prior to departure.
3. This additional work, plus any tests or quizzes, must be made up within three days of

the student's return. Students should plan to stay after school for the three days upon his/her return to gather assignments, and to make up quizzes and tests.

4. Students may be unable to make up some work that was completed as part of a group project or as a part of a class activity. The student may have to take a -0- for this work.
5. The student is responsible for contacting his/her teachers to schedule a time to complete all missed tests or quizzes. Any work that is not completed within three days may be assigned a grade of -0-.
6. Parents need to be prepared to hire a tutor in cases where a student is not able to master, on his/her own, new material.
7. If a Semester or a Final exam is missed, the student must make arrangements prior to departure to take the exam. Otherwise, the student will be assigned a grade of -0-.

Attendance and Activities

Students participating in extracurricular activities must attend school during the day to participate in any event. Students who are absent from school or who arrive at school after 8:45 a.m. will not be permitted to participate in any official athletic contest and/or extracurricular activities unless a doctor's note is turned in to the office that day. The principal serves as the official resource for communicating this policy to the students.

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.

Tardiness

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

Morning Tardies

A student is permitted two (2) emergency tardies to school per quarter without penalty.

- When a student reaches his/her fourth and fifth tardy, the student will receive a Friday detention from 2:40-3:30 for each tardy.
- When a student reaches his sixth tardy, the student will receive an In-School Suspension.
- When a student reaches his seventh tardy, the student will receive an Out of School Suspension.
- Further tardies will result in continued disciplinary action.

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.

FISHER CATHOLIC CONDUCT AND DISCIPLINARY CODE

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

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

- 1) Respect authority and help to create an environment of law abiding citizens with their peers.
- 2) Treat all adults in our school with equal respect and follow their instructions.
- 3) Create a school environment that respects the uniqueness, individuality and differences of all people, no matter their race, sex, religion, and physical appearance, academic or athletic ability.
- 4) Obey the rules contained in this handbook in both spirit and letter.
- 5) Respect and protect the property of others.
- 6) Be drug-free and be sure others work towards the same goal.
- 7) Dedicate ourselves to assisting the less fortunate in our community.
- 8) Treat all peers with kindness & respect.
- 9) Contribute to the success of Fisher Catholic through support of fundraising efforts.
- 10) Strive always for a close relationship with God and allow God's presence to be easily observable in all our endeavors.
- 11) 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

If a student receives three write-ups for any reason, the student will serve a Friday detention from 2:40 pm -3:30 pm. After a student serves three detentions, the next write-up, for any reason, will result in an in-school suspension. After a student serves a total of three in-school suspensions, the next write-up will result in a three day out of school suspension and the student being placed on probation for a period of time determined by the administration.

Please see below how the policy is laid out:

Write-up #3= Friday Detention (2:40-3:30)

Write-up #4= Friday Detention (2:40-3:30)

Write-up #5= Friday Detention (2:40-3:30)

Write-up #6= In-School Suspension

Write-up #7= In-School Suspension

Write-up #8= In-School Suspension

Write-up #9 and beyond= Student/Parent Conference with administration with consequences to be determined.

If inappropriate behavior continues, the student will be subject to further disciplinary action. Please keep in mind, depending on the severity of the offense, the administration holds the right to immediately issue an in-school or out-of-school suspension or expulsion.

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
- Conference with administration, student and teacher
- Conference with administration, student and parent(s)
- In School Suspension
- Out of school suspension
- Expulsion

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 is a school goal that students will develop self-discipline.
- All employees of Fisher Catholic are entrusted with the responsibility of enforcing all school rules and policies.

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

In-School Suspension

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

Out-of-School Suspension

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

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

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

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

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

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

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 school advisory board, 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.

FISHER CATHOLIC WELLNESS POLICY

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.

ANTI-DISCRIMINATION POLICY

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

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, by President George H.W. Bush. The ADA is one of America's most comprehensive pieces of civil rights legislation that prohibits discrimination and guarantees the people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life – to enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. Modeled after the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex or national origin – and Section 504 of the Rehabilitation Act of 1973 – the ADA is “equal opportunity” law for people with disabilities.

SECTION 504 – NONDISCRIMINATION STATUTE COMPLIANCE

Rehabilitation Act of 1973, commonly referred to as “504”, is a nondiscrimination statute enacted by the United State Congress. The purpose of the Act is to prohibit discrimination and

to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

CONFIDENTIALITY OF STUDENT INFORMATION

Why is confidentiality important?

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

Reasons for confidentiality under FERPA:

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

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

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

What are educational records?

Educational records are those records that are directly related to a student that contain personally identifiable information and are maintained by the school or district. Records are kept in the sole possession of the institution, are used only as a memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Records can be:

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

Are there limits to FERPA?

There are important limits to FERPA that permit the following:

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

Annual notice to parents and students

Each year the district provides parents or emancipated students a confidentiality notification. This notification typically speaks to their right to review and inspect records for accuracy and general information. It provides information on:

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

Emancipated youth

Student' rather than parents' permission or consent

For the purposes of this section, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

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

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

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

- 1) political a affiliations or beliefs of the student or the student's parent;
- 2) mental or psychological problems of the student's family;
- 3) sex behavior or attitudes;

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

BEHAVIOR OFF CAMPUS

Diocese of Columbus Policy 5140.11 and 5140.12:

Consequences of threats to welfare and safety:

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

1. Detention
2. Counseling/family counseling
1. Approved school/community service
1. In-school suspension
2. Referral to Juvenile Court and/or other appropriate law enforcement agency
3. Suspension from school
4. Expulsion from school following suspension; and
5. Diversion programs

HARASSMENT POLICY

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

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

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

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of a sexual or gender-based nature;

- Explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or objects;
- Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti of a sexual nature;
- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or categorizing others as to sexual activity.

Harassment is not limited to conduct that is sexual in nature – it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conducted that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct, which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect. Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all-physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

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

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

Where it is determined that improper harassment has occurred, the appropriate authority will

take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstance such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

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

BULLYING

Diocese of Columbus Policy 5140.02

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

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

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

The Diocese and Fisher Catholic expects students and parents who become aware of an act of bullying on school grounds or off school grounds to report it to the school principal or assistant principal 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 and after:

1. A student should not knowingly disseminate, possess or use any alcoholic beverage, illicit drugs, amphetamine, anabolic steroids, barbiturate, hallucinogenic drugs, marijuana, narcotic drug, volatile chemical, inhalant, intoxicant of any kind, performance-enhancing drug, 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 filed.**
4. If a student has violated this policy the following consequences will be in effect:
5. **A minimum five day suspension: 1st Offense.**
6. **A ten day suspension: 2nd Offense.**

7. **Failure of Conduct for the quarter that the offense occurs.**
8. **Before the student is readmitted to school the student must have a**
 - a. **Substance assessment/evaluation by a certified substance abuse**
 - b. **counselor.**
9. **Fifteen hours of community service, to be completed within two Months**
 - a. **of the occurrence. The nature of the service will be determined by the**
 - b. **Administration. Parents must agree to have the student drug tested on a**
 - c. **random basis at the request of the Administration, at the parent's**
 - d. **expense. Results must be made available to the school.**
10. 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.
11. **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.**
12. **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.**
13. 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.
14. 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.
15. To establish that a violation of this policy has occurred, documentation must come from one of the following:
 - a. Staff member report
 - b. Police report
 - c. Student admission
16. If the school suspects a violation of this policy the school reserves the right to question the student and search the student and his or her locker and automobile to ensure that

safety of the student and other students and staff at Fisher Catholic.

- a. Parents will be contacted and law enforcement will be called. 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.
17. 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.
 18. Fisher Catholic will cooperate fully with local law enforcement agencies to keep our school, its students and activities safe and drug and alcohol free.

Cell Phones and other Electronic Devices

Cell phones and other electronic devices have become an integral part of the fabric of society and an important tool for communication between parent and child. Cell phones and electronic devices may be used before school, during class changes, during lunch period, and after school. With the teacher's permission, these devices can be used in the classroom for taking notes and other educational purposes. If the student uses a cell phone/electronic device without permission, the cell phone/electronic device will be taken away, the student will receive a write up and will have to retrieve the cell phone/electronic device after school from the administration in the school office. Repeat offenses will follow the discipline policy stated above. Students are expected to use cell phones/electronic devices responsibly and respectfully according to Fisher Catholic policy and values.

Wellness Guidelines on Nutrition, Physical and Nutritional Education

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

- The school will engage students, parents, administrators and staff members, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity guidelines.
- All students will be provided opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served during the school day should meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Food service will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and the school will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Fisher Catholic shall take part as feasible in the National School Lunch and other food programs.

- The school will encourage nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- The school will work to establish linkages between health education, school meal programs, and related community services.

Nutritional Quality of Foods and Beverages Sold and Served at School

A. School Meals

Meals served through the National School Lunch Programs will:

- Be appealing and attractive to children
- Be served in clean and pleasant settings
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations
- Offer a variety of fruits and vegetables
- Serve only 2%, 1% or skim milk and nutritionally equivalent non-dairy alternatives (to be defined by USDA); and
- Strive to ensure that half of the served grains are whole grain

The school will follow the U.S. Dietary Guidelines for Americans content of meals and share with parents and students. Such information should be made available by the school food service on menus, the FCHS website, cafeteria menu boards, placards, or other point-of-purchase materials.

1. Meal Times and Scheduling. Schools:

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

1. School Food Service Staff. Food service personnel will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we may provide continuing professional development for food service personnel in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

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

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

At FCCHS: Competitive foods should not be sold to students anywhere on school premises until after the last scheduled lunch period. This does not pertain to food items made available by the school food service department. All foods and beverages sold individually outside the reimbursable school meal programs (vending machines, student stores, or fundraising activities) during the school day will meet the following nutrition and portion size standards:

Beverages

- Allowed: water; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; low-fat or fat-free milk
- Not allowed: soft drinks containing caloric sweeteners; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk.

Foods

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

Portion Sizes

- Limit portion sizes of foods and beverages sold individually to those listed below:
 - One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky
 - Three ounces for bakery items that meet the nutritional guidelines

listed in this document

- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream
- Eight ounces for non-frozen yogurt
- Twelve fluid ounces for beverages, excluding water
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals
- Fruits and non-fried vegetables are exempt from portion-size limits.

Nutrition and Physical Activity Promotion and Food Marketing

- A. Nutrition Education and Promotion.** Fisher Catholic High School aims to teach, encourage, and support healthy eating by students. Fisher Catholic should provide nutrition education and engage in nutrition promotion that:
1. Is offered as part of a sequential, comprehensive, standards-based program designed to provide students the knowledge and skills necessary to promote and protect their health;
 2. Is part of not only health education classes, but also classroom instruction in other subjects;
 3. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
 4. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- B. Integrating Physical Activity into the Classroom Setting.** Fisher Catholic should encourage students to participate in the nationally-recommended amount of daily physical activity (i.e. at least 60 minutes per day). Students should be encouraged to embrace regular physical activity as a personal behavior; opportunities beyond physical education class for physical activity will be available. Toward that end:
1. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle, and reduce time spent on sedentary activities.
 2. Opportunities for physical activity will be incorporated into other subject lessons; and
 3. Classroom teachers will provide physical activity, as appropriate.
- C. Communications with parents.** Fisher Catholic will support and foster parents' efforts to provide a healthy diet and daily physical activity for their children. Fisher Catholic will post nutrition tips on school website, and send home nutrition information. Fisher Catholic should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.
- Fisher Catholic High School will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and

support parents' efforts to provide their children with opportunities to be physically active outside of school.

- D. Staff Wellness.** Fisher Catholic values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Fisher Catholic will have at least one staff member on the staff wellness committee. This committee will develop, promote, and oversee a plan to promote staff health and wellness. The committee will outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

Physical Activity Opportunities and Physical Education

- A. Physical Education.** A variety of physical education activities will be encouraged. Student involvement in activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students should spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- B. Physical Activity Opportunities Before and After School.** Fisher Catholic will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. Fisher Catholic will offer interscholastic sports programs. Fisher Catholic will offer a range of activities that meet the needs, interests, and abilities of all students.

Web-Based resources for Nutrition & Physical Activity:

- Fit, Healthy, and Ready to Learn: a School Health Policy Guide, National Association of State Boards of Education, www.nasbe.org/HealthySchools/fithealthy.mgi
- Preventing Childhood Obesity: health in the Balance, the Institute of Medicine of the National Academies, www.iom.edu/report.asp?id=22596
- Dietary Guidelines for Americans 2005, U.S. Department of Health and Human Services and U.S. Department of Agriculture, www.health.gov/dietaryguidelines/dga2005/document/
- Guidelines for School Health Programs to Promote Lifelong Healthy Eating, Centers for Disease Control and Prevention, www.cdc.gov/mmwr/pdf/rr/rr4509.pdf
- The power of Choice: Helping Youth Make Healthy Eating and Fitness Decisions, U.S. Food and Drug Administration and U.S. Department of Agriculture's Food and Nutrition Service, www.fns.usda.gov/tn/resources/power_of_choice.html
- Brain Breaks, Michigan Department of Education,

www.emc.cmich.edu/brainbreaks

- Energizers, East Carolina University, www.ncpe4me.com/energizers.html
- Well Workplace Workbook: A Guide to Developing Your Worksite Wellness Program, Wellness Councils of America, www.welcoa.org/wellworkplace/index.php?category=7
- Guidelines for School and Community Programs to Promote Lifelong Physical Activity among Young People, Centers for Disease Control and Prevention, www.cdc.gov/mmwr/preview/mmwrhtml/00046823.htm
- Substitution for Instructional Physical Education Programs, National Association for Sport and Physical Education, www.aahperd.org/naspe/pdf_files/pos_papers/substitution.pdf
- The Case for High School Activities, National Federation of State High School Associations, www.nfhs.org/scriptcontent/va_custom/vimdisplays/contentpagedisplay.cfm?content_id=71

ADDENDUM A

Clean Your Hands!

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

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

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

When to Wash

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

- Before and after treating wounds or cuts
- After playing outside

How to Wash

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

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

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 member s for educational and administrative purposes under laws 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.

DIOCESE OF COLUMBUS TECHNOLOGY ACCEPTABLE USE POLICY

To Students and Parents:

The Diocese of Columbus maintains a technology policy that is applicable to all schools in the Catholic

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

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

Don't:

- Have food or drink around equipment**
- Share any passwords**
- Access or download any inappropriate material**
- Access chat rooms, newsgroups or list serves or instant messaging**
- Access or download games, game cheat codes, 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**

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**

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 obtained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system.

Innovation Center Policies:

The remodeling of the library into the Innovation Center provides students with a place to study, research, collaborate, and enjoy technology for educational purposes. We want our students to use this space responsibly and with respect for the equipment. The following are policies for the Innovation Center:

- 1) Absolutely no food or drinks permitted
- 2) An adult must be present for the facility to be used or can be used during scheduled (IC) hours.
- 3) All technology must be used appropriately (appropriate websites, etc.)
- 4) Equipment does not leave the Innovation Center
- 5) Innovation Center should be returned to the condition it was found (furniture, etc).
- 6) Respect the Innovation Center.

DRESS CODE/UNIFORM POLICIES

Only school approved fleece jackets are allowed to 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
- Monogrammed uniform tie to be worn every day, 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 must be worn; colors can only be dark, black, white or gray. No decorations and only simple logos
- Shoes-black, brown, or tan leather; tennis shoes, all white or all black.
Simple logos only. Shoes must be in good condition and tied at all times
- No facial hair allowed. Must be cleanly shaven every day
- Side burns are not to be below the earlobes and must be neatly trimmed
- 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
- Shorts-monogrammed uniform black walking shorts (September and May only)
- No higher than 2 inches above the knee, not below
- White oxford shirt short/long sleeve/school approved golf shirts worn with black monogrammed uniform shorts or pants.

GIRLS:

- White Oxford shirt, short or long sleeve
- Undershirt, camisole, etc. white only no writing, decorations or graphics
- Shirts are to be tucked in at all times
- Monogrammed uniform jumper or skirt. Must be two inches above the knee
- Monogrammed uniform black pants
- Belt- solid black, no buckles, studs, decorations or cutouts
- Socks must be worn; colors can only be dark, black, white 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, or designs. Must cover feet. **No leggings**
- Shoes- black, brown, or tan leather; tennis shoes- all white or black. Simple logos only. Shoes are to be in good condition and tied at all times
- Sweaters- monogrammed uniform cardigan sweater green or gray
- No capris
- No leggings
- No clogs
- No boots
- No beach shoes
- No open toe shoes
- No sandals
- 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
- Shorts, monogrammed uniform black walking shorts (September and May only)
- No higher than 2 inches above the knee not below
- Monogrammed uniform white oxford shirt short/long sleeve/school issued golf shirts worn

with black monogrammed uniform shorts or pants. **Golf shirts are not permitted to be worn with school issued jumper.**

OPTIONAL UNIFORM

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

Out of Dress Code Days (Grub Days)

- a) Students can wear t-shirts, sweatshirts, sweats, etc.
- b) No short shorts, biker shorts, 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 or yoga pants.
- d) Bare midriffs are not permitted
- e) No hats or caps can be worn.
- f) Dress shoes or tennis shoes and socks must be worn (no sandals, clogs, boots or open-toed shoes).

On specialty designated spirit days, students not in accordance will need to be in regular dress code.

Dress Up Days

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

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 health aide. Fisher Catholic will only allow students to take non- prescription drugs with a signed permission form on file in the front office. The school will not administer aspirin to students because of its connection to Reye Syndrome.

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

At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

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. Additionally, fingerprinting and a clear BCI report are also required for anyone who volunteers or works with our children.”

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 rules 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.**
- 5) **Students will not be allowed to charge for lunches.**

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 Dean of Students 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. Students must purchase a parking pass from the school office for \$5.00. Students must visibly display the parking pass in their car. This includes cars parked on school

- property & cars not parked on school property.
- 3) A student shall not sell, give, share, or otherwise transfer the parking pass to another student.
 - 4) Students must park in their assigned parking spots.

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

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

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

Food/Drinks in the Building

During the school day, all food and drinks must be consumed during lunch in the cafeteria. **Only clear water bottles are permitted during the school day.** After school hours, food and beverages should be consumed in the lunchroom. Special situations require the approval of the administration.

Fund Raising

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

All present fundraisers are to be reviewed by the Principal 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 Principal is strictly forbidden. Employees of the school, which include faculty, staff and coaches risk termination of employment if they fail to abide by this policy.

Hall Passes

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

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.

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. Students must provide his/her only lock and register the lock in the school office.
- Writing on the outside and/or inside of a locker is prohibited and any damage occurring through carelessness, kicking, slamming, etc. could be considered vandalism
- If lockers are left in need of repair or cleaning at the end of the year, a fee of \$50 will be charged to the student for the necessary maintenance.

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.

Publishing Student and Parent Information

Directory information regarding students will be released in various formats including the Fisher Catholic website unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade levels, Honor Roll, activities, sports, awards, and date of graduation.

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

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

School Safety

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

Search and Seizure

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

Sign-Posting Policy

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

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

Student Pregnancy

In consideration for the sacredness of life and Christ's example of compassion and forgiveness, no Catholic school shall suspend or expel a student on the grounds of pregnancy. Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extra-curricular activities, by a pregnant student shall be made by the student's doctor. Written notice of the doctor's determination shall be provided to the school principal.

The religious instruction given in a Catholic school should make clear that any act involving procreation is the exclusive right of those who are married. If, in the case of an unmarried student, the faculty has an attitude of compassion rather than approval, and if the school offers appropriate religious instruction, there is every reasonable hope that the attitude of the student body will, likewise, be a rational and Christian one. At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion and counsel. It is the Christian community's responsibility to give support and aid to those involved. Counseling for the expectant parents is strongly recommended.

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

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

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

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

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

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

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

Admission – Child Custody (from Diocesan Policy 5119.2)

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

School Attendance Areas

A. Diocesan Policy Impacting Fisher Catholic High School Attendance

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

Fisher Catholic High School:

Fairfield, Hocking, Perry*, Ross, and Pickaway* Counties
(Fairfield County includes all members of John XXIII Parish)

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

B. Waivers

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

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

Tuition

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

- A. Payment of tuition is made by using one of the following payment plans:
 - 1) Payment in full by July 31st - 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) Financial aid is available for students in need of financial assistance.
 - 8) No student may take a **midterm or final course exam** if tuition is not current.
 - 9) All students must pay a **NON-REFUNDABLE** registration fee each year. The registration fee amount is determined each year.
 - 10) **WITHDRAWALS:** July 1-First day of school \$200 Administration fee charged. First day of school – end of the first semester One half tuition will be charged. January 2 – Second semester-June 30, Full tuition will be charged.
 - 11) Two payment options are available:

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 the following requirements:

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

II. STUDENT RESPONSIBILITIES

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 Fisher 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 in or out-of-school suspension is also denied the privilege of participating in extracurricular activities.) The Principal, at his discretion, may also deny participation privileges for repeated school violations.

OHSAA Regulations On Non-School Teams

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

- 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.

III. 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 run 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 not be allowed to be at practice and not 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.

IV. SCHOOL ATTENDANCE

Please refer to Fisher Catholic student handbook.

V. INCLEMENT WEATHER

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

VI. HAZING

Please refer to Fisher Catholic student handbook.

VII. TRY OUTS FOR TEAMS & MULTIPLE SPORT ATHLETES

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 athletic 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. Multiple Sport Athletes

A student-athlete who is interested in playing multiple sports in one season is required to obtain permission from administration and the coaches involved. This form can be obtained from the athletic director.

It is important to note that the primary responsibility at Fisher Catholic High School is Catholic education, which means that the academic components are of higher priority than athletic participation.

VIII. EARNING A VARSITY LETTERS

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)

will receive a varsity letter.

3. An athlete who is injured and out for a large portion of the season, may receive a letter if they continue to be a positive part of the team. A letter will be determined by the coach and athletic director.
4. A student-trainer or manager will receive a letter after his/her second season of service.
5. Any student involved in the athletic program who does not receive a letter will receive a certificate of participation.

IX. PLAYING TIME CRITERIA FOR EACH SPORT (regular season events)

- 1) Softball: participate in 50% of games played
- 1) Baseball: 50% of innings played
- 2) Basketball & Football: participate in 50% of quarters played
- 3) Track: 50% of meets scored in
- 4) Cross Country: Must earn a minimum of 100 points
- 5) Golf: participate in 50% of team matches played
- 6) Soccer: participate in 50% of halves played
- 7) Swimming & Diving:
 - a) compete in 60% of the team's meets AND
 - a) score in the league meet OR
 - b) meet the qualifying standards for regional competition set by the OHSAA
- 9) Tennis: participate in #1-3 flite singles or #1-2 flite doubles for at least 50% of the matches played
- 8) Track & Field:
 - a) score at least 15 points during the season in competition against opponents
 - b) score in the league meet OR
 - c) place in any event in the district meet
- 9) Volleyball: participate in 50% of the games played
- 10) 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.

X. 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.)

XI. TRANSPORTATION

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

- Teams will travel with students being driven by coaches and parents/guardians to and from the contest. Coaches and parents/guardians must have the required paperwork on file at the school to drive other team members to and from the contest.

B. Exceptions:

1. 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 a 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.