Parent and Student Handbook

Bishop Hoffman Catholic School
Saint Joseph Central Catholic (SJCC) Campus

702 Croghan Street
Fremont, Ohio

8/31/2015 (Updated)
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BISHOP HOFFMAN CATHOLIC SCHOOL

The Mission of Bishop Hoffman Catholic School:

“To reach and teach the Mind, Body, Heart and Soul of each child to bring them closer to God.”

Belief Statements of Bishop Hoffman Catholic School:

We are a community of faith.

Those entrusted to us are children of God.

We are bold witnesses of Christ.

Parents are the first and primary educators.

Teaching and learning is an ongoing relationship.

All children can learn.
Our faith is infused in our course of study.

We work in partnership with community stakeholders.

Our students impact the world.

The 5 Pillars of Success of Bishop Hoffman Catholic School:

SEEK  PERSIST  EXCEL  LOVE  SERVE

General Information

Disclaimer: The rules and regulations in this handbook are not all inclusive. It is the right of the Principal, after consultation with the Superintendent and Governing Board, to make the final decision about an issue or incident that may not be specifically stated in these pages. Additional revisions or corrections may be made during the course of the school year. Staff, parents and students will be informed prior to the implementation of any new or revised guidelines.

Parameters of the Bishop Hoffman Catholic School System

Bishop Hoffman Catholic School is located in Fremont, Ohio and includes school buildings located at the Sacred Heart (SH) Campus, 500 Smith Rd and the St. Joseph Central Catholic (SJCC) Campus, 702 Croghan St.

Grades Preschool through Grade 5 are located at the SH Campus.
Grades 6 through Grade 8 are located at SJCC Campus as part of the Junior High Academy.

Grades 9 – 12 are located at the SJCC Campus as part of the High School.

Mass for SJCC is held weekly at St. Joseph Church on Fridays at 8:00 AM

**Grade 9 through Grade 12**  Daily Schedule:  7:40 AM – 2:35 PM

**Grade 6 through Grade 8**  Daily Schedule:  7:40 AM – 2:30 PM

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**Bishop Hoffman Catholic School**

**Governing Board**

**2015-2016**

**BHCS Board Members**

Brad Culbert
Karen Darr
Todd Drusback
Robert Gabel
Otto Gonzalez
Dr. Mark Hoelzle
Father Ken Lill
Kay Reiter
Roy Wilhelm
Darcy Woolf
Father Mike Zacharias

Kay Reiter, Board Chair
Dr. Mark Hoelzle, Vice-Chair

Timothy Cullen, Superintendent
Pam Snell, Business Manager

Academic Program and Policies

**GRADING SYSTEM (BHCS)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Grade</th>
<th>Score Range</th>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
<td>A</td>
<td>97-93</td>
<td>A-</td>
<td>92-90</td>
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<tr>
<td>B+</td>
<td>89-87</td>
<td>B</td>
<td>86-83</td>
<td>B-</td>
<td>82-80</td>
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<tr>
<td>C+</td>
<td>79-77</td>
<td>C</td>
<td>76-73</td>
<td>C-</td>
<td>72-70</td>
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<tr>
<td>D+</td>
<td>69-67</td>
<td>D</td>
<td>66-63</td>
<td>D-</td>
<td>62-60</td>
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<td></td>
<td></td>
<td>59-Below</td>
</tr>
</tbody>
</table>

59-Below = F (0.0)

Advanced (Weighted) Grading System (High School Classes)

(12.5% increase – shown to one decimal place)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Grade</th>
<th>Score Range</th>
<th>Grade</th>
<th>Score Range</th>
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<tr>
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<td>B+</td>
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<td>B</td>
<td>3.3</td>
<td>B-</td>
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<td>C+</td>
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<td>D+</td>
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<td>D</td>
<td>1.1</td>
<td>D-</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F (0.0)</td>
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POWERSCHOOL (Student Information System)

Student grades, attendance, scheduling and discipline information can be attained electronically via the web-based program called Powerschool. This may be accessed by both students and parents through the main website at http://www.bishop-hoffman.net/ A letter containing the log-ins and passwords for both students
and parents is sent home to each family. Please contact the SJCC Main Office with any questions.

CREDITS

A student receives full credit if he/she passes both semesters, or fails the first semester but passes the second semester, provided the average of the two grades is passing. If a student passes the first semester and fails the second semester, 1/2 credit is given for the course.

Requests for acceptance of student credit for courses taken outside of the SJCC class schedule will be reviewed by the Guidance Counselor, Academic Content Staff and the Principal. Approved coursework will be reflected through the student transcript.

GRADE POINT, AVERAGE AND RANK

Grade point average shall include all subjects and those courses listed as pass/fail or non-credit. All postsecondary options classes taken through the 2014-2015 school year were included in the GPA. Starting with the 2015-2016 school year, College Credit Plus classes will be included in the GPA. Incentive for taking advanced courses is provided in the form of weighted grade point averages.

A list of weighted courses will be available through the guidance office and updated annually.

GRADUATION REQUIREMENTS

Twenty-four (24) units are required for graduation.

<table>
<thead>
<tr>
<th>Units</th>
<th>Subject</th>
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<tbody>
<tr>
<td>4</td>
<td>English</td>
</tr>
<tr>
<td>4</td>
<td>Religion</td>
</tr>
<tr>
<td>4</td>
<td>Math</td>
</tr>
<tr>
<td>3</td>
<td>Social Studies</td>
</tr>
<tr>
<td>4</td>
<td>Science</td>
</tr>
<tr>
<td>1.5</td>
<td>Electives</td>
</tr>
<tr>
<td>1</td>
<td>Health &amp; Phys. Ed.</td>
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<tr>
<td>1</td>
<td>Humanities</td>
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<tr>
<td>.5</td>
<td>Computer Efficiency</td>
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<tr>
<td>.5</td>
<td>Financial Literacy</td>
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<tr>
<td>.5</td>
<td>Adv. Computer Apps.</td>
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</table>

Colleges consider two (2) years of a foreign language as the minimum. Four (4) years is considered strong preparation. **All students must be enrolled in seven academic classes.**

Tutoring is an instructional class but no credit is earned.

CLASS DROP POLICY

No classes will be dropped after the first two week of school except for valid educational concerns determined by consultation with the School Counselor, Parent/Guardian, Student, Teacher and Principal. The Principal will have the final decision.

RETAKES (Summer School & School Year)

A student who wishes to retake a class at SJCC may do so with teacher’s written permission. The original grade received by the student will remain on his/her transcript. The retake grade, if higher, will be averaged with the original grade to become the final grade.

A student who fails a course required for graduation may need to take the course during an available summer school session; at his/her own expense. Again, the grade earned in summer school will be averaged with the initial grade.
SEMESTER EXAMS

Students are obligated to take their semester exams. Failure to do so will result in a “0” for the Semester Exam grade. If absent due to illness or other unforeseen circumstances, it is the student’s responsibility to make alternate arrangements with the teacher to make up the exam within a reasonable period of time.

SENIOR EXAM EXEMPTION POLICY

Seniors may be exempted from taking the final exam in any course in which they receive a 90% (A-) average for the second semester. For yearlong courses, students must also have a passing grade for the first semester. Students that receive more than one detention during the second semester will forfeit final exam exemptions in all classes. The policy is the minimum requirement for exemption. Classroom teachers are granted the discretion to hold the entire class to a higher standard if stated in written form. This written form must be provided to the students at the beginning of the 2nd semester.

This policy has been written to reward students for academic excellence and behavior during the last semester of their senior year.

*Students will not be exempted from the final exam in AP courses or College Credit Plus courses.

INCOMPLETE GRADES

A student who has received an incomplete has two weeks to make up the work. Any incomplete work not made up in this designated time period will convert to a failing grade unless additional time has been approved by the Principal.

COLLEGE CREDIT PLUS

Academic classes may be taken at a 2 or 4-year college, provided the class is not remedial. Students are encouraged to take comparable courses offered at SJCC first. Grades from these classes will be included in the GPA and class rank. Please be aware that ALL SJCC required courses must have been taken and successfully completed (or on track to be completed) prior to enrolling in any CCP courses. CCP planning and registration requirements and timelines are established by the Ohio Department of Education. Funding and approval of student requests are also determined by the Ohio Department of Education.

CREDIT FLEX PROGRAM

In addition to College Credit Plus courses and Vanguard Tech Center, SJCC allows its students the opportunity to enroll in courses not customarily offered within our building. Through the auspices of the Ohio Department of Education, SJCC is willing to accept student requests to participate in project-based types of learning opportunities or courses not provided through SJCC. Procedures to receive approval are outlined below:

1. Submit a highly descriptive, well-documented plan to the Credit Flex Oversight Committee.

2. For a course to be taken first semester, the student must submit a plan to the Credit Flex Oversight Committee no later than August 15th. For a second semester course, the plan must be submitted no later than December 11th. More details will be provided to students and parents upon request.

3. The Credit Flex Oversight Committee will review the request in a timely manner and provide a written response prior to the start of the semester schedule.

4. Final approval for all requests granted by the Principal.

HONORS (6th – 12th)
1st Honors:
The student must have an average of 3.7 or higher with no failing grades and be taking at least seven subjects.

2nd Honors:
The student must have an average of 3.3 or higher with no failing grades and be taking at least seven subjects.

Academic Recognition:
The student must have an average of 3.0 or higher with no failing grades and be taking at least seven subjects.

Academic Letters (High School):
Anyone who receives first or second honors for both semesters of a school year will receive an Academic Letter to wear on his/her blazer. For each successive year on the honor roll, the student will receive a pin to add to the letter.

To distinguish between first and second honors, a star will be given to those with first honors for both semesters and a bar to those with second honors.

For quarterly honors, only SJCC courses will be calculated. In order to attend the Spring Honors Banquet, you must receive first or second honors for each of the first three quarters of the academic year. For academic honors, total GPA including postsecondary option grades, will be calculated.

NATIONAL HONOR SOCIETY (11th and 12th)
The purpose of the National Honor Society is not simply to recognize the school’s brightest students. It is meant to set an example of Service, Honesty, and Excellence. Members are expected to lead others by their example or they may be dismissed.

Juniors and Seniors who have been in attendance at SJCC for a minimum of one semester and who have a minimum GPA of 3.5 are eligible for membership in the St. Joseph Central Catholic High School Chapter of the National Honor Society. The selection of each member shall be a majority vote of the Faculty Council, a team consisting of five faculty members appointed by the Principal.

All members of the SJCC faculty will have the opportunity to submit to the Faculty Council a written record regarding each student eligible for membership in the chapter. Selection will take place in the Fall semester and will be based on the following:

Scholarship: A cumulative GPA of at least 3.5 after four or six semesters.

Leadership: Participation in at least two extra-curricular activities, at least one of which is at school, exercises a positive influence on peers in upholding school ideals; exemplifies positive attitudes, successfully holds school offices or positions of responsibility.

Service: Volunteers and provides dependable and well organized assistance, is gladly available, works well with others and is willing to take on difficult or inconspicuous responsibilities, cheerfully and enthusiastically renders service.

Character: Demonstrates the following six qualities: Respect, Responsibility, Trustworthiness, Fairness, Caring and Citizenship; takes criticism willingly and accepts recommendations graciously; upholds principles of morality and ethics, cooperates by complying with school regulations; demonstrates the highest standards of honesty and reliability; consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability); regularly shows courtesy, concern and respect for others.

The decision of the Faculty Council is final.
VALEDICTORIAN / SALUTATORIAN

A student must be at SJCC his/her Junior and Senior year or three out of the four years to be eligible for the Valedictorian or Salutatorian honor during their senior year. Valedictorian will be the student who has earned the highest overall GPA. Salutatorian will be the student who is ranked second in overall GPA.

HONOR CORDS

Students with a cumulative 3.5 GPA or higher at the end of fourth quarter in their Senior year will wear a silver honor cord at graduation. National Honor Society members who have maintained a cumulative 3.5 GPA at the end of fourth quarter Senior year will wear a gold honor cord. GPA's are not rounded up, i.e., a 3.49 is not rounded up to a 3.5.

Conferences

If you would like to request a conference with a teacher, please email, send in a note, or call to schedule an appointment. Please do not expect teachers to be available if you arrive unexpectedly. Teachers are expected to respond to parent communications within 24 hours.

Homework

Research proves that academic achievement is directly related to time on task and to homework. The purpose for assigning homework is to provide enrichment for and reinforcement of the learning, which had taken place in the classroom. Homework may be written work, study, research, and memory or project work. It may also include a pre-class preview of teacher materials online and/or in hard copy format. If you feel your child is assigned too much homework, please contact your child’s teacher first to discuss.

Consequences for Cheating

We expect students will produce their own work and be measured based on their own work. This expectation is woven within our mission, belief statements, and pillars of success. Cheating will earn a student a referral and a zero percent for that assignment, project, quiz or exam. Examples of cheating include: copying another’s work or providing work to another to copy, cheating on any quiz or test or helping another cheat on any quiz or test, and plagiarism.

Testing Program

In order to graduate from SJCC all students must pass required state-mandated tests. Currently, Ohio requires students to pass each of the following subject areas of the Ohio Graduation Test (OGT): Reading, Writing, Math, Social Studies and Science for members of the Class of 2016 and 2017.

OGT support resources are offered at SJCC during the school year and during the summer. Students who do not pass sections of the OGT after their Sophomore year are required to use these remediation resources.

Beginning with the Class of 2017, there will be new graduation assessment requirements through the Ohio Department of Education (ODE). These are online assessments and will be given during designated times during the school day. BHCS/SJCC is working with the Diocese of Toledo on training, implementation and administration needs for these required tests.
SJCC provides additional assessments for students to help them prepare for success after graduation. These assessments include the ACT and others that are deemed appropriate by school administration. SJCC is an approved site for the administration of the ACT to SJCC students. This provides students with the opportunity to take the exam within the familiar setting of their home school. Students are provided information about this opportunity from the Guidance Office each year.

Admission Policies and Procedures

Non-Discrimination Policy

In accordance with Christian principles, Bishop Hoffman Catholic School welcomes and admits students of any gender, race, color, religion, or ethnic origin and affords them all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of gender, race, color, religion, or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, athletics, and extra curricular activities. In addition, the school is not intended to be an alternative to court administered, agency ordered, or public school district initiated desegregation.

Admission

Bishop Hoffman Catholic School is a Catholic school intended to provide a quality Catholic education to children. SJCC has an open enrollment policy for all students. If they have been expelled from their current school, they may enroll at the conclusion of their expulsion term.

Registration

Current families are sent a registration packet in the Spring of each school year. The packets are to be completed and returned to the school office prior to the end of the school year to secure continued placement at SJCC. New families can pick up a registration packet any time during the school year and during the summer break.

Transfers/Withdrawals

Students moving from other areas or schools are required to submit the following information

a. Provide a transcript from the school they last attended.
b. Present the student’s birth certificate.
c. Have a record of immunization required by the State Department of Education
d. Request a transfer of records to be sent to Bishop Hoffman Catholic School.
e. Present custody papers; if that applies

At the discretion of the Principal, a conference will be held with parents before admission.

Students transferring from other schools will be accepted on a probationary period of nine weeks. At the end of this time, the student’s progress will be evaluated.

Areas of academics, discipline, and attendance will be considered. If the student is not progressing satisfactorily, a team meeting will be scheduled to identify concerns.
Continued enrollment in our school will be based on academic effort, conduct, and moral character of the student. It is also expected that families will pay their tuition in full per any/all agreements with BHCS.

We expect families to financially support their home Parish and the Bishop Hoffman Catholic schools, according to their ability, in order to receive the subsidized tuition rate. Non-parishioners are accepted at the non-parishioner tuition rate. Families are expected to accept and support the school philosophy and programs.

Tuition Policy and Procedures

BHCS and SJCC have a prepaid tuition program that requests all tuition and fees to be paid in full prior to the start of school.

Parents may elect to pay by cash, check or utilize one of the financial institutions that provide reasonable rates and plans for school tuition loans. Participation in regular Parish Mass attendance and contribution is expected. Both Parish tuition rates and school subsidy are provided to assist in lowering the final tuition cost to families.

BHCS is a provider of the Jon Peterson Scholarship for students with disabilities and the Ed Choice Scholarship for families meeting eligibility criteria for approval through the Ohio Department of Education.

Tuition assistance forms are also available to families needing additional assistance.

Anyone defaulting on a school loan must make arrangements with the school to satisfy the debt before any records and schedules are released or future assistance given. Failure of a family to satisfy any outstanding balance to SJCC may result in legal action.

No student may take his/her semester examinations, return to SJCC the following semester, nor receive grades, report cards and transcripts until all tuition owed is made current.

**No SJCC student will practice, play or participate in any sport or extracurricular activity until such time as his/her tuition obligation has been satisfied.**

**Refunds** for students who transfer during the school year is as follows:

Students who transfer out of SJCC before the end of the first quarter will be reimbursed up to half of the annual tuition already paid, or will be responsible for payment of one-half of the tuition plus interest or service charges accrued up to that point.

Students who transfer out of SJCC on or before the end of the first semester will be reimbursed a quarter of the annual tuition already paid, or will be responsible for payment of three-quarters of the tuition plus interest or service charges accrued up to that point.

Students who leave after completing the First Semester forfeit registration, tuition and other fees paid, or are responsible for payment of the annual tuition, registration, and other fees due plus interest or service charges accrued up to that point.

**Immunizations**

According to law, no child will be admitted to Bishop Hoffman Catholic School without proper immunization records as required.
**Parental Responsibilities**

The primary responsibility for the education of the children belongs to the parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child’s intellectual, cultural, moral, and spiritual attitude is the example of the parents in the home.

One of the strengths of BHCS and SJCC is the involvement of Parents/Guardians in the education of their children.

**Parents/Guardians are expected to:**

- Support school policy and the authority of the administration and teachers.
- Model and support their children’s practice of the Catholic faith at home and at church.
- Encourage their child to complete all assignments and projects.
- Insist that their children adhere to the principles of good behavior and decision-making.
- Discuss concerns, problems or issues directly with the persons concerned.
- Follow the policies and procedures outlined in this handbook.

**A.I.D.S. Policy**

Bishop Hoffman Catholic School’s A.I.D.S. Policy is in the school office and available upon request.

**Appointments**

So that academic excellence can continue in the school, we ask that you do not interrupt teachers during class time. Please call the school office to schedule an appointment and report directly to the office when entering the building during the school day.

**Arrival**

Students at the SJCC Campus may enter the building at 7:00 a.m.
Students must be in their classrooms by 7:40 a.m. to be considered on time.

If a student arrives after the 7:40 a.m. bell, s/he must go into the school office to sign in and receive a tardy slip in order to enter the classroom.

Bus students at the SJCC Campus will be dismissed early in order to follow the bus schedules arranged by Fremont City Schools or, if different, their home school district.

**Athletics and Co-Curricular Activities**

**ATHLETICS PREAMBLE**

The Athletic Committee of SJCC recognizes that our school strives toward excellence. Since athletics are a part of education, a sound sports program should support and be a part of the overall educational process. Lectures, classroom discussions, homework, field experience, trips, etc., provide an excellent base of knowledge, but without experience this knowledge is insufficient.

Athletics can prove to be a profitable educational experience for the participant and for the student body by
presenting the opportunity to put into practice the values and knowledge provided and taught during the regular educational process.

Athletes are taught self-respect, self-discipline, loyalty, dependability, responsibility, and the value of hard work in their various classes. They then are able to develop these virtues in sports, both at practices and in competition. We must be mindful of the fact that our athletes represent SJCC as well as the Catholic community and the Fremont area.

We recognize that athletes make a substantial contribution to student enthusiasm and the development of school spirit and morale. We believe that athletics can provide full or partial funding for college education in the form of an athletic grant. We believe that there are life lessons to be learned that go beyond the game itself.

**TRAINING RULES**

**Introduction:** The following training rules and policies are in effect for all students participating in athletics including cheerleading, flag corps, band and majorettes.

**Drugs, Including Alcoholic Beverages:**

The use or possession of any illegal drug or alcohol will not be tolerated. Violation of this rule shall mean at least automatic dismissal from the interscholastic sport in which the athlete participates.

If a student athlete is at any student party with alcohol present, he/she must make an attempt to leave the party. Violation of this rule could result in a one game suspension. If violation repeatedly occurs he/she may be removed from the team.

**Use of Tobacco:**

Will not be tolerated. Violation of this rule means removal from the team. "In accordance with Ohio law, any student under 18 cannot purchase, possess or use tobacco. Any SJCC student caught purchasing, possessing or using a tobacco substance is subject to penalties under Ohio law and the SJCC discipline policy which requires suspension."

**Vulgar, Obscene, or Abusive Language:**

Misconduct or other actions that would bring discredit to the individual, team, or school will not be permitted. Disciplinary action must be taken, however, punishment is at the discretion of the coach.

**Equipment:**

The athlete will be held responsible for the proper care of all equipment issued to him/her. Misuse or stealing of school equipment cannot be tolerated. Athletes are NOT permitted in equipment rooms. The penalty is to be determined by the coach, athletic director, and administration.

**Conduct:**

Athletes are expected to maintain a high standard of conduct at all times. This means that he/she will not cause undue problems or discredit to school, teammates, or self. Penalty will be at the discretion of the coach.

**Curfew:**

The curfew will be set by the coach of the sporting season. The penalty for the first offense will be determined by the coach. A second offense will require a conference with the athlete, parent/guardian, and
coach before further competition. The coach may take any necessary action, including suspension, for this or continued violations.

Absence:

The coach should be contacted in advance if there is going to be an absence. Do not send word with another player. Unexcused absences are grounds for disciplinary action.

Eligibility:

If a student is failing 2 or more subjects during the quarter, he/she is suspended from athletics for at least one week or until one or more grades is brought up. If at the end of the quarter an athlete has a 1.5 GPA and is passing 5 credit units, the athlete is eligible to participate in his/her sport until the next eligibility report is run.

All athletes must travel to and from activities with the team. If a student is not traveling by school bus, a Transportation Release form must be completed, approved and signed by the Athletic Director or designee.

Any coach has the right to take appropriate disciplinary action as he or she sees fit to assure team discipline, morale, etc. These consequences are in addition to what would normally be incurred from school and parents. Suspension or a more severe punishment must be approved by the athletic director and principal.

Athletes who are sick and return to school during school hours, must do so before 8:30 a.m. Anyone arriving after this time will not be able to compete or practice in any athletic event that day. The athlete who is sick is encouraged to stay home until well. College visits or off campus excuses are not affected by this rule.

Student-Athletes who are interested in participating in an OHSAA sport that is not offered by BHCS have the opportunity to request the right to participate in that sport through the local public school system. Information for these special circumstances is available through the local public school. Students will remain at BHCS for their academic program but can participate according to the guidelines and policies of the public school; including any mandatory drug testing. This participation rule also applies to students that are home-schooled. Home-schooled students in grades 7-12 are also eligible to participate in sports through BHCS if they are considered enrolled in at least one class through BHCS. These situations must be arranged through a mutual agreement with the student’s parent and the Superintendent of BHCS.

SEATING AT ATHLETIC EVENTS

At home football games students are to be seated in main stands at the north end - closest to the concession stand. Students are reminded that they are to be in their seats and NOT standing in the aisle or up against the guardrail. Cheerleaders are allowed to enter the student section to lead the student body in supporting the team.

At home volleyball or basketball games students are to be seated in the student section, which is located at the stage end on the window side. Students cannot stand on the floor or on the seats. If they want to stand, they are to stand on the floorboards between the seats.

Physicals and required forms

1. All participants in athletic activities are required to be examined by a physician once a year and have a physical form on file with the Athletic Director before being allowed to practice.
2. Athletes must complete an Emergency Medical Form. The coach will carry this to all games and practices.
3. Every player must give written assurance that his/her parents/legal guardians through an acceptable insurance program insure him/her. St. Joseph Central Catholic Campus will not assume responsibility for injuries sustained during practice or games.
Coaches' Safety Responsibilities

1. Coaches should be aware of recommended procedures for Pupil Activity Validation (formally known as First Aid) and standards for prevention of the spread of blood-borne pathogens.
2. A copy of a current CPR certification will be on file with the athletic director for coaches of all sports including cheerleading.
3. Coaches must attend the diocesan seminar Protecting Our Youth and Those Who Serve Them once every 5 years with re-certification every year.
4. A coach will be required to submit fingerprints. The fingerprints will be sent to the FBI and BCI and results will be sent to the Department of Education and the Diocese of Toledo.
5. In the case of an athlete illness or accident, the parents should be notified as soon as possible. After this, steps outlined on the Emergency Medical Form should be followed.
6. For serious injury, an Injury Report Form will be filled out and submitted to the Athletic Director as soon as possible.
7. Medications will not be dispensed or administered to any youth by a coach.
8. A coach will not leave practice until all athletes have left.

Athlete’s Safety Responsibilities

1. Athletes may not enter the immediate practice area nor engage in activity without a coach being present and indicating that practice may commence.
2. All required forms must be on file at the school before an athlete may participate in practice.
3. Cellular phones should remain out of sight during practices and games. Cellular phone use is forbidden in locker rooms and restrooms.

Practices, Schedules, Meetings and Attendance

The coach(es) for the team will coordinate any meetings with the coach(es) and the members of a team. A preseason meeting with parents/players prior to beginning practice is required as per diocesan guidelines. Practice times will be coordinated with the school, coaches, and Athletic Administrator/Athletic Council.

Traveling Teams

If a non-school sponsored team wishes to use the facilities of Bishop Hoffman Catholic School, the team may do so only with written permission from the Athletic Administrator and the school Principal. Priority will be given to school-sponsored teams. Contact the school office with any questions.

Sunday Activities Policy

It will be the policy of Bishop Hoffman Catholic School not to schedule athletic activities that interfere with the ability of a child to observe the Lord’s Day. The scheduling of practices or games on Sunday morning will not be allowed. All efforts will be made to avoid conflicts with Holy Days of Obligation.

The Athletic Director/Athletic Council will minimize or eliminate any interference that games may have with any early afternoon church activity. This will include late Saturday afternoon activities that potentially interfere with late Saturday afternoon church events.
Disciplinary Action
The coach for the team may handle any disciplinary action that takes place during a structured practice or game. In the event that this intervention is not successful, the parents and/or school administrator may be contacted to determine further action. A coach may consult with the Athletic Administrator or Principal if he/she feels it is necessary.

Attendance

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is expected. If a student is unable to come to school parents must notify the school by phoning 419-332-9947 prior to 8:30 am.

Upon returning to school, the student must sign in at the Main Office and present written verification from the parent, physician, dentist, etc. before returning to class. If a student has missed 2 or more consecutive days of school, a physician’s note is recommended.

STATE LAW provides for only five reasons for which absences will be excused:

1. Personal illness of the student
2. Illness in the student’s family
3. Death in the family
4. Quarantine for contagious disease
5. Acts of God

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up the work missed. Students who are absent from school for reasons not permitted by the state law may not be permitted to make up work. Decisions about whether or not a student will be able to make up work will be at the discretion of the teacher(s) and SJCC administration. The Principal will make the final decision if necessary.

APPOINTMENTS/ANTICIPATED ABSENCES

Such absences must be excused with a note before the start of the school day. The note must be signed by a parent and must indicate who the appointment is with, that person’s phone number, and the time of the appointment.

Before leaving the building, the student must sign out on the designated sheet in the Main Office. Upon returning to school, the student must sign in and also present written verification from the physician, dentist, etc. This is to include the time the student left the appointment. The student will then receive the proper slip in order to be admitted to class.

Every attempt should be made to schedule appointments during non-school hours.

The Administration does not believe a student should be excused from schoolwork for a non-emergency trip. The responsibility for this rests solely with the parent. Work missed by the student does not have to be retaught by the teacher. A student must be accompanied by a parent on such a trip.

All unexcused absences may result in zeros for all work missed and left to the discretion of the teacher.

No special absences are allowed during semester exams or ODE required testing dates.

FUNERAL DISMISSAL
In order for a student to leave school for a funeral other than a family member, the following guidelines must be followed:

Student must have a note from his/her parent stating:
- Parent’s permission for the student to attend the funeral.
- Parent’s permission for the student to attend the service at the cemetery.
- Parent’s acknowledgement of person with whom their student is riding (the school will not accept such liability).
- Time for leaving and returning will be determined by the Attendance Director, and will be made known to the student.
- Student is not allowed to go to the cemetery unless accompanied by his/her parent or another’s parent.
- Student must wear school uniform.

Some students are asked to volunteer and serve a funeral Mass. They will be excused to do so and are responsible for any missed instruction, projects or exams.

**UNEXCUSED ABSENCES:**

Unexcused absences are those not defined under the *Excused Absence* category. All unexcused absences will result in a grade of zero for all missed work. Emergency situations will be dealt with on an individual basis by the school administration.

**STUDENT TARDINESS:**

*Any student who is not in his/her first period by the 7:40 a.m. bell, dressed and prepared for class, is considered tardy to school.* Any student who does not have an appropriate pass, or has not made prior arrangements with the office attendance personnel will be considered an unexcused tardy. A detention will be issued to any student who receives three unexcused tardies during the quarter.

A detention will be issued for each unexcused tardy beyond the third.

**Leaving School During the School Day**

No child will be dismissed from school early without a written request from the parent or guardian. When a student leaves the school building during the day for any reason, he/she **must** sign out in the school office. When the student returns from an appointment, they **must** sign in at the school office as well.

**Perfect Attendance**

A student who accumulates **ANY** type of tardies or absences will not be eligible for perfect attendance.

**Bus Transportation**

Bus transportation is provided by the Fremont City School District or, per local district guidelines, the home school district if they live outside of Fremont. Parents may call the bus supervisor at 419-332-7351 with questions regarding bus information for Fremont City Schools.

**Cell Phones/Personal Electronic Devices**
All personal electronic and/or communication devices (i.e., beepers, cell phones, games, CD or mp3 players) are prohibited during the school day.

Cell phones and other devices, if brought to school, are to remain **locked in lockers** and are not to be carried with the student during class, taken on field trips, school outings, or **used during the school day at any time in any class, hallway, locker room etc.** Exceptions may be allowed for Class trips and will be determined by the Principal.

If a student is found to be in possession of or using a cell phone or other personal electronic device, in class or anywhere else during the school day:

1. It will be confiscated and turned into the office by the classroom teacher or other staff member. A parent or guardian will need to come in and retrieve the device.
2. The student will receive a referral.

**Staff that confiscate these devices are not permitted to search for information on the cell phone or other personal electronic device unless the student provides permission to do so.**

It is our responsibility to provide a safe educational environment free from disruptions. It is the student's responsibility to make sure these items do not disrupt the educational process in any way. Cell phones and other electronic devices (such as but not limited to iPhone, iPad, electronic readers, electronic games, MP3 players) are to be out of sight during school hours.

If one of these devices is seen or heard, it will be given to the staff member requesting it and held in the school office until a parent or guardian can pick it up. Repeated violations of this policy will result in further disciplinary action for that student.

**Change of Address or Contact Number**

Any change of address or telephone numbers during the school year should be reported to the classroom teacher and to the school office as soon as possible. It is important for our records to be updated and accurate in case of an emergency.

**Corporal Punishment**

Catholic philosophy is based on respect for each and every individual, and concern for his/her integrity, security, and safety. While the administration of corporal punishment might not be illegal, the risk of student harm and educator liability makes corporal punishment a poor disciplinary choice. Therefore, Bishop Hoffman Catholic School will not administer corporal punishment to any student.

**Custody**

In cases of divorce and guardianship, in order to alleviate confusion, the school must have a copy of custodial and court papers on file in the office. If any changes in custody occur, copies of those papers should be sent to the school office in a timely manner.

**Access to Educational Data**

Each parent, as a natural guardian of their children, is presumed to have full authority regarding tuition, record release and enrollment, unless a court order restricts their authority. It is the responsibility of the parties involved to make known to the school who has the right to review and
inspect records.

Discipline Policy

Bishop Hoffman Catholic School Discipline Policy Philosophy

In keeping with the philosophy of Bishop Hoffman Catholic School, the administration, faculty and Governing Board recognize the necessity of dealing with students who infringe upon the rights of our school community. All faculty and students have the right to expect respect for themselves and their property, and the right to an environment conducive to learning.

Contractual Relationship

Diocesan schools enter into an implied contract with the parents of their students, that the school will educate their children as long as the parents wholeheartedly support all the school’s policies, and the students abide by the school’s academic and disciplinary standards. A student who violates disciplinary or academic norms breaches the contract, justifying disciplinary action, including suspension or expulsion.

DISCIPLINE

Students are responsible for general good conduct in or out of school. Conduct outside of school and off school property, if it directly affects the good order and welfare of the school, shall be subject to school discipline when judged appropriate by the Administration. We believe students will meet expectations and we expect students to learn and grow when they do so consistently, or as needed, when they have consequences for the times they do not.

VIOLATIONS:

Detention Violation: A lapse of expected societal behavior on the part of the student. Matters of detention violation may include but are not limited to:

- Unexcused Tardies (3+)
- Littering
- Profanity
- Public Display of Affection
- Disrupting class
- Being in a Restricted Area
- Dress Code Violation
- Inappropriate Behavior at Mass or Assembly
- Excessive Talking During Instruction
- Violation of Class Rules
- Eating/drinking in Class
- Missed Detention
- Unauthorized used of Hall Pass
- Unauthorized use of Technology

Referral Violation: Gross misbehavior in conduct on the part of the student. Matters of referral violation may include but are not limited to:

- Damaging school property
- Degrading another person by written, gesture, electronic, verbal means
- Leaving school grounds without permission
- Altering report cards or records, notes or permission slips
- Gambling
Lying
Forgery
Disrespect to a staff member
Cheating
Cutting class
Plagiarism
Unauthorized or inappropriate computer use
Bullying/teasing/harassment

**Behaviors Requiring Suspension:** Grave misbehavior on the part of the student. Behaviors requiring suspension may include **but are not limited to:**

- Possession or use of tobacco (in locker or on person)
- Assaulting or showing gross disrespect for staff member
- Possession, use or consumption of alcohol (5-10 days OSS)
- Vandalism of property
- Hazing
- Major and malicious destruction of school property
- Sexual or racial harassment or discrimination
- Possessing, selling, handling, transmitting, or concealing instruments that are capable of inflicting serious bodily harm
- Fighting (each incident evaluated by Administration)
- Stealing
- Threatening another person by written, electronic or verbal means or gestures
- Violation of drug/alcohol/tobacco policy
- Bullying
- Accumulation of consequences resulting in a suspension

*Note: Anyone convicted of a delinquent or criminal matter in or outside of the school environment is subject to expulsion.*

**CONSEQUENCES:**

**Detention:** The consequence imposed for a detention violation. The detention is served before the school day, from 7:00 a.m. to 7:30 a.m. as scheduled by the Dean of Students. A written notice is given to the student as to the specific date the detention(s) is/are to be served. The detention is recorded on the student’s disciplinary record.

When a student receives three detentions in a quarter, the parents are notified. Each detention lowers the conduct grade five points. Being late to, or failing to show up for your scheduled detention will result in an additional detention.

**Referral:** The consequence imposed for a referral violation. Three detentions are assigned and a lowering of the conduct grade by 15 points. The referral is recorded on the student’s disciplinary record. When a student receives a referral, the parents are notified.

A student who receives two referrals (or a total of 6 detentions) in a nine-week period is suspended.

**Suspension:** The consequence imposed for behaviors requiring suspension or an equivalent of two referral violations or six detentions in a nine-week period. The Dean of Students notifies the student as to the number of days and dates the suspension is to be served. The suspension is recorded on the student’s disciplinary record.

When a student is suspended, the parents are notified. Additionally, the student is placed on probation until the suspension is served. **If a student earns three days of suspension in a school year, they will have an expulsion review meeting.**

**Probation:** Until the suspension is served, the student should not **attend or participate** in any extracurricular activity. Probation consists of a nine-week period for any student who has been suspended.
A student who violates additional Code of Conduct while on probation may be expelled.

The trial period for PROBATION carries over to the following school year if the trial period is not completed in the academic year of the infraction.

The Principal and Dean of Students reserve the right to place or maintain a student on any level if the nature of the offense warrants such action.

DISCIPLINARY BOARD

A student or parent may request that the team review matters of serious consequence and any other discipline problem recommended by the Principal or Dean of Discipline. The Board recommends to the Principal the exact consequence for those students appearing before it. The Principal can overrule the recommendation of the Board.

The Disciplinary Board is made up of four members: An individual selected by the Principal to act as the chairperson, the Dean of Discipline, and two teachers selected by the faculty. In the case of possible expulsion, a teacher may be appointed by the student or parent if this representation is so desired.

In all discipline reviews, all student records will be considered. The decision to expel a student or offer an option “in lieu of” an expulsion will be made by the Superintendent of BHCS.

RULES FOR DETENTION HALL

The dress code is in effect. Being late to or failing to attend results in an additional detention. Students may be given tasks to perform around the school building.

RULES FOR SCHOOL SUSPENSION

The student is responsible for procuring assignments from teachers for his/her days of suspension. Any day’s assignment must be turned in to the teacher the following morning. Failure to do so results in an “F”.

TRANSFER PROBATION

This is a special status given to all transfer students. Transfer Probation applies for nine weeks. At the end of one nine weeks, the student’s progress in disciplinary and attendance areas will be reviewed. If the student is not satisfactorily progressing, he/she will be warned. At the end of the nine weeks, each transfer student’s progress will again be reviewed. The student who has progressed satisfactorily will be removed from probation status and will be considered a full member of the school community. A student deficient in any area will be asked to leave.

Anti-Gang Policy

No student may participate in gang-related activities, appear with, or wear gang identification, colors, clothing, or attire, nor compose or possess gang-related signs or materials. All gang-related items will be confiscated. A student shall not designate boundaries or turf, nor participate in initiation or recruiting activities. The police department and parents will be contacted immediately if such activities are suspected. Disciplinary action will be left to the discretion of the Principal, meaning a suspension with recommendation for expulsion could be assigned.
**Bullying Policy**

Bishop Hoffman Catholic School will not permit or condone harassment, sexual harassment, intimidation, or bullying. Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that student or group of students exhibits towards another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

It would include, but not be limited to such behaviors as stalking, exclusion, bullying, intimidating, menacing, coercion, name calling, taunting, making threats, hazing and electronically transmitted acts (i.e. Internet, e-mail, cellular telephone, etc.).

Students and/or their parents/guardians may make informal complaints regarding bullying by verbal report to a teacher, school administrator, or other school personnel. A school staff member who receives an informal complaint shall promptly document the complaint in writing and forward to the principal. Students who make informal complaints may request that their name be maintained in confidence by school staff member(s) and administrator(s) who receive the complaint.

Students and/or their parents/guardians may file written reports regarding bullying. Such reports shall be reasonably specific including: person(s) involved, number of times and places of the alleged conduct, the target of suspected bullying and name(s) of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They shall be promptly forwarded to the building principal for review, investigation and action.

BHCS promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. School employees and volunteers who have direct contact with students shall receive training and the complaint procedure established by the superintendent shall be followed.

**DRUGS, ALCOHOL, TOBACCO & FIREARMS POLICY**

**DRUGS**

The policy of SJCC is “Zero Tolerance” for students in possession of, selling of, dispensing of, or use of drugs, or of drug paraphernalia in the school building or during school sponsored events. Students found guilty of the above will be immediately suspended from SJCC and the local authorities will be notified. An expulsion hearing will be convened.

The Administration of SJCC may conduct random drug searches of the school building with or without the assistance of local authorities.

Drugs are defined as those substances considered by law enforcement as illegal. We hold drugs to be defined as a wide variety of substances.

When a student is found to have either sold, possessed, dispensed, or used drugs their parents will be notified immediately.

The Principal, Guidance Counselor and the Dean of Students, with the student and his/her parents, will meet to discuss the various options available and decide the next course of action.
Any student needing to take prescription medication or “over the counter” medication must clear this with the school nurse and fill out all required forms. A student is never to share their medication with any other student.

**ALCOHOL**
The policy of SJCC is “zero tolerance” for students for the possession of, selling of, dispensing of or use of alcohol in the school building or during school sponsored events. If a student on school premises or who attends a school sponsored activity is in the possession of or has consumed an alcoholic beverage, the student will, at least, at the sole discretion of the administration of St. Joseph Central Catholic High School, be suspended for five days and placed on probation. A second violation within the academic school year will result in a five-day suspension with recommendation for expulsion. Other actions may be taken if deemed necessary at the sole discretion of the administration of SJCC.

SJCC recognizes that dependency is a medical problem that is treatable, but often proceeded by misuse and abuse of mood altering chemicals. Therefore, it is the policy of SJCC to take positive action through education, counseling, parent/guardian involvement and referral to appropriate agencies.

**TOBACCO**
Use or possession will not be tolerated. In accordance with Ohio law, any student under 18 cannot purchase, possess or use tobacco. Any SJCC student caught purchasing, possessing or using a tobacco substance is subject to penalties under Ohio law and the SJCC discipline policy which requires suspension.”

**FIREARMS**
SJCC is a firearm free building. Anyone entering the premises possessing a firearm will be subject to penalties under Ohio law and will be removed from the building. Any student bringing a firearm or weapon on school premises or to a school-sponsored activity will be suspended for ten days and recommended for expulsion. Local authorities will be contacted and charges filed.

**SEARCH AND SEIZURE**
Because it is for the safety and protection of all students with our care and custody, certified staff members may legally check desks, books, book bags, gym bags, lockers, and coatrooms to search for and seize weapons, dangerous objects, or illegal substances. This is done if there is a reasonable suspicion to believe that such objects are in the possession of the student, especially where the student has no reasonable expectation of privacy (coatrooms, desks, coats, book bags, and books).

Non-Inclusive Policy

As it would be unwieldy to list every possible discipline-related violation and the circumstances thereof, this handbook is to be considered non-inclusive. The school staff reserves the right to administer the Discipline Policy when items not found in this policy arise. Specifically, the Principal will have final authority in making such decisions.

Due Process As Related to Suspension and Expulsion
In order to insure and protect the right of all individuals, the procedures outlined below will be used in all cases involving expulsion or suspension. All expulsions and suspensions shall result in exclusion from all school-related activities during the period of expulsion or suspension unless specifically excepted.

1. At the time of suspension or expulsion, the student and parent/guardians shall be contacted and the specific reasons for the suspension or expulsion will be given.

2. Student and parents/guardians shall be given an opportunity for a conference with the Dean of Students to discuss the reasons for the suspension or recommended expulsion.

3. A conference will be convened as soon as possible after the notice has been given.

4. The Principal will give written notice to the student, parents/guardians stating the length of the suspension and the reason for it, and the steps necessary for the student’s return if the student is allowed to re-enter.

5. The Catholic Youth and School Services shall be notified in all cases resulting in an expulsion decision.

Appeal

If the parents/guardians do not agree with the decision of the Discipline Review Team, they may appeal to the Superintendent. The Superintendent’s decision will be final.

DRESS CODE (High School)

BLAZERS

Students will wear the official navy blue blazer bearing the school emblem, at all times, unless told otherwise. Blazers are to be kept neat and clean at all times.

Students are encouraged to take advantage of special dress-up days and other such activities to have their blazers cleaned.

Students with blazers in need of repair will be given one week within which to have the repairs made. Emblems are available in the school office. School sweaters are available in either red or blue. If worn during the day, the blazer must be worn with the sweater.

GIRLS

Traditional gray slacks and/or skirt are to be worn. Skirts and pants must be worn at the natural waistline. Skirts are not to be rolled. Pants are not to be dragging the ground and must be hemmed. Slacks are to be dress, not form fitting, nor of a sweat pant or yoga pant material. Belts are required.

Skirts may be no shorter than five inches above the top of the knee and no longer than mid-calf.

Solid white tailored blouses with a collar and no ruffles and no colored design are to be worn. Only the top button of the blouse may be open. Tank tops or colored shirts under the blouse are not permitted. Blouses are to be tucked securely into the slacks or skirt.

Jewelry must be tasteful and not to the excess. Wristbands, handkerchiefs, bandanas, or chain wallets are
prohibited.

No open-toe, open-back, sandal, slipper, Croc, ballet or moccasin type shoes, are allowed.

Any hairstyle or artificial color deemed unacceptable to the Administration will not be permitted.

Ear piercing is allowed, however not to excess. No other visible body piercing or tattoos will be permitted.

**BOYS**

Traditional gray dress slacks are to be worn. Pants must be worn at the natural waistline. Pants are not to be dragging the ground and must be hemmed. Belts are required.

Dress shoes are required. Boots, if of a dress nature, are acceptable but must be tied correctly. Dress shoes with laces must be tied. Athletic shoes, slippers, clogs or moccasins are prohibited. No open-backed shoes are allowed.

Shirts are to be solid white dress shirts. Only plain white T-shirts are allowed to be worn under the dress shirt. Shirts are to be tucked securely into the pants.

Any color or type of tie may be worn as long as the tie does not detract from the uniform or is inappropriate. The knot of the tie must cover the top shirt button.

Nail polish, visible body piercings, make-up, carved or colored eyebrows or hair, tattoos etc., are not permitted.

Wristbands, handkerchiefs, bandanas, or chain wallets are prohibited. Tongue rings, earrings and hole retainers are prohibited.

**BUTTONS/PINS**

Scarves, suspenders, and hats are not part of the uniform. Students may wear appropriate buttons. No more than 5 buttons or pins may be worn on the blazer at a time. Inappropriate buttons are not allowed.

**SOCKS AND SHOES**

Socks and shoes are to be worn. Beach shoes of any kind are not to be worn. See Dress Code above. Final decision will be left to the Administration.

**HAIR**

The student's hair must be well groomed. For boys, sideburns are not to extend below the earlobes. No facial hair is allowed. The hair should not touch the top of the ear when it falls naturally, may not be tucked behind the ear, fall below the eyebrows or touch the jacket collar in the back. Punk hairstyles or carved hair will not be tolerated. Any hairstyle unacceptable to the Administration will not be permitted.

**TATTOOS AND TATTOOING**

Visible tattoos and brands are unacceptable and must be covered completely. No student shall tattoo him/herself with pen or marker in any fashion.

**SCHOOL SWEATERS**

Only sweaters purchased from the school office or approved vendors may be worn. The school blazer must be worn with the sweater.

**DRESS CODE DEVIATION**
Any deviation from the dress code must be approved by the Administration. Uniforms are to be worn at all Masses, Assemblies, Field Trips and Community Events; unless pre-approved by the Administration.

**DRESS CODE (Jr. High Academy)**

**Pants** – Girls/Boys: Khaki pants
Pants should not have more than two front and two back pockets
No cargo, baggy, hip hugger, wide or bell bottom pants
Shirt must be tucked
Pants may not sag
No metal studs
No corduroy
Belts required at Junior High Academy

**Shorts** – Girls/Boys Khaki
Short length no shorter than 4” above the top of the knee
No cargo shorts
Shorts may be worn until October 30th and after April 1st

**Jumpers/Skirts/Skorts** – Girls (Khaki or Plaid)
New purchase of plaid uniform jumpers/skirts must be made through Educational Outfitters uniform company
Jumpers/Skirts should be appropriate length (no shorter than 4” above the knee)

**Shirts** – Girls/Boys – Red, navy blue or white short/long sleeve polo shirts (no insignia)
White t-shirts only - no colored or printed t-shirts may be worn underneath
No layering of Shirts

**Cold Weather Classroom Attire** - The approved BHCS red embroidered fleece purchased through Educational Outfitters

**Shoes/Socks**
Leggings are NOT permitted

**Shoes** - No open-toe, open-back, platform shoes, clogs, sandals, or flip-flops
Boots are not permitted indoors
Casual, comfortable shoes or athletic shoes are appropriate
Socks or stockings must be worn with all styles of shoes
All tennis shoes must be tied
Heel may not exceed 2”
Shoes must fit foot and not flop (for safety reasons)

**Hair** - Hair must be well groomed.
For boys, sideburns are not to extend below the earlobes.
No facial hair is allowed.
Punk hairstyles, carved hair or hair with unnatural colors will not be permitted.
Any hairstyle unacceptable to the administration will not be permitted.

**Miscellaneous**
Tattoos are not permitted
Suspenders, and hats are not part of the uniform.
Boys are NOT permitted to wear earrings (including studs).

**Non-Uniform Days**
Students may wear dress up apparel which includes dress pants/shorts/capris; cargo pants/shorts; dresses/skirts/jumpers of modest length (no shorter than 4” above the knee).
Jeans must be in good condition; tattered and/or torn jeans, and tight jeans (jeggins) are NOT allowed.
Pajama pants/shorts, sweats, running suits, athletic shorts/pants are NOT permitted unless special permission is given prior to the non-uniform day.
Denim skirts, dresses, jumpers, and jeans are permitted.
Sweatshirts with appropriate logos/language are permitted
Casual, comfortable shoes, boots, or athletic shoes are permitted
No open-toe, open-back, platform shoes

The principal or dean of students will determine the appropriateness of dress.

Any student whose appearance is considered unhealthy, unsafe, unclean, or disruptive shall be referred to the office where parent or guardian will be contacted to bring in appropriate clothing.

**Team Spirit Days**
Students may wear their jerseys or team shirts to school on Fridays during the weeks their season is in session provided they wear the jersey OVER the school polo uniform shirt. Students may NOT wear the jersey over a t-shirt or under armor during school hours.

**EXTRACURRICULAR ACTIVITIES**

SJCC operates by utilizing a prepaid tuition program. Therefore, students must have all tuition and fees paid before participating in Sports, Practices or other School-sponsored clubs, groups or teams.

Standards for participation in all extracurricular activities at SJCC are determined by the constitution and by-laws or rules set forth by each activity and approved by the SJCC Administration. Each person participating in an activity must abide by these rules and maintain on file with the activity sponsor a statement to that effect. Co-curricular activities are defined as those activities that are organized as a non-credit activity and which meet for a specific purpose such as, but not limited to, musical, pep band, cheerleading and athletic teams.

**FIELD TRIPS AND CLASS TRIPS**

While on either a Field Trip or a Class Trip, all rules of SJCC apply.

The Senior Class Trip is an important part of the tradition of SJCC. However, the Administration realizes the importance of complete adherence to the rules of SJCC and the civil law during these trips.

Any student found violating them, subjects himself/herself to possible expulsion from SJCC or a limitation of their participation in school functions, including Graduation or other Senior activities.

Class trips may be approved when the majority of the class is scheduled to attend and the cost for the trip has been covered, prior to the trip, through class fundraisers, donations and/or individual student expenses.

**GUIDANCE COUNSELOR**

The school Guidance Counselor is a supportive resource available to all students, staff, parents and community members associated with SJCC. Students are encouraged to set up an appointment with the Guidance Counselor when the need arises. This can be done by stopping by the guidance office or leaving a note for the counselor in her mailbox, or sending an email to the counselor. The counselor is available to work with the student regarding academic, career, personal, and social concerns. This also includes testing information, career and post-secondary assistance and planning, and student services concerns.

**HALL PASSES**
Any student who is leaving a classroom must be released with staff approval and carry a note recording the time leaving and the time returning. Students leaving and returning from off-campus activities are required to sign out and sign in through the Main Office.

**Health Services**

Bishop Hoffman Catholic School wants to provide all of the students with a sound wellness program in order to aid each child to reach and maintain the best possible state of well-being.

**School Nurse**

Our school nurse will be available at various times throughout the day at both campuses.

**Immunizations**

All students entering school must be in compliance with the immunization requirements of section 3313.67 of the Ohio Revised Code.

**Immediate Care of Illness/Injury**

Emergency Medical Forms should be returned to school as soon after the first day of attendance as possible. If we are aware of health conditions, we are better able to tailor the educational experience for each child.

*If your child is injured or becomes ill at school:* After careful assessment, depending on the severity of the situation, we will take, one of the following appropriate actions:

1. Your child will be asked to return to his room with the understanding that he/she can return not feeling better.
2. The nurse or the office will call and confer with you or write a note with the child returning to the room as above.
3. You, or the person you designated on the Emergency Form, will be called to pick up your child if his/her condition seems to be of a nature that he cannot continue at school.

**LOCKERS**

Lockers are school property and as such are subject to unannounced inspection or search by school personnel. Students are assigned a locker by the school and they are responsible for that locker. Students may not transfer lockers without permission. Students are responsible to report any damage to their locker to the Main Office.

**MARRIED STUDENTS**

As a Catholic High School, we cannot condone student marriages. No married students will be allowed to attend SJCC. Students under the age of 17 must live with their parents/guardians.

**MASS**

As a Catholic High School, we can and must stress the spiritual formation of our students by encouraging and providing for the reception of the sacraments. School mass attendance is part of our curriculum.

Mass will be scheduled for the entire student body and faculty on a regular basis and on special occasions throughout the school year. The SJCC dress code will be followed unless students are participating in a pre-approved “out-of-uniform” event. We support our Parishes. Students and staff are expected to attend Mass each weekend. The school Mass does not replace weekend attendance.
MEDICATION

By law, school personnel may not dispense medication without a physician’s order (both prescription and over-the-counter) and parent’s written permission. The school nurse or designated employee will dispense all medication. If a student must take prescription medication at school:

The appropriate physician request and parent release forms must be on file in the student’s health folder in the nurse’s office before the student will be allowed to begin taking the medication in school.

Medication is to be brought by a responsible person to the nurse’s office for safe keeping in the same container in which the prescribing physician or pharmacist dispensed the drug.

For each prescribed medication, the container should be labeled with the following information: student’s name; name of physician; date, name and telephone number of pharmacy; name of medication; dosage; frequency and any special handling and storage directions.

Student possession of over-the-counter medication is strictly prohibited.

Mandatory exclusion periods for children who have not been immunized for reasons the law permits.

In the case of a school epidemic situation, those students who have not been vaccinated against the epidemic cause must be excluded from the building until two weeks after the last reported case in the school or surrounding area. Diocesan schools will enforce all public health epidemic regulations, especially local and county regulations regarding exclusion.

Internet Acceptable Use Policy

General Information
The St. Joseph Central Catholic (S.J.C.C.) Campus provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

The system administrators are employees of BHCS and reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, its end user (in this case the student) of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. S.J.C.C. may modify these rules at any time by publishing modified rule(s) on the system.

The signatures at the end of this document or any additional document related to the use of technology at SJCC are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Because of the utilization of the Internet at Bishop Hoffman Catholic School, students and their parents are encouraged to read and discuss the Bishop Hoffman Catholic School Internet Acceptable Use Policy. Both students and parents must annually sign the Acceptable Use Policy permission slip prior to students being allowed to use the Internet while at school.

Inappropriate use of technology in school may result in the loss of technology, internet usage and suspension or expulsion from BHCS. Classroom teachers may restrict or limit the use of personal computer or electronic devices within their class.

Lunches
Students eat lunch according to seniority. Students without their lunch card will be served after all other
Students have gone through. Due to numerous requests for replacement cards, students will be charged a fee after the 2nd replacement card is provided.

Students will not be allowed to charge their lunch. The lunch session is closed, meaning that students must stay on school property during this time; unless otherwise permitted by the Principal. State Regulations require this when lunch time is counted as part of the school day. During the lunch period, all eating and drinking is **ONLY** to be done in the cafeteria or outside the building. **Food and drink in the hallways, gymnasium, or classrooms is not permitted.**

During lunch, high school students are required to be in the cafeteria until 11:15 a.m. Then they can be released to the outside grounds of SJCC, or the school gym or a designated classroom with a note from the teacher. Junior High Academy students are required to be in the cafeteria for the entire lunch period; unless otherwise directed by the JHA staff. **Students are not to have food brought in during the lunch period. Exceptions to this rule are to be approved through the Main Office.**

Breakfast and hot lunches are available in the cafeteria for SJCC Campus students. Students who wish to purchase a hot lunch are encouraged to pay weekly or monthly. Students who pack may purchase milk in the cafeteria. Although, **prepaid accounts (weekly or monthly basis are preferred),** students are permitted to purchase individual meals as they go through the lunch line in the cafeteria. Early in the school year, each family receives a form in which they can apply for free or reduced lunches. All financial information is kept confidential. **Families who have a substantial unpaid balance will receive a call and a letter from the food services department. This is a friendly reminder that there is a balance that needs to be paid. If the balance is not paid within a week, another letter will come home indicating the child(ren) will not be allowed to charge their lunch or choose a la carte items until the balance has been paid.** Students will be given a basic, simple meal. We hope to avoid such circumstances.

**Pregnancy Policy**

“No society can live in peace with itself or with the world without a full awareness of the worth and dignity of every human person and the sacredness of all human life.”

JAS. 4: 1-2

The community of SJCC supports and affirms the teachings of the Catholic Church regarding respect for procreation and human life. The Church is rich in traditional teachings from Scripture, tradition and present day instructions.

When a person is involved in a pregnancy (father and/or mother), it is the obligation of our community to support him/her with our love. Although, faithful to our teachings, we never agree with or condone premarital sex, it must be the very nature of the Christian to now forgive, help heal and support those who find themselves pregnant outside of marriage. These persons have a right to expect our understanding and help.

Out of a sense of concern it would be the obligation of the administration, medical doctor, concerned parents, and the involved couple to ascertain what activities can be safely handled by the mother.

To remain a student at SJCC, the prospective parent(s) is (are) required to receive on-going counseling from a qualified professional. Students should adhere to SJCC’s attendance policy unless a doctor’s excuse is provided.

**Religious Education**

Religious education at Bishop Hoffman Catholic School supports and assists parents in preparing their children to respond to the presence of God. This response develops as all hear the message of the Gospel and seek to achieve a personal relationship with Jesus Christ. This relationship then compels each one to love and to serve God and others, thereby transforming self and society. Through our religious education program, the students are enabled to assimilate, grow and mature in knowledge, values and attitudes to which they are called by Jesus Christ and the teaching of the Roman Catholic Church.
Our religious education program provides opportunities for students to integrate their learning and living experiences at each stage of their development. This integration happens in a thoroughly Christian atmosphere where parents, faculty and staff share and witness this same commitment to personal growth in Jesus Christ.

All students enrolled at Bishop Hoffman Catholic School, whether they are Catholic or not, are required to take religion and participate in the religious education activities of the school. Students who are not Catholic are asked to join in and participate in the religious activities as much as they are able.

**RELIGIOUS RETREATS**

Religious retreats are a core component of SJCC each year. Every student is required to make a yearly retreat. If the student is absent or unable to make their class retreat, he/she is required to fulfill his/her retreat obligation through another option. This will be approved through the Religion teacher assigned to that class and through the Principal. A student will be denied graduation if he/she has not made a retreat each year he/she has been at SJCC.

**Liturgy and Prayer Experiences**

As a Catholic community, we acknowledge that the Eucharist is the center and unifying force in our lives. Each week, the students participate in the Eucharistic celebration as a student body. Each class has several opportunities throughout the school year to plan the weekly liturgy. This gives the students a greater familiarity with the Mass and helps make the Mass more meaningful to them.

This also prepares them to take an active part in the ministries of the Church as adults. Parents and friends are welcome and encouraged to attend Mass and other religious services with the student body.

**MEANINGFUL SERVICE HOURS**

Each SJCC student is expected to perform service hours during his or her tenure. High School seniors are expected to complete a minimum of 40 hours from 9th – 12th grade and prior to graduation. If a student transfers in to SJCC, the total number of service hours will be prorated based on number of years attending SJCC; unless they can provide documentation of service performed outside of their school-related experiences. We expect all BHCS students to participate in meaningful service, each year, through their class and school-led activities.

**STUDENT SERVICES**

The following services are available to students based on needs and written service plans:

- Guidance Counselor
- Intervention Specialists
- School Nurse
- School Psychologist
- Special Education Supervision
- Speech and Language Therapist
- Support Tutors

**STUDY HALL**

Study hall is to be utilized for academic purposes such as making up quizzes or tests, completing assignments and working with teachers or fellow students in academic activities.
There is to be no game-playing during Study Hall. Sleeping is also prohibited.

**Telephone Messages**

Only urgent messages will be delivered to students during the day.

**Technology**

SJCC provides wireless technology to our students in the form of access to several computer labs in addition to computers located in each classroom.

Students in the Junior High Academy are provided with a Chrome book for individual use as directed by the teaching staff. A separate use agreement must be signed by parent and student and returned to school.

“SmartBoard” technology is available throughout the school. A BHCS Tech Cohort reviews the use and implementation of Ipad and other devices.

Students have the opportunity to utilize their own personal computers; if approved. Laptops, net books and Ipad may be approved for school use.

Smart phones, Ipdos and other hand-held electronic devices are not permitted for use in class unless specifically implemented as directed by the teacher and as part of a class activity or assignment.

If a student is using his/her personal computer or school-assigned technology inappropriately, it will be confiscated by a teacher or SJCC Administrator and held until parent/guardian can come in to retrieve it. Permission to use the device in the future may be revoked. A teacher may restrict or deny use of technology during their class instruction.

Bishop Hoffman Catholic Schools uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with its policies. This measure protects against internet access by adults and minors to visual depictions that are obscene. Filtering may be disabled for adults engaged in a bona fide research or other lawful purposes. To ensure enforcement of the policy BHCS will monitor use of technology resources through direct supervision, monitoring Internet use history or various software and hardware tools.

Publishing photographs, images, or likenesses of students in school publications and on the school’s website will be beneficial in promoting the school, the students’ accomplishments, and in sharing the school’s experiences with others. Sources of photos and other likenesses may include students, families, professional photographers, and employees or friends of the school. Since website images may be seen outside the school we do not include students’ names with photos appearing on our website.

Unless you advise the principal to the contrary in writing, Bishop Hoffman Catholic School will assume that it may use your child’s photograph and likeness without compensations and that you release the school from any claim from its publications.

Computer use at BHCS is encouraged and made available to students for educational purposes. The school retains ownership of all hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school-owned computers. This guideline cover all computers utilized at BHCS.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or administration.
1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored. It is highly recommended that students use their own flash drives for storage.

2. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program or computer.

3. Students shall not use or alter another person’s files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.

4. All non-school software must be checked for viruses and approved for use by the computer technology instructor. All software, diskettes and flash drives are subject to inspection.

5. Internet users and parent must review and agree to the Internet Acceptable Use and Safety Policy. The consent form must be signed and on file at the school.

6. NO student will run or install unauthorized programs.

7. It is not permitted to change existing computer settings without approval by school personnel.

**Weather Delays and Closings**

The determination to delay or close school because of adverse weather conditions is not an easy decision. It involves consultations with the Weather Bureau, State Highway Patrol, County Sheriff Department, and County Highway Department. Impetus for closing the school will come from Fremont City School’s transportation coordinator. The Superintendent of Fremont City Schools will make the final decision on delays and closings and will inform local television, radio stations and the Superintendent of BHCS of the delay or closing. Unless it is specifically stated otherwise, Bishop Hoffman Catholic School will always follow Fremont City Schools plan to delay or close due to inclement weather.

Parents and/or students should listen to WFRO, WTOL, WSPD radio or television stations in the morning when there is the possibility of weather-related delays or closings. If weather conditions worsen during the day, or other emergencies occur, your child may be sent home early. Please be ready to receive them or have a neighbor alerted to provide temporary shelter until you get home. Please plan ahead to make certain that your children understand the arrangements should school be closed early due to weather.

**PUBLIC ANNOUNCEMENT – ASBESTOS**

Any remaining asbestos-containing building materials continue to be regularly monitored and maintained in the prescribed safe manner (i.e., a non-friable condition). The small number of areas remaining are posted in the Main Office and a complete disclosure of information can be viewed by contacting the Maintenance Supervisor at 419-332-9947.
SJCC Alma Mater

Our thoughts are held
In loving thrall
To dear St. Joseph’s honored halls,

Tho seasons change,
From green to white
And day makes way for starlit night.

This day that ‘ere the years depart
Will shine again in each fond heart!

The flame of faith, the torch of truth
Shall ever guide the steps of youth

SJCC Fight Song

St. Joe Central everyone
We do our work and then we have our fun
We have a spirit that is hard to beat
We never die we never see defeat!

We love the name of St. Joe Central High,
We always try to keep our colors high,
And what we do we do with all our might
Our mighty might
We’re St. Joe Central High!

S-T-R-E-A-K-S, Streaks!
PARENT AND STUDENT SIGNATURE PAGE
(Please read, sign and return this page)

To be signed and returned to SJCC Main Office on or before September 11, 2015

We have read and discussed the items included in this student handbook. We agree to follow all current guidelines and expectations.

We support BHCS/SJCC Campus in its mission to provide a safe, respectful and challenging educational setting for all staff and students.

Parent/Guardian Signature ___________________________ Date: __________

Student Signature ___________________________ Date: __________

Date received at SJCC _________________________ Staff Initials: ______