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Dear Parents and Students,

“Love God, do your best, love one another.”
This statement encompasses what we ask of our students here at Bishop Watterson High School. We have done our best to make the rules and policies fair, reasonable and just in formulating this handbook.

It is our hope that, guided by these principles of conduct, you will develop a closer relationship with God and be a positive, contributing member of our Christian community. Today’s world needs the kind of mature, responsible, moral and ethical citizen we hope each of you will become.

With the cooperation of you, our students, we can all grow in our faith and live the lessons of the Gospel message. Working together in a spirit of love and service, let us embrace our school’s motto and “Restore all things in Christ.” May we become more inclusive, more open to the individual, more willing to reach out to others, especially those within our Bishop Watterson community, and make this school a happy and rewarding one for all.

Sincerely,

Deacon Chris Campbell
Principal
# BELL SCHEDULE

## REGULAR (44)

<table>
<thead>
<tr>
<th>Time</th>
<th>Class Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 - 7:49</td>
<td>HR</td>
</tr>
<tr>
<td>7:54 - 8:38</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:43 - 9:27</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:32 - 10:16</td>
<td>3rd Period</td>
</tr>
<tr>
<td>10:21 - 11:05</td>
<td>4th Period</td>
</tr>
<tr>
<td>11:05 - 11:07</td>
<td>Announcements</td>
</tr>
<tr>
<td>11:07 - 11:34</td>
<td>A lunch</td>
</tr>
<tr>
<td>11:40 - 12:29</td>
<td>Class</td>
</tr>
<tr>
<td>11:12 - 11:34</td>
<td>B Class</td>
</tr>
<tr>
<td>11:34 - 12:01</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:07 - 12:29</td>
<td>Class</td>
</tr>
<tr>
<td>11:12 - 12:01</td>
<td>C Class</td>
</tr>
<tr>
<td>12:01 - 12:29</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:34 - 1:18</td>
<td>6th Period</td>
</tr>
<tr>
<td>1:23 - 2:07</td>
<td>7th Period</td>
</tr>
<tr>
<td>2:07 - 2:09</td>
<td>Announcements</td>
</tr>
<tr>
<td>2:14 - 2:58</td>
<td>8th Period</td>
</tr>
</tbody>
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## MASS (44)

<table>
<thead>
<tr>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>7:45 - 7:49</td>
<td>HR</td>
</tr>
<tr>
<td>7:54 - 8:26</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:31 - 9:03</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:08 - 9:40</td>
<td>3rd Period</td>
</tr>
<tr>
<td>9:45 - 10:17</td>
<td>4th Period</td>
</tr>
<tr>
<td>10:22 - 11:40</td>
<td>Announcements</td>
</tr>
<tr>
<td>11:43 - 12:10</td>
<td>A lunch</td>
</tr>
<tr>
<td>12:16 - 1:05</td>
<td>Class</td>
</tr>
<tr>
<td>11:45 - 12:10</td>
<td>B Class</td>
</tr>
<tr>
<td>12:10 - 12:37</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:43 - 1:05</td>
<td>Class</td>
</tr>
<tr>
<td>11:45 - 12:37</td>
<td>C Class</td>
</tr>
<tr>
<td>12:37 - 1:05</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:10 - 1:42</td>
<td>6th Period</td>
</tr>
<tr>
<td>1:47 - 2:19</td>
<td>7th Period</td>
</tr>
<tr>
<td>2:19 - 2:21</td>
<td>Announcements</td>
</tr>
<tr>
<td>2:26 - 2:58</td>
<td>8th Period</td>
</tr>
</tbody>
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## EXTENDED HR (42) Wednesdays

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>7:45 - 8:02</td>
<td>HR</td>
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<tr>
<td>8:07 - 8:49</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:54 - 9:36</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:41 - 10:23</td>
<td>3rd Period</td>
</tr>
<tr>
<td>10:28 - 11:10</td>
<td>4th Period</td>
</tr>
<tr>
<td>11:10 - 11:12</td>
<td>Announcements</td>
</tr>
<tr>
<td>11:12 - 11:39</td>
<td>A lunch</td>
</tr>
<tr>
<td>11:45 - 12:35</td>
<td>Class</td>
</tr>
<tr>
<td>11:17 - 11:39</td>
<td>B Class</td>
</tr>
<tr>
<td>11:39 - 12:06</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:12 - 12:35</td>
<td>Class</td>
</tr>
<tr>
<td>11:17 - 12:06</td>
<td>C Class</td>
</tr>
<tr>
<td>12:06 - 12:35</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:40 - 1:22</td>
<td>6th Period</td>
</tr>
<tr>
<td>1:27 - 2:09</td>
<td>7th Period</td>
</tr>
<tr>
<td>2:09 - 2:11</td>
<td>Announcements</td>
</tr>
<tr>
<td>2:16 - 2:58</td>
<td>8th Period</td>
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## 1:45 DISMISSAL (34)

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>7:45 - 7:49</td>
<td>HR</td>
</tr>
<tr>
<td>7:54 - 8:28</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:33 - 9:07</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:12 - 9:46</td>
<td>3rd Period</td>
</tr>
<tr>
<td>9:51 - 10:25</td>
<td>4th Period</td>
</tr>
<tr>
<td>10:25 - 10:27</td>
<td>Announcements</td>
</tr>
<tr>
<td>10:27 - 10:53</td>
<td>A lunch</td>
</tr>
<tr>
<td>10:59 - 11:46</td>
<td>Class</td>
</tr>
<tr>
<td>10:32 - 10:53</td>
<td>B Class</td>
</tr>
<tr>
<td>10:53 - 11:19</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:25 - 11:46</td>
<td>Class</td>
</tr>
<tr>
<td>10:32 - 11:19</td>
<td>C Class</td>
</tr>
<tr>
<td>11:19 - 11:46</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:51 - 12:25</td>
<td>6th Period</td>
</tr>
<tr>
<td>12:30 - 1:04</td>
<td>7th Period</td>
</tr>
<tr>
<td>1:04 - 1:06</td>
<td>Announcements</td>
</tr>
<tr>
<td>1:11 - 1:45</td>
<td>8th Period</td>
</tr>
</tbody>
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**FIVE (5) MINUTES BETWEEN ALL CLASSES**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, August 18^</td>
<td>Freshman and New Parent Meeting @ 6:00 p.m.</td>
</tr>
<tr>
<td>Monday, August 19^</td>
<td>Freshman Orientation 8:30 a.m.</td>
</tr>
<tr>
<td>Tuesday, August 20^</td>
<td>New Student Orientation 11:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Wednesday, August 21^</td>
<td>Opening Day of School (1:45 p.m. Dismissal)</td>
</tr>
<tr>
<td>Thursday, August 22^</td>
<td>Picture Day</td>
</tr>
<tr>
<td>Friday, August 23^</td>
<td>All School Opening Mass</td>
</tr>
<tr>
<td>Saturday, August 24^</td>
<td>Freshman Mixer 7:00- 9:00 p.m.</td>
</tr>
<tr>
<td>Sunday, August 25^</td>
<td>OHSAA Mandatory Parent of Athlete Meeting @ 6:00 p.m.</td>
</tr>
<tr>
<td>Monday, August 26^</td>
<td>Senior Parent Meeting @ 7:00 p.m.</td>
</tr>
<tr>
<td>Monday, September 2^</td>
<td>Labor Day – No Classes</td>
</tr>
<tr>
<td>Tuesday, September 3^</td>
<td>All Diocesan PD Day- No Classes</td>
</tr>
<tr>
<td>Wednesday, September 4^</td>
<td>Early Dismissal (1:45 p.m.)</td>
</tr>
<tr>
<td></td>
<td>Meet the Teacher- Last names A-L @ 7:00 p.m.</td>
</tr>
<tr>
<td>Week of September 9^</td>
<td>Club Week</td>
</tr>
<tr>
<td>Wednesday, September 11^</td>
<td>Early Dismissal (1:45 p.m.)</td>
</tr>
<tr>
<td></td>
<td>Meet the Teacher- Last names M-Z @ 7:00 p.m.</td>
</tr>
<tr>
<td>Monday, September 16^</td>
<td>Junior Parent Meeting @ 7:00 p.m.</td>
</tr>
<tr>
<td>Wednesday, September 25^</td>
<td>Senior Urban Plunge</td>
</tr>
<tr>
<td></td>
<td>Picture Make-up Day</td>
</tr>
<tr>
<td>Monday, October 1^ (after</td>
<td>Senior Kairos Retreat (optional/select seniors)</td>
</tr>
<tr>
<td>school) - Friday, October</td>
<td></td>
</tr>
<tr>
<td>4^</td>
<td></td>
</tr>
<tr>
<td>Friday, October 4^</td>
<td>Heritage Day All School Mass</td>
</tr>
<tr>
<td>Thursday, October 10^</td>
<td>Teacher In-Service/Early Dismissal (1:45 p.m.)</td>
</tr>
<tr>
<td>Friday, October 11^</td>
<td>Homecoming Assembly – 8:00 a.m.</td>
</tr>
<tr>
<td>Saturday, October 12^</td>
<td>Homecoming Dance 7:00 – 10:00 p.m.</td>
</tr>
<tr>
<td>Sunday, October 13^</td>
<td>Suburban College Fair- Otterbein University 1:00 – 3:30 p.m.</td>
</tr>
<tr>
<td>Week of October 14^- 18^</td>
<td>End of Quarter Testing</td>
</tr>
<tr>
<td>October 18^, 19^, 20^</td>
<td>Fall Drama</td>
</tr>
<tr>
<td>Monday, October 21^</td>
<td>2^ Quarter Begins</td>
</tr>
<tr>
<td>Wednesday, October 23^</td>
<td>Senior Urban Plunge (select seniors)</td>
</tr>
<tr>
<td>Friday, October 25^</td>
<td>No Classes</td>
</tr>
<tr>
<td>Monday, October 28^</td>
<td>Freshman Day of Reflection</td>
</tr>
<tr>
<td>Wednesday, October 30^</td>
<td>Early Dismissal (1:45 p.m.) PSAT/NMSQT Testing for Sophomores &amp; Juniors / Pre-Act for Freshmen / Seniors not in session</td>
</tr>
<tr>
<td>Friday, November 1^</td>
<td>All Saints' Day Mass</td>
</tr>
<tr>
<td>Thursday, November 7^</td>
<td>Early Dismissal (1:45) /8^ Grade Visit Day / Parent/Teacher Conferences 3:00-8:00 p.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>Wednesday, November 20th</td>
<td>Senior Urban Plunge</td>
</tr>
<tr>
<td>Thursday, November 21st</td>
<td>Teacher In-Service / Early Dismissal (1:45)</td>
</tr>
<tr>
<td>November 21st - 24th</td>
<td>National Catholic Youth Conference- Indianapolis, IN</td>
</tr>
<tr>
<td>Sunday, November 24th</td>
<td>Bishop Watterson H.S. Open House 1:00-3:30 p.m.</td>
</tr>
<tr>
<td>Wednesday, November 27th -</td>
<td>No Classes- Thanksgiving Break</td>
</tr>
<tr>
<td>Friday, November 29th</td>
<td></td>
</tr>
<tr>
<td>Monday, December 9th</td>
<td>All School Mass</td>
</tr>
<tr>
<td>Monday, December 16th</td>
<td>Semester Finals – Periods 1/2 -Early Dismissal</td>
</tr>
<tr>
<td>Tuesday, December 17th</td>
<td>Semester Finals – Periods 3/4 -Early Dismissal</td>
</tr>
<tr>
<td>Wednesday, December 18th</td>
<td>Semester Finals - Periods 5/6 -Early Dismissal</td>
</tr>
<tr>
<td>Thursday, December 19th</td>
<td>Semester Finals- Periods 7/8 -Early Dismissal</td>
</tr>
<tr>
<td>Friday, December 20th</td>
<td>Advent Prayer Service 11:30 am - Early Dismissal</td>
</tr>
<tr>
<td>Monday, December 23rd -</td>
<td>Christmas Break</td>
</tr>
<tr>
<td>Friday, January 3rd</td>
<td></td>
</tr>
<tr>
<td>Monday, January 6th</td>
<td>Classes Resume / 3rd Quarter Begins</td>
</tr>
<tr>
<td>Sunday, January 12th-Monday,</td>
<td>Junior Retreat (select juniors)</td>
</tr>
<tr>
<td>January 13th</td>
<td></td>
</tr>
<tr>
<td>Monday, January 13th</td>
<td>Junior Parent Meeting @ 7:00 p.m.</td>
</tr>
<tr>
<td>Thursday, January 16th</td>
<td>Teacher In-Service - Early Dismissal (1:45 p.m.)</td>
</tr>
<tr>
<td>Sunday, January 19th</td>
<td>Cotillion 7:00 - 10:00 p.m.</td>
</tr>
<tr>
<td>Monday, January 20th</td>
<td>Martin Luther King Jr. Day - No Classes</td>
</tr>
<tr>
<td>Wednesday, January 22nd</td>
<td>Respect Life All School Mass</td>
</tr>
<tr>
<td>Friday, January 24th</td>
<td>Red Cross Blood Drive</td>
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<tr>
<td>Tuesday, January 28th (after</td>
<td>Senior Kairos Retreat (optional/select seniors)</td>
</tr>
<tr>
<td>school) - Friday, January 31st</td>
<td></td>
</tr>
<tr>
<td>Monday, February 6th</td>
<td>Early Dismissal (1:45 p.m.)</td>
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<tr>
<td></td>
<td>Parent/Teacher Conferences 3:00 - 8:00 p.m.</td>
</tr>
<tr>
<td>Friday, February 14th</td>
<td>No Classes</td>
</tr>
<tr>
<td>Monday, February 17th</td>
<td>President’s Day – No Classes</td>
</tr>
<tr>
<td>Thursday, February 20th</td>
<td>Teacher In-Service -Early Dismissal (1:45 p.m.)</td>
</tr>
<tr>
<td>Sunday, February 23rd-Monday,</td>
<td>Junior Retreat (select juniors)</td>
</tr>
<tr>
<td>February 24th</td>
<td></td>
</tr>
<tr>
<td>Tuesday, February 25th</td>
<td>ACT Test for Juniors Only – Early Dismissal</td>
</tr>
<tr>
<td>Wednesday, February 26th</td>
<td>Ash Wednesday All School Liturgy</td>
</tr>
<tr>
<td>Week of March 9th - 13th</td>
<td>End of Quarter Testing</td>
</tr>
<tr>
<td>Sunday, March 15th-Monday,</td>
<td>Junior Retreat (select juniors)</td>
</tr>
<tr>
<td>March 16th</td>
<td></td>
</tr>
<tr>
<td>Monday, March 16th</td>
<td>Fourth Quarter Begins</td>
</tr>
<tr>
<td>Week of March 23rd - 27th</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Monday, March 30th</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Wednesday, April 8th</td>
<td>Holy Week All School Mass</td>
</tr>
<tr>
<td>Holy Thursday April 9th -</td>
<td>Easter Break</td>
</tr>
<tr>
<td>Easter Monday, April 13th</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>-------------------------------</td>
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<tr>
<td>Friday, April 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Grandparents’ Day - Early Dismissal</td>
</tr>
<tr>
<td>Tuesday, April 21&lt;sup&gt;st&lt;/sup&gt; (after school) - Friday, April 24&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Senior Kairos Retreat (optional/select seniors)</td>
</tr>
<tr>
<td>April 18&lt;sup&gt;th&lt;/sup&gt;, 19&lt;sup&gt;th&lt;/sup&gt;, 24&lt;sup&gt;th&lt;/sup&gt;, 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Spring Musical</td>
</tr>
<tr>
<td>Thursday, April 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Teacher In-Service - Early Dismissal (1:45 p.m.)</td>
</tr>
<tr>
<td>Saturday, May 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Prom 6:30-10:00 p.m.</td>
</tr>
<tr>
<td>Saturday, May 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Senior Parent Dance 7:00 – 10:00 p.m.</td>
</tr>
<tr>
<td>Thursday, May 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Closing All School Mass</td>
</tr>
<tr>
<td>Friday, May 15&lt;sup&gt;th&lt;/sup&gt; - Wednesday, May 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Senior Finals</td>
</tr>
<tr>
<td>Thursday, May 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Baccalaureate Mass 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday, May 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Graduation 9:30 a.m.</td>
</tr>
<tr>
<td>Monday, May 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Memorial Day - No Classes</td>
</tr>
<tr>
<td>Tuesday, May 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Semester Finals – Periods 1/2 -Early Dismissal</td>
</tr>
<tr>
<td>Wednesday, May 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Semester Finals – Periods 3/4 -Early Dismissal</td>
</tr>
<tr>
<td>Thursday, May 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Semester Finals – Periods 5/6 -Early Dismissal</td>
</tr>
<tr>
<td>Friday, May 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Semester Finals – Periods 7/8 -Early Dismissal</td>
</tr>
</tbody>
</table>

**FOR A MORE COMPREHENSIVE CALENDAR, PLEASE SEE OUR WEBSITE:**

https://www.bishopwatterson.com/events/
Bishop Watterson High School endeavors to educate the total person by focusing on the spiritual, intellectual, aesthetic and physical development of the students. The primary goal is to produce mature, self-disciplined young men and women who have a firm commitment to essential Gospel values, a deep understanding of their rights and responsibilities as Christian citizens, the critical skills necessary to successfully pursue their post-secondary education and chosen careers, and an appreciation of their cultural heritage and artistic achievements.

In order to achieve this goal, Bishop Watterson High School proclaims the mission of the Church by providing a Catholic environment that challenges the students and faculty to seek and proclaim the truth. The Religious Education and Campus Ministry Department teaches the basics of the Catholic faith, Sacred Scripture, social justice issues, the sacraments and liturgy, and morality. It provides opportunities for individual faith development, spiritual direction and implementation of social justice values through Christian service so that a community of faith atmosphere permeates the school and the students' lives.

A strong college preparatory curriculum stresses critical, analytic, creative and technological skill development; students are taught to think logically, articulate their views persuasively, and write effectively. Core courses are complemented by an enriching program of practical and fine arts so that all students can discover and enhance their talents. In addition, our extensive program of co-curricular activities provides opportunities for students to interact with their peers along with the larger community, fostering growth in both leadership and social skills.

Students are supported in their quest to develop life-affirming, decision-making skills and their talents and abilities by a community composed of parents, local parishes, administrators, faculty, staff, and alumni. Guidance and support personnel aid students to assess their strengths and weaknesses, to set goals and priorities, and to develop the skills necessary for the successful attainment of their goals. A professional, competent, and caring faculty provides a challenging course of studies as well as intervention techniques so that students can develop a life-long love of learning. Parents, alumni, and the larger community continue to support Bishop Watterson High School in these endeavors and provide the students with an edifying example of commitment, concern, and dedication.

In brief, Bishop Watterson High School seeks to nurture the leaders of the 21st century and to provide them with the moral, intellectual, social, artistic and physical skills they will need in order to achieve happiness as productive and successful Christian adults.

Revised December, 1996
Approved January, 1997
BELIEF STATEMENTS

We Believe That:

● Christ is the reason for this school – the unseen, but ever-present teacher in its classes – the model of its faculty and the inspiration of its students.
● Prayer, service and study provide access to the Gospel truth.
● The faculty and staff of Bishop Watterson High School understand and respect Catholic doctrine and morals in their research and teaching.
● Bishop Watterson High School shows its Catholic identity through Christian inspiration, knowledge of the Catholic faith, faithfulness to the Christian message as it comes through the Church, and an institutional commitment to service.
● Bishop Watterson High School provides a positive learning environment that fosters opportunities for administrators, faculty, staff, parents, and students to share in the responsibility for advancing the school’s Catholic mission.
● Student learning and moral, spiritual, intellectual and social development are the primary focuses in decision-making impacting the work of the school.
● Students learn in different ways and are provided with a variety of instructional approaches and types of assessment to challenge them to learn and to support their learning.
● All students have the opportunity to learn and to assume responsibility in making educational choices for success.
● Students are provided with opportunities for critical thinking so that they can apply what they have learned in all aspects of their education - moral, spiritual, intellectual and social.
● Bishop Watterson High School is a safe, supportive, and challenging learning environment which gives students opportunities to become confident, self-directed, and life-long learners.

Date: 3/2018

MISSION

Restore all things in Christ by educating in the Catholic tradition through prayer, service and study.

Date: 3/2018

BISHOP WATTERSON SCHOOL IMPROVEMENT GOALS

Bishop Watterson High School receives its accreditation for the State of Ohio by the Ohio Catholic Accrediting Association. The Association is responsible for accrediting all Catholic elementary and secondary schools in the State of Ohio.

As part of the accreditation process, Bishop Watterson High School, in cooperation with our community and the Diocese of Columbus, has adopted two School Improvement Goals that will be emphasized in the next four years. We have included these goals in our School Handbook because we believe that the entire Bishop Watterson community – faculty, staff, parents, and students must work together in the continued improvement of our great school.

Academic Performance Goal: As students increase their use of technology in the classroom, they will demonstrate an increase in collaboration across the curriculum.

Catholic Identity Goal: Students will demonstrate a greater understanding of Catholic Social Teaching as it applies to citizenship in the digital age.
COMPLIANCE AGREEMENT

All students and parents are asked to sign a compliance agreement at the beginning of each year stating that they will follow all school rules, policies and regulations published in our handbook. It is impossible to frame rules and regulations which govern all cases of student behavior. Therefore, it must be understood that the handbook is not all-inclusive.

Date: 3/2018

GENERAL INFORMATION

I. ACCIDENT/INJURY

All accidents and injuries should be reported immediately. Students needing medical help should be taken to the nurse or in more serious situations should have the nurse or trainer go to them. In serious situations the parents will be contacted immediately. At the beginning of each year families are asked to update the medical information kept in the nurse’s office.

II. ADMISSION POLICY

All students passing grade eight, living in the Bishop Watterson geographic boundary, and attending a Bishop Watterson elementary feeder school are eligible for enrollment regardless of their race, sex or creed. Due to enrollment limitations, a Diocesan priority system has been established and is as follows:

1. First priority – students presently in Bishop Watterson feeder schools
2. Second priority – students who have siblings attending Bishop Watterson High School or whose parents are alumni of the school
3. Third priority – public school students living in and attending a Catholic church in the Bishop Watterson geographic area
4. Fourth priority – students living in the Bishop Watterson geographic area, and attending a public school.

Students wishing to attend Bishop Watterson High School, but presently not living in the Bishop Watterson High School feeder school area, must secure permission from the Superintendent of Schools. Waiver forms are available in the school office of the assigned high school and may be obtained only after a meeting with that high school’s principal. Signatures from both the receiving school and sending school principals are required. The form is then forwarded to the superintendent for final approval.

III. ASSEMBLIES

The assembly programs are an important part of school life and contribute to the total education of our student body. It is expected that an atmosphere of respect will be maintained throughout all assemblies. When moving to assemblies, the students must go quickly and quietly to their proper seating place in order that sufficient time may be given to the scheduled program. Students must sit with their homerooms for all assemblies.

IV. BACKPACKS/PURSES/COMPUTER BAGS

Due to the dangers created in classroom aisles, fire codes, narrow hallways, and illegal contraband problems, students are not permitted to use backpacks during school hours. Students must hand carry their books to class. Backpacks may be used to and from school. Oversized purses are also not permitted. Purses may not be worn on the back. Only school issued computer bags may be used.
V. CALLS FOR MONEY
A class, club or other group may not begin a campaign or project to raise money until permission is obtained from the principal.

VI. CAFETERIA USE DURING LUNCH
Students are expected to eat in the cafeteria. The care and cleaning of our school cafeteria, especially during lunchtime, is the responsibility of every student. It is naturally expected that all students will take care to police their table before leaving the cafeteria to make sure that all trash has been removed and thrown away and that trays are returned to the proper spot. If students spill something they should go to the tray return area for a towel in order to clean up. No food or drink will be permitted in the hallway outside the cafeteria.

Because of safety regulations students should not position their chairs in a way that blocks aisles.

VII. CARD PLAYING
Card playing is not permitted during the school day including, but not limited to, during lunch and study hall.

VIII. CARE OF BUILDING
The vast majority of students take great pride in our school building and equipment. Students violating the property code by damaging the building, grounds or contents are responsible for the entire cost of replacement or satisfactory repair and are subject to disciplinary action.

IX. CARS
A. All students who drive to Bishop Watterson High School, even on an occasional basis, must, for the purpose of the security of the student and the vehicle, register the car(s) he or she will be driving to school.
B. For vehicles parked on campus lots a registration tag will be issued and must be visibly in place, hanging from the rear-view mirror.
C. Parking on Foster is reserved for visitors, faculty and staff members.
D. Parking behind the school is for faculty and staff only. This is enforced 24 hours a day.
E. All students must park legally, whether on school property or on city streets. Cars parked illegally are liable to be ticketed and/or towed. Nearby streets have two-hour parking only per city ordinance.
F. No student may visit a car during school hours without permission from an administrator.
G. Students may not sit in or loiter around parked cars and buses at any time. Once a student arrives at school either by bus or car, he/she should immediately enter school.
H. Parking spaces for visitors and cafeteria workers will be reserved on Foster Street and may not be used by students.
I. The administration has a right to inspect any car driven by a student, on or off school property or during a school sponsored event, if there is any suspicion of unlawful contents.
J. Reserved parking is located in the North (Cooke Road) and South (tennis court) lots.
K. Only students who have been issued a parking tag are permitted to park in these lots.
L. Only juniors and seniors may park in school lots.
M. Car pools will be inspected periodically to see if the students who are listed as riding in the carpool are actually doing so. Do not list anyone in your car pool who does not intend on being a regular participant. You may lose your parking privileges if you sign up non-riding students.
N. The parking pass must be hung on the rearview mirror facing the windshield.
O. Parking violations include:
   1. Driving without a parking pass
   2. Not properly displaying the parking pass
   3. Parking in a spot not assigned to you
   4. Parking in a spot designated for staff and/or visitors. Violators will be charged a $20.00 fine for the first violation. Subsequent violations will be assessed $25.00 fine and possible disciplinary action.
   5. Parking in a manner that obstructs another spot
      a. 1st Offense: $10.00 fine paid to Bishop Watterson Student Council within two days
      b. 2nd Offense: $20.00 fine paid to Bishop Watterson Student Council within two days
      c. 3rd Offense: Loss of driving privileges to Bishop Watterson, loss of parking fee and possible disciplinary action by the deans.

P. Bishop Watterson reserves the right to tow any car that is parked in violation of the rules.

Q. Note: A $5.00 penalty will be assessed for fines not paid within two days.

R. Replacement parking passes are issued for a $5.00 fee.

S. Emergency passes, dated for one to three days, may be issued upon approval of the principal. These passes must be displayed on the rearview mirror.

T. Prior permission from the principal is needed for any student to park along Foster during school hours. All violators will be charged a $20 fine for the first violation; subsequent violations will be assessed a $25.00 fine and possible disciplinary action by the deans.

U. Changes regarding information on the original parking permit application must be submitted immediately in writing to the student council moderator. Changes include, names of students riding in car pool, license plate numbers, change of car.

X. CLOSED CAMPUS
Due to the academic nature of our school, we attempt to eliminate any possible disruptions to the school day; therefore, Bishop Watterson High School has a closed campus.

A. Students may not leave the campus during school hours except if enrolled in special programs such as vocational training or classes at a local college.

B. Students must remain on campus once they arrive until dismissal.

C. Visitors are not permitted on campus and may not attend classes or eat with friends or relatives unless the visit is approved by the administration and visitors have signed in at the main office.

D. Non-Bishop Watterson students picking up Bishop Watterson students should remain in their car until dismissal or in the office lobby. Bishop Watterson students are responsible for the actions of these visitors.

Students who are interested in attending Bishop Watterson High School as a viable educational opportunity may visit the school. All arrangements are handled by the parents through the registrar prior to the scheduled visit. When visits are approved, schedules and passes will be issued by the office.
XI. COMMUNICATION

We believe that frequent and direct communication between the school and parents is an important tool in the educational process. We also have the responsibility to be good stewards of our resources. Therefore, most communication will be conducted via our website and through email. We ask parents to read and respond appropriately to all school correspondence.

A. The Watterson Wednesday News is our weekly email to parents. It contains important information from the administration as well as various departments and activities. All items submitted to Watterson Wednesday News must first be approved by the faculty advisor/moderator.

B. The Daily Bulletin in PowerSchool contains information relevant to students such as meeting dates, event sign-ups, and form due dates. Parents are encouraged to read these announcements as well.

C. Social Media: Bishop Watterson's presence on social media includes Facebook (Bishop Watterson High School), Twitter (Bishop Watterson HS), LinkedIn (Bishop Watterson High School), and Instagram (Bishop Watterson High School). Teams and other school groups may have a Twitter or Instagram account in alignment with our Social Media Guidelines. The account must be run by a responsible adult with all login information on file with the Director of Communications and, for sports teams, the Athletic Department.

D. The Eagle Extra is our email to alumni, past parents and friends of Bishop Watterson.

E. The Eagle Review is our school magazine.

F. Materials or notices published by non-school sponsored groups or community organizations will not be distributed in the building or on the school grounds without prior approval of the principal. This applies to the distribution of such materials on school buses and attached to parked cars.

XII. COMPUTER USE – SEE ACADEMICS

XIII. COPYRIGHT POLICY

A. Statement of Intent

It is the intent of Bishop Watterson High School to adhere to all provisions of Title XVII of the U.S. Code, the Copyright Act of 1976 and its subsequent amendments, and the Berne Convention. Lack of a copyright notice does not indicate a work is in the public domain. Unless specific permission for reproduction is given in the work, all materials are assumed to be under copyright protection.

B. Fair Use

According to the Copyright Act of 1976, copyright owners have the exclusive right to produce, prepare derivative works, distribute, transfer ownership, rent, lend, perform, and or display their creations. To promote free speech, learning, scholarly research and open discussion in accordance with the First Amendment, the concept of fair use places a limit on these exclusive rights. The copyright law stipulates that photocopying or other kinds of duplication must abide by the criteria of “fair use.”

The following are the four criteria comprising fair use.

1. The purpose and character of the use. The use must be educational.
2. The nature of the copyrighted work. The work should be published since an author generally will not publish a creation if he or she wants to keep it from public eye. Courts favor non-fiction over fiction in the application of this criterion.
3. The amount and substantiality of the portion being copied. The copied material must be an excerpt or “portion” of the whole and not a “substantial” part of the work. Even a small portion could be substantial if it constitutes a central or critical part of the original.
4. The effect on the potential market and the effect on the value of the work. The teacher must consider the “effect of the use of the work.” The Supreme Court has said that use cannot impair the
marketability of a work, but this is probably the most difficult aspect to determine and the most controversial in a fair use analysis.

All four of these criteria need to be applied in judging whether or not there may be an infringement. Meeting only one or two of the criteria may not be sufficient to validate “fair use”. In other words, if a teacher reproduces some material for an “educational purpose” (criterion 1), that teacher must also be able to defend the nature of the work, the amount used, and its potential effect.

Although this four-factor test is somewhat vague and often subjective, it provides educators with a legal “safe harbor” from litigation provided they remain within the guidelines precepts. If an institution ignores the limitations, copyright holders can challenge its actions.

C. Section 110

This is an important section. It allows the performance (not copying) of copyrighted materials in a classroom situation without special permission from the copyright holder. With this exemption, teachers can play recordings, read books aloud, and show videos even though they have not secured the right to do so. Audiovisual works such as videotapes are required to be viewed from a lawfully made copy and thus have been singled out for a more careful scrutiny. Teachers and students are exempt under title XVII, U.S. Code, Section 119 (1) and allowed to perform copyrighted works in face-to-face instruction, with the following limitations:

1. The performance is part of a systematic course of instruction and not for entertainment, recreation, or cultural value.
2. Attendance at performances is limited to the pupils enrolled in the course and to their teacher(s).
3. The performance is given in a classroom or a similar place devoted to instruction, including libraries and gymnasiums, as long as the attendance limitation noted above is satisfied.
4. The performance is given from a legitimately-made copy that was not sold under a license or contract restricting school performance.

D. Seeking Permission to Use Copyrighted Materials

While writing for copy/performance rights can be cumbersome, it is quite possible and straightforward. Official permission is the best protection we can all have. For your convenience, the library can provide a form to use.

XIV. Corridor Regulations

A. Students are not permitted to sit in the halls before or after school. The academic wing is closed at 4:00 pm.

B. Students in corridors and on stairways should keep to the right at all times, and should refrain from standing in the middle of corridors and intersections.

C. In the corridors, students should refrain from running, loud talking or boisterous behavior or any other behavior which may interrupt the academic atmosphere of the school.

D. Students in the halls during class time must have a note signed by a teacher. It is the student’s responsibility to obtain this note. Any student in the hall without a note may be assigned a detention.

XV. Crisis Plan

A detailed plan that would go into effect if needed for lockdowns, evacuation, and other emergency situations has been developed. In the event that the school needs to be evacuated, all students, faculty, and staff walk immediately to Our Lady of Peace Parish at 40 E. Dominion Blvd.
XVI. ELEVATOR USE
- Only students who have a medically approved physical need, long or short term, may use the elevator.
- Those students will be issued a fob by an administrator; a deposit is required and will be refunded upon return of the fob.
- Any misuse of the elevator will result in disciplinary action.

XVII. ENVIRONMENTAL COMPLIANCE
There is an asbestos plan available for review by appointment.

XVIII. FINGERPRINTING OF STAFF AND VOLUNTEERS
In accordance with Diocesan Policy 4110.0 all school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and a FBI background check. In accordance with Diocesan policy, all staff members and volunteers must attend the “Protecting God’s Children” program and have the certificate on file.

XIX. FIRE AND TORNADO DRILL REGULATIONS
The following procedures should be observed whenever a school fire or tornado drill is held:
- The signal for a fire drill is a continuous sound of the fire signal. The signal for a tornado drill is the sounding of an air horn.
- All classes should stop and students should proceed silently to the assigned locations.
- The teacher in each room is responsible for having the class go to the exit assigned to that room for that drill. Directions are posted in each room.
- During fire drills, classes should move well away from the building and stand quietly in line until signaled to return by the proper authorities. During this time, teachers will take attendance and immediately send a reporter to the section administrator.
- Silence is required until safe havens are reached. Talking may result in assignment of a detention.
Initiating false emergency alarms is a serious matter. A student who is known to have initiated a false emergency alarm will be dealt with strictly and turned over to the appropriate civil authorities. This is not only a violation of school rules, but also a violation of criminal law.

XX. FOOD AND DRINK
Food and drink are not to be brought into the classrooms during the school day. Since students have five minutes between classes and are permitted to go to lockers between classes, this is the opportunity for the student to stay hydrated. If carrying a water bottle, it must be clear and may only be filled with water.

XXI. GANGS AND GANG ACTIVITY
Any activity which advocates the lack of respect for any portion of our society is in opposition to the Bishop Watterson High School Code of Conduct and contrary to the teachings of the Catholic Church. The school environment is not a place for gang activity, signs, symbols, dress, intimidation or violence. Gang related activity will not be tolerated. Any student suspected of gang involvement will be immediately removed from class until a parent conference is held. Students involved in gang related actions/activity will be suspended and a hearing will be held to determine whether they should be expelled.
XXI. INSURANCE
Insurance coverage for covered injuries which are received while the policy is in force and which occur while:
(a) participating in activities sponsored and supervised by the Policyholder; (b) traveling during such activities
as a member of a group in transportation furnished or arranged by the Policyholder; (c) traveling directly to or
from the insured’s home premises and the site of such activities. Includes participation in interscholastic
sports and interscholastic football – during the school year – includes summer recreation activities – travel to
and from school – includes religious services and necessary travel. To activate secondary insurance for an
athletic injury, notify the Athletic Director immediately.

XXII. LIBRARY
Library Hours: Monday-Friday 7:15 AM-3:30PM
A. Access
All students are encouraged to use the library before and after school. Students also have access to the
library during their study halls once attendance has been taken. Passes are required when students
come to the library from a class, either as an individual or as part of a group.
Teachers schedule their classes into the library to allow their students to work on various library-related
assignments. They may also send individuals and small groups of students to the library. When full
classes are scheduled, study hall access may not be possible. A schedule is posted at the beginning of
each week to allow students to plan ahead.

B. Resources
The library has a wealth of resources, both print and electronic. Along with a print collection of more than
13,000 titles, the library has an extensive collection of DVDs and subscribes to a number of periodicals.
The collection is automated to allow easy searching. Networked computers offer Internet access and are
connected to network printers.

C. Circulation policy
Books circulate for four weeks; magazines circulate for a week; other materials may circulate one to three
days; some items such as reference or reserve materials are available for room use only.
Fines are five cents per day for all items in the general collection and 25 cents per day for other materials
such as reference or non-print materials. The maximum fine is $5.00. It is a student’s responsibility to
return borrowed materials in a timely fashion, allowing others access to them also. Lost materials must be
paid for at cost. Failure to satisfy library obligations may result in the loss of library privileges.

D. Students are expected to recognize that:
● The library is an extension of their classrooms, not an alternate study hall or a place for socializing.
● The library is primarily for the use of the library’s materials.
● Library users should work quietly and independently, demonstrating respect for others’ rights to a
  quiet and productive place in which to work.
● All materials and equipment should be handled with appropriate care.
● Computer use of any kind must comply with the Acceptable Use Policy found in computer lab
  section of the School Handbook.

XXIII. LOCKER POLICY
Lockers are the property of Bishop Watterson High School and are issued to students for their use. Students
are to use their assigned lockers and will accept the responsibility that goes with the privilege. The
responsibility entails care and maintenance. The locker is to be free of writing both outside and inside.
Students may place removable mirrors, pictures, etc., on the inside of their locker doors; however, it must be appropriate for a student locker at Bishop Watterson High School, as determined by the principal. Students should be careful not to shut the locker when it is overstuffed, as this tends to bend the door and break the lock. In addition, any tampering with the locking mechanism is not permitted and is considered vandalism. Violations will result in loss of locker privilege and payment, in full, for damages. Lockers are not to be shared.

Students are expected to keep their locker locked at all times. Bishop Watterson High School is not responsible for items stolen from lockers. If a locker is vandalized and it is determined that a student has not been using his/her lock, that student may be held responsible for up to $250.00 for the repair of the vandalized locker.

The school retains full ownership of all lockers; therefore, student lockers may be opened and searched by the Bishop Watterson administration at any time.

Lockers may be used before and after school as well as between class periods to obtain and exchange books and materials for upcoming classes. Because of the congestion in the hallways at the change of classes, students should not linger at their lockers between classes any longer than necessary.

Locker tags must be approved by an administrator before being hung. For maintenance reasons, locker tags, birthday greetings, etc. may be placed only on the surface of the locker itself using magnets and not on the walls around the lockers.

Physical education lockers are for use only during class time. Lockers in the athletic locker rooms are only for the use of the sport in season.

Any concerns/problems with lockers should be directed to the designated administrator. Lockers are to be locked at all times. A fine will be assessed for lockers not locked properly or properly closed.

XXIV. LOST AND FOUND

When a student finds any lost or misplaced item it should be immediately taken to the main office. These lost items may be reclaimed upon proper identification. Students are asked to visit the lost and found in the main office for the purpose of claiming small articles or books before and after school. All articles not claimed by the end of the month will be given to charity.

XXV. MEETINGS OF STUDENT GROUPS

Student meetings in the school building or on school grounds are limited to groups recognized as part of the school’s educational program, including student activities. As such, these groups must have a faculty sponsor or supervisor appointed by or recognized by the school’s administration. No school club or group meeting may be announced without the approval of the faculty supervisor. This includes practices and group activities.

XXVI. NEIGHBORS

The properties of residents in the vicinity of Bishop Watterson High School that is homes bordering the school on Cooke Road, Foster, and Indian Springs, are to be respected at all times and are off-limits to students. Students shall not cut through these properties nor shall students loiter in the alleys adjacent to these streets and homes.

XXVII. PA ANNOUNCEMENTS

Students who wish to turn in announcements to be read should obtain a form in the office. The form must be signed by the teacher who moderates that activity or the coach of that sport. Sports announcements from teams who do not have coaches in the building must be signed by an athletic director.
Announcements will be on Power School under Daily Announcements. Any announcements during the day that are read are important and all students and staff listen carefully to them.

XXVIII.  RESTRICTED AREAS
   A. There are certain areas on the school grounds which are off-limits to all students, unless permission has been obtained from a school official (administration, faculty or staff member). These restricted areas are:
      1. all faculty and administrative offices;
      2. all faculty and staff lounges;
      3. maintenance areas (workshops, storage closets, boiler room, garages and roofs);
      4. all academic and athletic storage rooms and closets;
      5. school kitchen.
   B. Those students who must wait after school to be picked up should take advantage of the time and use the cafeteria for quiet study time. This area will be available for students every day until 5:15 p.m.

XXIX.  SCHOOL DAYS
   School doors are open by 7:00 a.m. Students arriving early are asked to conduct themselves in a proper manner.

XXX.  SCHOOL SAFETY
   In accordance with Diocesan Policy 5140.3 our school conducts monthly fire drills and/or rapid dismissal drills as well as tornado drills during the spring. Bishop Watterson High School has an emergency procedure in place and a drill to practice this procedure is done once a semester. In the event that the school needs to be evacuated, all students, faculty and staff walk to a designated safe rallying point.

XXXI.  STORM DAYS
   In the case of severe weather, students and parents are to listen to the local radio or television stations for school closing reports. Bishop Watterson High School closes when it is announced that “Columbus Catholic High Schools” are closed. When conditions are dangerous for travel, all elementary and high schools shall be cancelled. When the weather temperature is dangerous for students to be outside waiting for busses, the elementary schools will be cancelled, however, high schools will remain open since most students drive or get rides to school. If Columbus Public Schools close due to transportation issues unrelated to weather, Columbus Catholic Schools will remain open.

XXXII.  STUDENT I.D. CARDS
   All students will have pictures taken during the first week of school each year for their Student Identification card. Students should carry their card with them while at school, at school events, or at any time they are representing their school. A lost I.D. card can be replaced by the designated official at a cost of $20.00.

XXXIII.  TELEPHONE/MESSAGES
   Students wishing to use a phone at Bishop Watterson High School may use the telephone on the counter in the office. Students will not be called to the phone during class time. However, for messages from home, forgotten lunches, or various forgotten items that parents bring to school, students will be called to the office
prior to fifth period lunch and at the end of school. Only in emergencies will students be called from class. Only messages from parents/guardians will be forwarded to students.

XXXIV. TRANSFER POLICY
Bishop Watterson High School releases all students in good standing who transfer to another school effective upon the forwarding of the student’s permanent records. Tuition must be totally paid in order for transcripts to be sent and all books and the student’s identification card must be returned. Also, see OHSAA Transfer Policy in Athletics.

FINANCES
Bishop Watterson is a tuition only school. Fees, including subject fees, are not assessed. School insurance, religion fees, graduation fees, etc. are included in the cost of 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
   2. Ten equal monthly payments through FACTS starting in July and ending in April
B. If tuition is not paid up to date:
   1. Students may not take final examinations. By 1st semester exam, students must be paid to date (six payments) in order to take finals. In May, tuition must be completely paid for the student to take final exams. Financial hardship cases will meet with the Finance Committee of the Bishop Watterson School Board to discuss their situation. Students who do not take end of year finals due to tuition difficulties will take finals during the summer at a pre-arranged time determined by the administration after tuition payment is received.
   2. Transcripts will not be sent until tuition is current.
   3. Class rings cannot be received until tuition is current.
   4. Seniors will not receive a diploma.
   5. Underclassmen will not receive final report cards.
   6. Students’ records will not be released. This also includes students who have been expelled as well as students withdrawing for their own reasons.
   7. Athletic waivers will not be granted.
C. Tuition must be current in order for a student to start the school year.
D. Participatory policy is as follows: Participatory status is determined by each pastor usually based on a criterion of financial contributions to the parish. This status is handled between the parishioner and the pastor. Bishop Watterson High School is not involved in the determination of participatory or non-participatory status.
E. Students who withdraw from Bishop Watterson during the school year will have their tuition prorated by the day. An additional $250.00 administrative fee will be assessed. An exit/withdrawal conference must be scheduled with the designated official when a student withdraws from school in order for closure, and in order that transcripts can be released to new school.
F. Returned checks are subject to a $35 fee.
G. Any payments after May 1st must be made by cash, money order, or cashier’s check.
Tuition for 2019-2020

<table>
<thead>
<tr>
<th>Tuition Rates</th>
<th>Participatory Status</th>
<th>Non-Participatory Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; child</td>
<td>$9,990</td>
<td>$11,440</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; child</td>
<td>$9,790</td>
<td>$11,240</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; child and more</td>
<td>$9,590</td>
<td>$11,040</td>
</tr>
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Building Facility Fee: $200/student
Technology Fee: $100/student

- **Only two payment** classifications exist – Participatory or Non-Participatory. Participatory status is determined on an individual basis by each pastor. Simply being registered or going to church at a parish may not qualify as “participatory” status. Any questions should be directed to your pastor or parish administrator. Tuition rates will be adjusted if participatory status is not maintained.

To help address the cash flow issue, minimize the need for future extraordinary tuition increases and provide a convenience to our families, we have contracted with FACTS Management Company to help us manage our tuition payment program. FACTS is used by over 3,000 schools nationally and endorsed by the Diocese of Columbus. Information regarding the FACTS Payment Plan has been previously mailed to you. Families can pay their tuition bill in one of two ways:

1. Full payment of tuition by July 31. This payment should be made directly to the school.
2. Ten (10) automatic monthly payments through the FACTS Payment Plan. Payments will start in July and be processed on the 5th or the 20th of each month. There is a $38 per year, per family, charge for using this option.
3. If you choose to budget through FACTS, you will authorize automatic bank payments directly from your bank account for your monthly tuition bill.

Note: If a student who participates in sports does not pay the required association fee, it will be added to the end of the year tuition statement.

**H. Tuition Assistance**

Bishop Watterson High School makes use of the FACTS Grant and Aid Assessment Service to help us evaluate requests for financial aid. Families with multiple students are urged to apply as the multiple student discount has been eliminated. Only one application need be submitted for families who attend more than one Diocesan school.

Applications must be submitted online. Application deadline is March 15th. Please check the school’s website for application information at www.bishopwatterson.com.

**I. Vocational School Tuition Policy** (see School Board Policies)

**J. Fundraising**

Activities to raise monies for the general fund, as well as other special interest programs, have always been an integral part of Catholic school life. These activities bring the entire Bishop Watterson community closer together as parents, students, and staff work for a common goal. We ask everyone’s cooperation and support in all fundraising. If any group or organization would like to do a fundraising activity, it must be pre-approved.
SCHOLARSHIP AND TUITION ASSISTANCE PROGRAM

Families who need assistance with the tuition costs are invited to apply for assistance. All financial aid as well as scholarships and grants will be awarded on the basis of need as determined by a third party’s objective review of the financial situation. The financial assistance forms are available in late January or early February at each parish and in the school office. When completing an application for assistance based on need with the Diocesan Tuition Assistance Program, you are also applying to the Bishop Watterson High School Tuition Assistance Program. The application and all supporting documentation must be registered online no later than the date stated on its front cover page, to be considered by the Diocesan Education Office. If the application is requested after the deadline date as stated above, the Bishop Watterson Program will still consider such application, but you will not be eligible for the Diocesan Program.

TRANSPORTATION

I. SCHOOL

Bus transportation to Bishop Watterson High School is coordinated through the public school district for their residents. Currently bus transportation is provided by Dublin, Hilliard and Worthington.

Students riding buses to and from school or school events will observe strict rules of conduct while boarding, riding and unloading. The bus is considered an extension of the school and all school rules apply. The bus driver is in control of the bus and must be obeyed. Any student engaged in loud talking, rowdiness or any action that tends to distract the driver or in any way endangers the safety of the passengers on the bus, will be subject to disciplinary action by school officials. This includes expulsion from the bus for the remainder of the year.

II. CO-CURRICULAR

Bishop Watterson High School co-curricular groups (i.e., athletic teams, In the Know, etc.) not using a school sponsored bus must be transported by the parents/coaches of the group to and from the event. All adults who drive a student group must have a Driver Verification form on file in the principal’s office. Each student going with the group must also have turned in an emergency medical card and a signed parental participation permission form to the group leader prior to the trip.

III. FIELD TRIPS – DIOCESAN POLICY # 6121.0

A field trip is defined as a school sponsored activity supervised by school personnel and/or adult volunteers which occurs off campus.

No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip. As a minimum, permission form must contain the following information:

A. Name and location of the event
B. Approximate departure and return time including locations of each
C. Cost to the student
D. Name of supervisor and approximate student/chaperone ratio
E. Parents’ responsibility
F. Mode of transportation (including type of vehicle, whether it is privately owned or school owned, and whether the driver is a student or adult)
Whenever possible bus transportation should be provided. If a private passenger vehicle is used the following information as a minimum must be provided in writing, signed by the driver, and reviewed by the supervisor and/or principal prior to the field trip:

1. Valid driver’s license
2. Valid registration for the vehicle
3. The vehicle must be insured for minimum bodily injury liability coverage limits of $100,000 per person / $300,000 per occurrence
4. $100,000 Property Damage or a combined Single Limit of $300,000
5. Criminal background check.
6. Participation in the “Protecting God’s Children” sexual abuse awareness workshop.
7. Cellular phone use (including incoming and outgoing calls, texting, GPS etc.) are not permitted while driving a vehicle for a school sponsored activity. A cellular phone’s voicemail feature should be activated to store incoming calls while driving. This policy applies to both hand-held and hands-free phones.

Any student being transported on a field trip in a private vehicle shall use a seat belt. Each driver and/or chaperone should be given directions to and from the event and preferred route(s) to be traveled if any. The emergency medical form corresponding to each student must be in the vehicle.

PLEASE NOTE: When students are traveling to or from a school sponsored activity off campus (e.g. campus ministry, athletic activities) where students are driving themselves or other students, a policy should be developed at the local level.

The local policy should include the following as a minimum:

1. Parent permission to be off campus
2. Parent permission to drive
3. Parent permission for the student to transport other students
4. Parent permission to ride with another student
5. A requirement that all students must be using a seat belt
6. The preferred route to be traveled, if any
7. Signature of student driver that preferred route, if any, will be followed.
8. Valid driver’s license.
9. Valid registration for vehicle.
10. The vehicle must be insured for minimum bodily injury liability coverage limits of $100,000 per person/$300,000 per occurrence.
11. Security background check for any student 18 years or older.
12. Attendance at Protecting God’s Children
13. Cellular phone use (including incoming and outgoing calls, texting, GPS etc.) are not permitted while driving a vehicle for a school sponsored activity. A cellular phone’s voicemail feature should be activated to store incoming calls while driving. This policy applies to both hand-held and hands-free phones.
ACADEMICS

One of the primary goals of our academic program at Bishop Watterson High School is to prepare students for post high school education and life-long learning. Our program is designed to help students acquire the knowledge and skills necessary for their future success in their chosen areas of pursuit. Critical thinking, 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, social studies, science, mathematics, physical education and health. A variety of electives is offered to enhance the students’ skills and interests in areas including art, music, computer science, industrial technology, and business.

Note: For a complete listing of course offerings, graduation requirements and other academic information, please see our Curriculum Guide on our website: https://www.bishopwatterson.com/academics/curriculum/

I. Academic Information
   A. Grading System

   The grading system is based on the following scale:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Regular</th>
<th>AP/Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>3.8</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.4</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>65-66</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 65</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

   B. Failure

   The Bishop Watterson School Board’s failure policy states that students in all grades must make up all failures in required courses. Students failing more than two required courses are subject to academic dismissal. The Board recommends that a student who has the opportunity to make up a non-required course do so in order to avoid future credit deficiencies. The following is a list of required subjects by grade:
<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology*</td>
<td>Theology**</td>
<td>Theology*</td>
<td>Theology******</td>
</tr>
<tr>
<td>Health</td>
<td>United States</td>
<td>American</td>
<td>British Literature or</td>
</tr>
<tr>
<td>English</td>
<td>History</td>
<td>Literature</td>
<td>A. P. English***</td>
</tr>
<tr>
<td>World</td>
<td>Biology</td>
<td>American Government</td>
<td>Science</td>
</tr>
<tr>
<td>History/Western Civiliz</td>
<td>English***</td>
<td>Mathematics</td>
<td>Math</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Science</td>
<td>Students must meet the</td>
</tr>
<tr>
<td>Physical Education ***</td>
<td>Physical Education ****</td>
<td>Financial</td>
<td>Ohio</td>
</tr>
<tr>
<td>Introduction to Physics &amp;</td>
<td>World Languages****</td>
<td>Literacy</td>
<td>Graduation requirements</td>
</tr>
<tr>
<td>Chemistry</td>
<td>World Languages*****</td>
<td>World</td>
<td>and earn all necessary</td>
</tr>
<tr>
<td>World Languages*****</td>
<td></td>
<td></td>
<td>credits in order to earn</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a diploma.</td>
</tr>
</tbody>
</table>

*Includes mandatory retreat.  
** Includes satisfactory completion of a service project.  
*** Includes satisfactory completion of a research paper.  
****Physical Education credit must be completed by the end of the 10th grade.  
*****Two credits in the same World Languages required before graduation.  
******Urban Plunge required.

C. Academic Probation  
Students earning an accumulative average below 1.0 at the end of the year will be placed on academic probation. At the end of the following year the student must have attained an accumulative point average of 1.0 in order to return to Bishop Watterson High School. Academic dismissal will result when a student fails to earn a 1.0 accumulative average two years in succession.

D. Sequential Course Advancement  
If a student has not received the required grade to progress to the next level in a sequential course at the time of scheduling, the student may not schedule the course. If, at the conclusion of the school year, a student has earned the required grade, the student may add the course to his/her schedule. If the student no longer meets the grade requirement at the end of the school year his/her schedule will be adjusted accordingly.

E. Honors Program  
Students who are gifted or academically talented need a qualitatively differentiated program that takes into consideration individual learning styles and special abilities. Courses for these students should develop skills in independent study, research, creative thinking and critical thinking. Courses of this nature are geared toward a more in-depth approach in content, more discussion, and higher-level thinking, focusing on analysis and synthesis of knowledge. These students should be challenged to develop their abilities for both personal fulfillment and the benefit of society.

F. 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 written statement concerning the violation to the appropriate dean. This is considered a violation of school rules and is a four-year cumulative policy. A second honor code violation results in a student being placed on disciplinary warning status. Further violations may lead to suspension with an expulsion hearing.

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:

1. Cheating
   Cheating includes, but is not limited to: violating a teacher’s testing or evaluation process; defacing a test or answer sheet; the use or possession 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.

   Cheating also includes copying another student’s work and submitting it as one’s own. Cheating may result in both students receiving a grade of 0 for that assignment.

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

   Plagiarism from a written source occurs when a student uses the exact words, a close paraphrase, or a unique idea from a critical source or from any printed or electronic source without offering supporting citation as outlined in the Writing Resources section of PowerSchool.

   If a student is in doubt as to whether or not a particular idea or section needs to be end-noted, he/she should check with the teacher. In general, the rule is simple: if in doubt, cite the source.

   **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 essay in question compared with those elements from other essays the student has written.

   This type of plagiarism is easily avoided. For help, the student should go to his/her subject teacher. Plagiarism can also occur when students work together to plan an essay. 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 different enough that the teacher knows each person did his/her own work. For example, even if three people are working with the same basic thesis, organization would be different, a variety of examples would be used, and quotes would differ. Certainly, diction and sentence structure would differ. To avoid problems, students can work together in the planning stage, but each paper must be written separately.

   Plagiarism may result in the student(s) receiving a grade of zero for that assignment.

G. **Study Halls**

Study halls are specifically for studying, and silence is to be maintained. Tutorial opportunities can be arranged during this time. In addition, procedures will be explained to the students concerning studying with another student. Each student is permitted to schedule a maximum of one study hall per semester.

H. **Early College Admission Policy**

Several colleges in the vicinity are offering college admission to high school juniors who have demonstrated superior ability. If a junior at Bishop Watterson High School fulfills the requirements of the college, he/she may apply. However, Bishop Watterson High School will not issue a diploma to these
students unless they fulfill our requirements for graduation. Please see information on Graduation Requirements in Curriculum Guide for total number of credits needed. The entire responsibility for this is placed on the student.

I. Make-up Work After Absence - See School Sponsored Trips under Attendance

It is the student's responsibility to see the teacher in order to ascertain what class work needs to be completed due to class absences. When the student meets with the teacher, the student is responsible for finding out when the missed assignments are due. Parents can refer to homework assignments online on PowerSchool if a student is absent from school.

J. Returning of Tests

It is the philosophy of Bishop Watterson High School that tests are designed both to be evaluative in nature as well as a continuation for the student of the learning process. At the same time, it is the belief of the faculty and administration that the dissemination of old tests to students who have not taken that test is a form of cheating and is covered by the Bishop Watterson Honor Code. Therefore, the following guidelines are used by the faculty in the returning of test materials to students.

- Once a test has been graded by the teacher and all of the students in the class have been given the test, a student should be provided their copy of the assessment in order to learn what errors have been made. Assessments are considered part of the learning process.
- Semester exams are typically not returned to students for them to keep. If a student/parent wishes to review a semester exam, the parent should email the teacher and find a mutually agreeable time to review the test.

K. Testing and Absence – Semester Final Exams

Students must be present during all scheduled finals. The only excused absence is one due to extreme illness. A doctor's note may be required for verification. If a student is ill and needs to reschedule an exam, they must contact an administrator for permission and arrangements. Exams will not be rescheduled for vacations, club sports, etc. Absences due to reasons other than illness may result in the student receiving 80% of the grade earned.

- Please examine our finals schedule closely and plan vacations accordingly. Inform family members, club coaches, employers, parish leaders working on service trips, retreats, etc. that students are not available until exams are over. Please do not schedule doctor’s appointments, elective surgery, etc. during this time.

**Semester Exams:**
Monday, December 16th - Thursday, December 19th

**Senior Final Exams:**
Friday, May 15th- Wednesday, May 20th

**Underclassmen Final Exams:**
Tuesday, May 26th- Friday, May 29th

L. Testing and Absence – Non-Semester Exam 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.
- 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.

M. Tutorial Assistance
Students who need the assistance of a tutor are encouraged to obtain that assistance either privately or through National Honor Society tutors. However, homework, essays, research papers, etc., submitted by the student must be the student’s own work, as outlined in Section K., “Tutorial Plagiarism.”

N. Parent - Teacher - Student Conferences
Parent - Teacher - Student conferences are part of the regular school calendar and are scheduled in November and February. We strongly encourage students to accompany parents to these conferences to enable clear communication. Additional conferences to discuss academic progress of the students are encouraged. Parents should email teachers in order to set up an appointment.

O. Report Cards
Report cards will be mailed home at the end of the year.

P. Honor Roll
At the end of each quarter all students receiving a 3.700 or above cumulative point average and an 80 or above in conduct are included on the Honor Roll.

Q. The National Honor Society
The National Honor Society is an organization sponsored by the National Association of Secondary School Principals (Reston, VA). The St. Pius X Chapter of the National Honor Society was chartered by this organization in 1961 and functions under its Constitution. This Chapter’s objectives, quoting from that Constitution, are “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students at Bishop Watterson High School”.

Students do not apply for membership in the Society; selection is a privilege determined by a Faculty Selection Committee to honor those students of exceptional academic achievement who have contributed significantly to the school and the community through their exemplary character, leadership, and service. The criteria and procedures are explained below.

A. Eligibility
1. Members of the junior and senior classes who have attained a 3.750 cumulative grade point average and have completed or are presently enrolled in Algebra II/Trig and Chemistry will be eligible for consideration. Candidates and their parents will be informed of their eligibility by the National Honor Society Advisor.
2. A candidate must maintain a 3.750 grade point average during candidacy.
3. A candidate not selected as a junior may be eligible for selection senior year as long as the 3.750 grade point average is maintained.
4. A candidate on disciplinary warning status is not eligible for consideration unless the status expires at the end of third quarter.
5. A candidate must have spent a minimum of one semester at Bishop Watterson High School to be considered for membership.
6. A candidate may choose not to be considered. He/she will be asked to sign a waiver to inform the Faculty Selection Committee of such a decision.

B. Selection
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 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 25 hours of documented service are required. These must be hours earned beyond those achieved through the Sophomore Service Training Program. These hours must be recorded and documented by the Bishop Watterson Service Program. 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(s) on time. Late materials will not be considered when reviewing the student’s candidacy.

C. The Faculty Selection Committee

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

D. Membership

1. A member must:
   a. Maintain a 3.750 or better cumulative grade point average
   b. Attend monthly meetings
   c. Participate in the Student Tutoring Program
   d. Participate in a personal service project

2. Warnings and Dismissals:
   a. A member whose cumulative grade point average falls below a 3.750 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 a dismissal from the Society.
   d. Failure to meet the requirements of membership as stated will result in dismissal from the Society.
   e. A member who is placed on a suspension status may be dismissed from the Society.

3. No dues are required for membership.

R. Graduation Honors and Awards

1. Valedictorian
   Beginning with the Class of 2018, graduating seniors who have earned a cumulative 4.0 or higher g.p.a. will be named valedictorian provided they have taken a minimum of 12 accelerated, honor and/or Advanced Placement courses over the four years and maintains a conduct score greater than 70 during each quarter of senior year. One semester honors and/or Advanced Placement courses count as a half course in meeting this requirement. Valedictory status will be determined by the end of third quarter senior year.

2. The State Board of Education issues a “Diploma with Honors” to seniors who meet seven of the following criteria / qualifications:
   • English – 4 units
   • Mathematics – 4 units (must include Algebra I, Algebra II, and Geometry)
• Science – 4 units (must include one unit of physics and one unit of chemistry)
• Social Studies – 4 units
• World Language – 3 units of one language or two units each of two languages
• Fine Arts – 1 unit
• 3.500 cumulative grade point average through 15 quarters
• Composite score of 27 on the ACT or combined score of 1210 on SAT verbal and math sections (excluding the writing sections).

3. President’s Award for Education Excellence is issued to seniors who:
   • Have a 3.5 or above 7th semester average.
   • Achieve in the 85th percentile or higher in math or reading on ACT or SAT.

4. Subject Awards Qualifications:
   • Final grade for each year in the subject must be a 4.000 or above.
   • Must take designated number of years unless the fourth year is presently being taken in college
     
     Theology Medal – 4 years
     English Medal – 4 years
     French Medal – through 4th year
     Italian Medal – through 4th year
     Latin Medal – through 4th year
     Spanish Medal – through 4th year
     Science Medal – 4 years
     Social Studies Medal – 3 years
     Music Medal – 4 years, both semesters
     Mathematics Medal – 4 years (must include Calculus or AP Calculus)

S. Guidance Services
The Guidance Department’s goal is to help students succeed in school and plan for the future. Services include personal, academic, and career counseling. Counselors provide help in exploring college options and scholarships, as well as a variety of occupations. They work closely with students in helping them best meet their present and future needs.

Students are assigned alphabetically to counselors using the first letter of the student’s last name. This program ensures that students and families will work with the same counselor during the students’ high school years. Parents are encouraged to meet with their child’s counselor to discuss any related personal or academic concerns. Counselors may be reached by calling the school office.

Because of the number of counselors in the Guidance Department, counselors are available to meet with students individually and in small groups. To make an individual appointment, the student should put a note in his or her counselor’s mailbox. In the note, the student should provide his or her name, homeroom, convenient meeting time, and reason for the request.

T. Academic Accommodations
Recognizing that some of our students have special academic needs, Bishop Watterson High School has established The Dominican Program for those students who have provided written documentation of a professionally diagnosed learning disability(ies). Although limited in scope, the accommodations may include extended time for tests, testing outside the classroom setting, and tape-recorded tests.
U. Standardized Testing

9th PreACT End of course state testing in English and Math
10th End of course state testing in English, Math, Science, and History
10th and 11th PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)
11th End of course state testing in American Government
11th and 12th SAT and/or ACT - college entrance tests (Required of college applicants).
11th and 12th SAT II if required by college or university to which the student is applying.
Advanced Placement exams (optional)

V. Student Records

Student permanent records are found in the main office. Records may be reviewed by the parent or student with 24 hour notice upon a written request to the principal.

II. COMPUTER USAGE

RULES GOVERNING GENERAL COMPUTER USE

- The school retains ownership of all hardware and software on all school issued devices.
- The school reserves the right to inspect, copy, and/or delete all files or records created and stored on school-owned computers.
- Students may not copy (without authorization), damage, or alter any hardware or software.
- Use of all telecommunications is restricted to school-related projects and must be supervised by a teacher or the network administrator.
- Students may not bring programs from home to use on school equipment unless the Technology Coordinator or the Media Coordinator has approved such and the program/disks have been checked for the presence of a virus.
- Students may not make any changes or modifications to any machine’s configuration at any time; students may not use or alter another person’s password, files, or directories.
- No students shall attempt to establish or establish computer contact into school district restricted computer networks or other unauthorized databases.
- Bishop Watterson reserves the right to use classroom management software to ensure that students stay on task during school hours.
- All rules in the AUP must be followed.

III. INTERNET USE POLICY AND AGREEMENT (SEE ATTACHED FORM)

Internet access is often mandated by teachers for certain assignments, so it is important that students become familiar with it but also recognize the responsibility they must assume for its acceptable and appropriate use.

It is up to the student to monitor his or her own use and to take responsibility for sites visited. The following rules govern a student’s use of the school’s Internet access in particular as well as the computer network in general:

- The use of the school equipment and its access to the Internet is a privilege, not a right.
- The school has the right and responsibility to monitor a student’s use of the Internet at any time.
- The Bishop Watterson website is a part of the school’s curriculum and, therefore, subject to direct school supervision and control.
Ownership, including all intellectual property rights, is and remains with the school; the school’s name may not be used by any student in a personal web page except as a possible link to the official site.

All Internet users must have an educational purpose; random surfing is not acceptable.

Students may not transmit, download, or retransmit materials that are threatening, sexual, violent, or racist or which in any other way conflicts with Bishop Watterson’s educational program.

Students may not access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password authorization.

Students may not make any changes or modifications to any machine’s configuration at any time; students may not use or alter another person’s password, files, or directories.

Students may not bring programs or disks from home to use on school equipment unless the Technology coordinator or the librarians have approved them and the program/disks have been checked for the presence of a virus.

A violation of the conditions set by our Acceptable Use Policy will be treated as a violation of school rules. Disciplinary actions will follow the procedures established in this School Handbook. In addition, a violation will result in the loss of computer privileges.

Diocese of Columbus Technology Acceptable Use Policy

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

A Summary of the policy Concerning Use and Care of Computers and Equipment & The Acceptable Use Policy of Internet and On-line Resources:

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 then sign off when you are finished
• Leave computers on

Don’t:
• Have food or drink around equipment
• Share any passwords
• Access or download any inappropriate material
• Access chat rooms, newsgroups or listserves 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
ATTENDANCE

The State of Ohio requires a school to be in session for 1001 hours. Diocesan Policy requires a minimum of 175 days. Compulsory student attendance is mandated. Classroom attendance is essential for a student to progress academically. Regular school attendance also has a vital bearing on references given to colleges and employers for work opportunities.

I. ATTENDANCE

A. School will be in session each scheduled day unless officially announced otherwise by the building principal or superintendent.

B. Students who are absent are not to be on the school grounds during the school day for any reason.

C. In order to attend Bishop Watterson High School a student must reside with his/her parents or legal guardian as defined by the Ohio Revised Code. Any exception to this policy must be approved by the principal.

D. Diocesan Policy 5113.0 - A student who is absent must, upon his/her return to school, present a note bearing the reason for absence, the date(s) of absence, and the signature of a parent or legal guardian. A doctor’s note should accompany all absences due to a doctor’s appointment and given to the office. Written verification for mandated court appearances should also be given to the office.

II. ABSENCES

The parent or guardian of a student who will be absent from school should call the school office between 7:30 and 8:30 a.m. to explain the student's absence each day of absence. These absences are included in the 28 absences per school year.

A. Absence from more than four periods will be recorded as a half day’s absence. It is also recorded as a tardy if the student arrives after the start of school. Absence from any class for more than half the period is considered an absence from the entire period.

B. Requests for early dismissal must be in writing, signed by parent/guardian, and contain the following information:
   a. Student name, I.D. number and homeroom number
   b. Date
   c. Time to be excused
   d. Reason for leaving

The student is to present the request to the homeroom teacher at the beginning of the day. Verbal permission (phone call) is not an acceptable form of communication excusing a student from school and will not be approved. However, parents may FAX this type of excuse to the office at 268-0551. Students leaving school are expected to sign out in the main office.

C. Illness

Students who become ill at school must obtain a pass from the classroom teacher to go to the main office or the nurse’s office. A student may remain in the nurse’s room for up to 20 minutes, after which time a decision of whether the student should return to class or go home must be made. The parents of a student who is too ill to remain in school will be called. The parent or guardian of the student must either come to pick up the student or give written permission for the student to leave. The student must sign out in the office when leaving.

D. Absence from school for voluntary, school-sponsored trips, such as, but not limited to, NCYC, March for Life, Kairos Retreat, and trips abroad.

These absences are included in the 28 absences per school year. All missed academic work must be made up the same number of days missed to receive credit. Tests/quizzes are made up before
or after school or during study hall. Make-ups take precedence over practice/games. It is the student’s responsibility to meet with the teacher immediately upon return to schedule make ups.

E. Athletic & Co-curricular Attendance – see Athletic Policy Attendance

F. Athletic Events during School Hours – see Athletic Policy – Events during School Hours

III. EXCESSIVE ABSENCES

Bishop Watterson High School believes that regular school attendance is a vital part of the overall experience of high school. Excessive absences interfere with student’s progress in mastering knowledge and skills necessary to enter into higher education and the workforce. Our mission as a school includes “seat time” and face-to-face interaction with both teachers and peers.

A. Students absent more than five consecutive periods in any class must have a reentry conference with his/her guidance counselor upon returning to school and a make-up schedule will be made between the teachers and student. If the student is unable to complete a make-up schedule set by the counselor, and the student continues to be absent on a regular basis, a meeting will take place between the parents and administration (see below).

B. At 10 absences in a semester, a meeting will take place between the administration and student. For students who have excessive absences, if assignments/projects/assessments are not made up within two weeks upon a student’s return, he/she may not receive credit.

C. If a student reaches 28 absences in a year-long class or 14 in a semester class for any reason, he/she may not receive credit for that class and the administration will review the status of the student’s enrollment at Bishop Watterson High School.

IV. TARDINESS

A purpose of education is to develop habits and patterns of behavior for life. In order to be able to account for all students entrusted to our care by their parents, as well as help the students form good habits of punctuality and courtesy, the following procedures are outlined.

A. Tardiness to school

A student who arrives late for school should report directly to the office. An admit to class will be given and the student will be marked tardy. If a student arrives after 8:30 a.m., the student must have a note explaining the tardiness, signed by the parent/guardian and including the parent’s phone number.

B. Between Class Tardiness

Students are given adequate time between classes and must be in the classroom before the tardy bell rings. Students arriving late to class will be given a tardy by the classroom teacher. Upon receipt of a tardy from the office, students should report immediately to class. Students more than two (2) minutes late to class may be considered truant. Failure to report to class will be considered truancy.

C. Excessive Tardiness

Being late for school and/or class is disruptive and indicates a lack of responsibility. Tardies will be checked at the end of each day. Students who exceed ten tardies (any combination of morning and class) in a quarter are considered to have an excessive tardiness problem. In the hope of preventing habitual tardy problems, the following penalties will be assessed:

1. At ten tardies the student will receive a tardy alert from the Dean. At this time parents will be notified through email and/or phone that their child is in danger of being suspended.
2. Once 3 additional tardies are reached after the alert is given, the student will be issued a tardy suspension. This results in a two-day, in-home suspension and the student will be placed on disciplinary warning status.
3. Receiving a tardy alert in a consecutive quarter may result in immediate tardy suspension.

IV. TRUANCY
Any student who is not where he/she is scheduled or authorized to be for any duration of time is considered truant. Truancy is a violation of school rules. See Discipline section L for consequences.

BISHOP WATTERSON HIGH SCHOOL CODE OF BEHAVIOR
We, the students of Bishop Watterson High School, in order to create a more positive Christian educational environment, have established the following code of behavior. We understand that we may be subject to disciplinary action if our conduct, in or out of school, is deemed to be detrimental. All Bishop Watterson students are expected to:

- Respect authority and help to create an environment of law-abiding citizens with their peers;
- Create and establish a school environment that respects the uniqueness, individuality and differences of all people, no matter what their race, sex, religion, academic or athletic abilities;
- Conduct themselves in accordance with the philosophy of Bishop Watterson High School both on and off campus at all times.
- Obey the rules and guidelines found in the school handbook in both spirit and letter;
- Respect, protect and help to maintain our school facility, equipment and campus;
- Respect and protect the property of others;
- Be drug and alcohol free and help others toward the same goal;
- Dedicate themselves to assisting the less fortunate in our community;
- Contribute to the financial success of Bishop Watterson through support of fundraising efforts;
- Attempt to develop a closer relationship with God and to allow God’s presence to be easily observable in all our endeavors; and,
- Provide a classroom atmosphere that is conducive for students to learn, to work to the highest level of their ability, and to allow the teacher the opportunity to teach without disruption.
DISCIPLINE

The discipline policies at Bishop Watterson High School are established to create a safe and fair environment for our students. 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. Our concern is that we treat students fairly, showing gentleness when possible and maintaining firmness when necessary.

Every student is to keep in mind the purpose of the code of behavior, namely, the formation of educated, Christian, responsible citizens. Any student whose conduct, as determined by the principal or his designate, violates the policies of the school is subject to disciplinary action.

A. PROCEDURES USED IF THE DISCIPLINE CODE IS VIOLATED

1. Teacher/Student
   a. Conference – between student and teacher at a mutually convenient time but not during class
   b. Detention – with one day’s notice given, to be served in a location designated by the teacher. A copy will be given to the Dean.
   c. Deduction of not more than six conduct points by each teacher per quarter. The student and appropriate Dean will receive written notification from the teacher about the reason for the demerits.
   d. Conference with student, teacher, and parent(s)
   e. Referral to deans – meeting or conference with student, teacher, dean, and/or parent(s).
   f. Removal from course – Removal from a course for disciplinary reasons determined by administration will result in a failure of the course for the year.

2. Administrator/Dean/Student
   a. Assigned only by the administration.
   b. Detention held after school.
   c. Time to be determined by the administration.

3. Parent Conferences – Conferences can be initiated by parent, teacher, student, or administrator.
   a. Telephone or E-mail: To check on academic and/or behavioral progress; to discuss potential beginning difficulty in patterns of dress code violations, behavior, attitude, attendance, tardiness, truancy, etc.
   b. In-School: Initiated to address a specific disciplinary problem which interferes with the education of the student.

B. RULES AND DISCIPLINARY METHODS

1. Conduct Grade
   All students receive a quarterly conduct grade. This grade is 100 unless teachers or administrators deduct conduct points in a quarter. A conduct grade below 70 is unacceptable and results in the student’s being placed on a disciplinary warning status for the next quarter. Both the student and his/her parents will be informed that a conduct grade below 70 the next quarter will result in a two day suspension. Any senior whose conduct grade falls below 70 during his/her fourth quarter loses all senior privileges for the remainder of the quarter.
2. **Disciplinary Warning**

A student can be placed on disciplinary warning status for a violation of particular school rules as determined by the administration or for having a conduct grade below 70. Disciplinary warning status involves:

a. Maximum of 65 in conduct the quarter the student is placed on disciplinary warning.
b. A warning that further violations of school rules may lead to suspension.
c. Loss of privileges if disciplinary warning status occurs during the second semester of senior year.

The disciplinary warning status period is in effect for the remainder of the quarter of assignment plus the following two quarters.

3. **Suspension**

A student is placed on suspension status for a violation of particular school rules during disciplinary warning status or any violation of school rules as determined by the administration. A suspension status involves:

a. Suspension of one to ten days, either in-school or in-home. Participation in or attendance at co-curricular activities during days of suspension is not permitted.
b. Maximum of 65 in conduct the quarter the student is placed on suspension.
c. Parent conference with administration
d. Students are responsible for all academic work during days of suspension. Any academic evaluation (test, quizzes, homework assignments, etc.) will be assessed 80% of the grade earned (example-if a student gets a 100 on a test, the student would receive a grade of 80 for that test). The value of the end of the course evaluation will be determined by the principal.
e. Loss of privileges include, but are not limited to:
   - Homecoming Dance – freshmen and sophomores
   - School sponsored activities
   - Prom
   - State awarded days out of school for seniors before graduation

The suspension status period lasts through the semester of assignment and the following semester. Violation of suspension status may lead to an expulsion hearing.

4. **Expulsion**

If a student's continued attendance at Bishop Watterson High School would not be in the best interest of the student and/or the school community, he/she will be suspended and a hearing will be held to determine if the student should be expelled. If the student is expelled, refer to Article XII of Student Expulsion Procedure of the Bishop Watterson High School Board policies.

5. **Felony**

Any student found guilty of a felony is subject to immediate suspension and a hearing will be held to determine if the student should be expelled.

6. **Student Evaluation**

At the end of the school year, all students who have violated the discipline code will be reviewed by the Disciplinary Advisory Council. Parents will be notified regarding any further action. Students receiving below 70 in conduct twice in one year will be placed on disciplinary warning status; students receiving below 70 three times will be placed on a status of suspension for the upcoming school year.

C. **BULLYING – DIOCESAN POLICY 5140.02**

1. Bishop Watterson High School encourages respectful relationships within the community and is therefore committed to an anti-bullying policy that identifies bullying behaviors and enforces
consequences for those involved. It is important that administration, faculty, staff, parents and students take a stand against all bullying behaviors. BWHS expects that all members of the school community will not support or participate in bullying behaviors.

2. **Policy Statement:** Catholic social teaching calls us to recognize the dignity of the human person. The Bishop Watterson community strives to provide an environment which values diversity, acceptance, justice and reconciliation as foundational elements. All persons are entitled to a safe and secure environment that fosters healthy physical, emotional and spiritual well-being.

3. Bullying is a form of harassment and a clear violation of the Code of Behavior of Bishop Watterson High School. Behavior that constitutes bullying is prohibited and will be dealt with in a consistent manner which the school deems just. Bishop Watterson has the right to manage, monitor, and evaluate the effects of bullying behaviors and enforce any disciplinary action deemed necessary.

4. Bullying is defined as deliberate and repetitive unwanted hurtful behavior between two or more persons characterized by an imbalance of power that creates an intimidating, hostile or offensive environment. Bullying may be verbal, non-verbal, social, or physical in nature. It can occur through direct or indirect interactions and can be carried out on or off campus. Bullying can be, but not limited to, the following:

- Physical, such as pushing, hitting, kicking, spitting, taking items from, forcing to do something unwilling, or any other use of violence.
- Verbal, such as teasing, name-calling, sarcasm, threatening, spreading rumors, etc.
- Indirect, such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments, etc.
- Cyber-bullying & Technological Communication, such as using digital technologies including email, blogs, social Web sites like Facebook, Twitter, chat rooms, and instant messaging, as well as cell phones, cameras, text messaging, etc.

5. Bullying is harassment, thus the procedures and descriptions in the stated Harassment policy below will be adhered to.

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

7. Bystanders who witness bullying and who do not stop or report such actions may also be held responsible for such activity.

D. **FIGHTING**

Fighting on school grounds and/or vicinity and/or at school sponsored events will result in a minimum three day suspension for all participants. A second violation may result in a suspension followed by a hearing to determine if the student should be expelled.

E. **GUM CHEWING**

For health and maintenance reasons, gum chewing is not permitted at Bishop Watterson High School. The penalty for violating the gum policy is a $10 fine and 10 demerits.

F. **HARRASSMENT POLICY – DIOCESAN POLICY 5140.05 (STUDENTS)**

1. The Catholic schools of the Diocese of Columbus shall 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, whether verbal, physical, or electronically transmitted.

2. 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, physical, or electronic 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.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
   a. offensive sexual flirtations, advances, propositions;
   b. continued or repeated verbal abuse of a sexual or gender-based nature;
   c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
   d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
   e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex; graffiti of a sexual nature;
   f. fondling oneself sexually or talking about one’s sexual activity in front of others;
   g. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person’s submission to or refusal of sexual overtures. No person should so much as imply that an individual’s “cooperation” or submission to unwelcome sexual activity will have any effect on the individual’s employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

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

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

5. Any person who believes he/she is the subject of 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 parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall 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 his/her child has been harassed) must contact one of the appropriate persons as listed above.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

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

G. INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION
Inappropriate public display of affection is not in keeping with the Catholic Christian environment of Bishop Watterson High School.

H. PROFANITY
In our Catholic Christian environment, the use of God’s name in vain or the use of vulgar and/or disrespectful terms or actions will not be tolerated.

I. CELLPHONES, IPODS, HEADPHONES, NON-APPROVED ELECTRONIC DEVICES
Students are not permitted to have on their persons or to use any type of radios, cellular phones, IPods, etc., during the school day. This includes any smart device in which you can access internet, take photos, send/receive messages, etc. Students may be asked to remove watches/devices during class. If this rule is violated, these items will be taken and given to the appropriate Dean. Devices will be kept until the fine is paid. The first offense is a $20 fine. A second offense is a $40 fine. A third offense is a $60 fine and the student may be subject to further disciplinary actions determined by the Dean. Use or in possession of any electronic device during a testing or evaluating situation may be considered a violation of the school honor code.

J. THREATS TO STUDENT WELFARE AND SAFETY – DIOCESAN POLICY 5140.11
No student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, and/or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.

K. DISCIPLINARY ACTIONS – DIOCESAN POLICY 5140.12
If a student is found to be in violation of Policy 5140.11 any or all of the disciplinary actions listed below may be imposed by the administrator depending on the severity of the offense as well as the previous disciplinary record of the student.

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

L. TRUANCY/CUTTING CLASSES
Students who cut a class and miss a test, quiz, or any graded work will receive a grade of zero for that work. Students who are truant will be placed on disciplinary warning status.

M. VANDALISM
Students damaging the building, grounds or contents are responsible for the entire cost of replacement or satisfactory repair and are subject to expulsion. This includes writing on lockers.
N. VIOLATIONS OF SCHOOL RULES OCCURRING ON SCHOOL GROUNDS, IN THE VICINITY, SCHOOL CARRIERS, AND/OR AT SCHOOL-RELATED ACTIVITIES, MAY INCLUDE BUT ARE NOT LIMITED TO
1. Any actions which are deemed contrary to the basic philosophy of the Catholic Church and/or Bishop Watterson High School including sacrilegious acts
2. Disrespect
3. Violation of the Drug and Alcohol Policy
4. Truancy/Cutting Classes
5. Lying
6. Cheating/plagiarism – see Academics – K. Student Honor Code
7. Stealing
8. Vandalism
9. Violation of the Dress Code
10. Forging and/or altering notes, including service records
11. Falsifying student I.D.
12. Insubordination
13. Inappropriate use of computer hardware and/or software
14. False Alarms and/or inducing panic
15. Bullying
Violation of the above may subject a student to one of the following:
   a. Detention
   b. Disciplinary warning
   c. Suspension
   d. Suspension with an expulsion hearing

Unless otherwise stated, the third violation of the same rule during a school year may result in one of the following:
   a. Disciplinary warning
   b. Suspension
   c. Suspension with an expulsion hearing

O. FINES
Fines for gum and dress code must be paid before finals. In order to take finals, all fines must be paid. Students will receive a notification of fines owed before finals.

P. BEHAVIOR OFF CAMPUS – DIOCESAN POLICY 5144.3
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 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.
**DRESS CODE**

As a Catholic school we believe that modesty and appropriateness in dress are important values. This is particularly true in today’s culture when popular celebrities do not always serve as good role models in helping adolescents form patterns of behavior and dress. We also believe that the focus in school should be on the importance of a person’s character and on the business of education, not on fashion or competition. Students are expected to be neat and well-groomed and to wear uniform attire in a manner consistent with good taste and decency. The interpretation of the code is left to the discretion of the administration and may result in the student being sent home.

Parents are requested to see that their children come to school in accordance with the dress code.

- Violations of the dress codes are as follows:
  - 1st Violation – $10.00 fine and 10 demerits
  - 2nd Violation – $10.00 fine and 10 demerits
  - 3rd Violation – $10.00 fine and 10 demerits
  - 4th Violation – Student will be subject to fines, detention, disciplinary warning, and/or suspension determined by the appropriate dean.

This is an accumulated policy over one year.

**BOYS**

- **Pants:** Black dress pants purchased from uniform supplier. Pants may not be ripped, torn, slit, or vented at the hem. Pants must have the BWHS label embroidered on the back or the uniform provider logo. Pants must be worn at the waist.
- **Shirt:** White oxford cloth. Button down collars must be buttoned. Must be tucked in completely at all times exposing the belt. Unhemmed sleeves and/or torn or ripped shirts are not permitted. Shirts must be completely buttoned except for top button.
- **Sweater:** Maroon pullover sweater with embroidered emblem from uniform supplier may be worn over the uniform shirt.
- **Quarter Zip Pullover:** A maroon, white or gray pullover with embroidered emblem purchased from the uniform supplier may be worn over uniform. Athletic apparel is not accepted.
- **Belt:** Brown or black dress belt required.
- **Tie:** A conventional tie, tied properly, is to be worn with the white oxford cloth shirt. The knot must be tied to cover the top button.
- **Socks:** Solid white, maroon, gray or black socks must be worn and visible above the shoe.

**GIRLS**

- **Jumper:** Maroon jumper, purchased from uniform supplier. The bottom of the hem of the jumper may not be more than four inches from the floor when a student kneels. Jumpers must be buttoned and zipped at all times.
- **Blouses:** White oxford cloth. Button down collars must be buttoned. Unhemmed sleeves and/or torn or ripped blouses are not permitted. Blouses must be completely buttoned except for top button. Blouses must be tucked in completely when uniform pants are worn.
Pants: Khaki dress pants purchased from uniform supplier may be worn. If worn, shirts must be tucked in. Pants may not be ripped, torn, slit, or vented at the hem.

Quarter Zip Pullover: A maroon, white or gray pullover with embroidered emblem purchased from the uniform supplier may be worn over uniform. Athletic apparel is not accepted.

Sweater: Only sweaters purchased from the uniform supplier which include the BWHS embroidered emblem may be worn over uniform blouse. No added embellishments may be added to the sweater. A cardigan letter sweater may also be worn.

Socks: Solid white, maroon gray or black knee socks or tights must be worn.

**ADDITIONALLY**

**T-shirts and long underwear:**
Must be white and free of all illustrations. Students not adhering to this policy will forfeit their non-regulation t-shirts.

**Turtlenecks:**
May be worn under a shirt/blouse and must be solid white.
Long-sleeved items must be worn only with a long-sleeved blouse or shirt.

**Shoes:**
If equipped with laces, shoes must be tied. Tennis shoes and dress shoes are permitted; boots, backless shoes, open-toe shoes, and sandals are not permitted. Moccasins that have hard soles qualify as “dress shoes” and may be worn; however, moccasins and other shoes that are fur-lined and resemble slippers may not be worn.

**Hair/Jewelry/Makeup:**
Both boys’ and girls’ hair – only traditional hairstyles are permitted and must be one color. That color must be a natural hair color. Boys’ hair must be off the ear, above the collar, above the eyebrows, and at least 1/8 inch in length. Boys must be clean shaven. Sideburns can be no wider than one inch and no lower than the ear lobe. Eccentric hair styles or colors, excessive jewelry and body piercings are not permitted. Girls may have no more than two earrings per ear. Boys may not wear earrings or posts, make up and/or nail polish. Girls’ makeup must be simple. Tattoos are not acceptable and must be covered at all times including, but not limited to, practices, banquets, etc.

**Warm Weather Dress:** (beginning of school through September 30th and May 1st through the end of school)
Khaki walking shorts, purchased from our uniform suppliers with the BWHS embroidered label or uniform provider logo may be worn. The uniform blouse/shirt or a white polo shirt (or cardinal red for the boys) with the school emblem (purchased from the suppliers) must be worn tucked in. Shorts must have at least a seven inch inseam or be no shorter than two inches above the knees; that is, the bottom of the hem may be no more than four inches from the floor when the student is kneeling and must be worn at the waist and with a brown or black dress belt.
In addition, the uniform white polo shirt (or cardinal red for the boys) may be worn with the jumper and pants, for the girls, and with uniform pants, for the boys, during this time. The tie is optional with warm weather attire. Only the top shirt/blouse button may be unbuttoned.

SUPPLIERS FOR SCHOOL UNIFORMS

- Educational Apparel
- School Days
- Schoolbelles

Note: By the 2020-2021 school year all students will be required to wear the new BW logo on all apparel.

OUT OF UNIFORM GUIDELINES

CASUAL DRESS DAYS
Casual dress days are a privilege. A student not adhering to the guidelines below will receive a dress code violation and may lose the privilege of being out of uniform for the remainder of that quarter and the following quarter.

Students may not wear t-shirts with illustrations contrary to our philosophy, short shorts, short skirts or dresses, tank tops (with less than three inch straps), racer back shirts, ripped jeans or shorts, earrings (for boys), tight-fitting clothing, hats, sweatbands, head coverings.

GIRLS: If skirts or shorts are worn, they must be at least mid-thigh in length. No leggings or yoga pants are permitted. Blouses or dresses showing cleavage and/or bare midriffs are not permitted. Shoes, as described above, must be worn.

SPECIAL ATTIRE DAYS
There are several “themed” casual dress days where special attire is specified. Students must adhere to the general guidelines for casual attire as well as to the guidelines specified for that particular day.

HOMECOMING, PROM AND COTILLION ATTIRE FOR BISHOP WATTERSON STUDENTS AND GUESTS

LADIES:
Dresses are to be modest and befitting a Catholic school.
Strapless gowns may be worn if modest.
Dresses not permitted to be worn are:

a. Tight-fitting, cut-outs in the front or side of the dress or backless, show midriffs
b. Gowns that have see-through panels or unlined transparent fabric
c. Dresses SHORTER THAN 2 inches above the knee unless worn with opaque tights (not dark, transparent hose)

No exposed tattoos
No costumes

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GENTLEMEN:
Jackets, long dress pants and ties required (jackets are not required for Homecoming)
No earrings and/or exposed tattoos permitted
No costumes
Students not adhering to these guidelines will not be admitted to the dance and no refunds will be given.

FRESHMAN MIXER AND OTHER DANCE ATTIRE
Follow the guidelines for casual days. Short, tight fitting attire and strapless dresses or blouses or bare midriffs are not permitted.

When guests are permitted to attend a BWHS dance, they are also expected to follow all dress code guidelines.

SUBSTANCE ABUSE PROGRAM
The Bishop Watterson community of students, parents, and faculty, acknowledges the adverse effects the use of alcohol and other drugs have on the performance of students both in academics and co-curricular pursuits. Our program has been developed to discourage use and to assist students who are in need of help. Students are welcome 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 for a friend is a positive act and, therefore, no disciplinary action will occur. Success of any high school drug and alcohol program rests with the parents. If parents do not believe in teenage abstinence from drugs and alcohol they become enablers and their children will be users. The student(s) of parents who knowingly host and/or sponsor a gathering where students consume alcohol and/or drugs will serve an immediate suspension and a hearing will be held to determine if the student should be expelled.

I. STUDENT ALCOHOL, TOBACCO AND OTHER DRUG POLICY
A student shall not knowingly disseminate, possess, or use any tobacco-based products (including any vaping devices), alcoholic beverage, amphetamine, anabolic steroids, barbiturate, hallucinogenic drug, marijuana, narcotic drug, volatile chemical, inhalant, intoxicant of any kind, performance-enhancing drug, look alike drugs or drug paraphernalia. The only exception is for the student who is taking prescription medicine under a doctor’s direction. See policy regarding prescribed medications. This rule applies to all school and non-school functions per Diocesan Policy 5144.3 (see Discipline – Letter P).
Violations will result in an immediate suspension and a hearing will be held to determine if a student should be expelled.
If the student is readmitted, the following course of action must be complied with:

1. A three to ten-day in-home suspension.
2. A maximum of 65 in conduct for the current quarter.
3. The student must have an assessment/evaluation by a certified alcoholism counselor, certified chemical dependency counselor or chemical dependency treatment facility within one week of the infraction. Results must be given to the school.
4. Agree to occasional drug testing at the request location of the administration, at the parent’s expense.
5. With the first violation of this policy the student in addition to the above:
a. Will be denied participation in his/her current or next co-curricular activity for 20% of the season or activity. For fall drama this means sitting out one performance; for the musical, two performances. The student may attend practices during this time, but may not participate in practice.

b. May be denied, for a period of one calendar year, any positions of leadership in any sport and/or co-curricular activity.

c. 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 in any co-curricular activity.

When the above is completed and the student is seeking reinstatement, he/she must meet with the Principal to determine if he/she has shown positive behavior modifications and appropriate program participation. Another violation of this policy may result in an immediate suspension and a hearing will be held to determine if the student should be expelled. This is a four-year cumulative policy.

Timing of Violations and Penalties

1. The denial of participation period will begin immediately upon the disciplinary conference with the administration. For athletes not in season at the time of a violation, or other students between activities, the denial period begins with the start of the next season, which is a “sport of record” or activity which is an “activity of record” for that student.

2. For a player who is in season at the time of a violation, or a student involved in a co-curricular activity that may end, any portion of the denial period that extends beyond the current season or activity period must be served during the athlete’s next “sport of record” season or the next “activity of record” for that student.

3. Students may not use participation in sports or co-curricular activities they have not previously participated in as a means to avoid serving the denial during one of their “primary” sports or activities.

II. STUDENT ASSISTANCE PROGRAM

Individual counseling is available to students needing individual help. Any student or parent may request assistance through a teacher, counselor or mental health counselor.

III. OVERNIGHT TRIPS

The Drug and Alcohol Policy outlined within this handbook applies to all student travel groups, including trips to foreign countries. While we recognize that different countries may vary in their cultural beliefs regarding the use of alcohol, we expect our policy to be enforced by the adult chaperones on the trip, and students found to be in violation of the policy on such trips are liable for the same penalties that apply to any other student infraction of this policy.
BISHOP WATTERSON SCHOOL BOARD
AND DIOCESAN POLICIES

I. ADMINISTERING MEDICATIONS TO STUDENTS – DIOCESAN POLICY #5141 (SEE ATTACHED FORM)
A student possessing or using prescribed medication during school hours must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician’s statement. The authorization must include the following:

A. Written permission from the parents(s) or guardian(s).
B. A physician’s verification of the necessity for the medication; name of medication; dosage; times or intervals at which it is to be taken; duration; and possible side effects.
C. Medication must be in original containers and have affixed label including student’s name.
D. Accurate records of the medication given must be kept in the student file.
E. A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

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

II. EARLY COLLEGE ADMISSIONS
Several colleges in the vicinity are offering college admission to high school juniors who have demonstrated superior ability. If the juniors at Bishop Watterson High School fulfill the requirements of the college, they may apply. However, Bishop Watterson High School will not issue a diploma to these students unless they fulfill our requirements for graduation. The total number of credits required is 26.5. The entire responsibility for this is placed on the student.

III. FUNDRAISING
All Bishop Watterson special interest groups wishing to raise money through fundraising of any kind must have pre-approval of the Principal.

IV. PERSONALLY IDENTIFIABLE INFORMATION RELEASE NOTICE – DIOCESAN POLICY # 5126.2
(SEE ATTACHED FORM)
The following release form must be signed and dated by the parent of a student prior to releasing personally identifiable information as defined in Policy 5126.0. The release is to be printed on school letterhead.

VI. PUBLISHING STUDENT INFORMATION – DIOCESAN POLICY # 5126.0
A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions.
If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. (See Regulation 5126.1)

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records. (See Regulation 5126.2)

VII. RESPONSIBILITY OF THE SCHOOL TO THE PARENTS OR THE NON-RESIDENTIAL PARENTS

The school has the responsibility to communicate directly and as often as possible with the parents of each student.

If at any time during the school year there should be a change in the marital status of the parents, the parent who is the residential parent shall notify the school office.

He/she shall also send to the principal a certified copy of the court order stating that he/she has the custody of the child.

All official school papers, announcements, report cards, interim reports, etc. will be sent to the parents or the legal parties responsible to the school for the fulfillment of the financial obligations unless otherwise directed by court order.

If the natural parent, who is the non-residential parent, wishes to receive information concerning his/her child, he/she shall make that request in writing to the school principal. The principal shall inform the residential parent of the request.

VIII. RIGHT OF A CATHOLIC EDUCATION – DIOCESAN POLICY # 5110.0

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

IX. SCHOOL ATTENDANCE AREA – DIOCESAN POLICY #5117.0

The location of the residence of the student’s legal guardian is used to determine the assigned high school. This is defined by the specific street address of the legal guardian. The Bishop Watterson High School Area is Holy Name, Immaculate Conception, Our Lady of Peace, Sacred Heart, Santa Cruz, St. Agatha, St. Andrew, St. Brendan*, St. Francis, St. John The Baptist, St. Peter, St. Michael (Worthington)*, St. Timothy, St. Joan of Arc, St. Brigid of Kildare, St. Mary (Delaware). Please note: An asterisk (*) designates that the area is listed under two high schools.

X. STUDENT PREGNANCY – DIOCESAN POLICY #5138.0

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

The religious instruction given in a Catholic school should make 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. For both the boy and the girl, counseling by those who may be of assistance is strongly recommended.

XI. RENTAL POLICY
For anyone wishing to rent Bishop Watterson High School facilities, call the school office.

XII. SUSPENSION AND EXPULSION – DIOCESAN POLICY #5114.0
A. 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.

B. At the time of the suspension the principal or administrator in charge shall notify the student’s parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter

C. 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). The student and parent(s) or guardian(s) shall be given an opportunity to express their views.

D. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s) or guardian(s) of his/her decision, either to readmit the student to school, extend the period of suspension, or expel the student.

E. If the decision is to extend the period of suspension, the length of this period shall also be indicated; the suspension period may not exceed 10 school days.

F. If the student is expelled, the principal or administrator in charge shall notify the parent(s)/guardian(s) and the Superintendent of Schools, in a written format clearly stating the reasons for the expulsion. Parent(s)/guardian(s) and students (18 years old or order) have three possible choices:
   a. appeal to the local school advisory board (SAB) if the SAB has an appeals procedure;
   b. appeal to the Diocesan Grievance Committee (the Diocesan Grievance Committee is comprised of an independent group of parents appointed by the superintendent or the superintendent’s designee), or
   c. waive the right to appeal.

G. If the parent(s) or guardian(s) request a hearing before the local school board and the school board has an appeals procedure, this hearing shall take place within five 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.

H. By the school day following the hearing, the 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 the Diocesan Grievance Committee.

I. Review of an expulsion by the Diocesan Grievance Committee shall be made only when requested by the student’s parent(s) or guardian(s) or when requested by either the pastor or superintendent acting at the student’s request. This request must be within two calendar weeks of the expulsion date.

J. If a hearing is requested, it shall take place within five school days of the request. The student, the principal, and the parent(s) or guardian(s) shall have an opportunity to express their views. If a hearing was held at the local level, only documented information presented at the local level may be presented at the Diocesan level. By the school day following the hearing, the Grievance Committee or its designee shall notify the parent(s) or guardian(s) and student of its decision, in writing. The decision of the board shall be final and binding.

K. When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records. Readmission to a school within the diocese (i.e. the same school or another school), shall be at the discretion of the receiving pastor/principal (elementary) or principal (secondary).

XIII. STUDENT RESIDENCE POLICY
All Bishop Watterson students must reside in the home of a parent, legal guardian or responsible adult approved by the principal. Any exception to this policy must be approved by the principal.

XIV. SUNDAY USE OF BISHOP WATTERSON HIGH SCHOOL FACILITIES
Bishop Watterson High School facilities shall not be used for grade school athletic events on any Sunday prior to noon. Bishop Watterson athletic teams may use the facilities on Sunday only with the prior approval of the principal.

XV. VANDALISM
Any student found guilty of involvement in vandalism towards the property of the school and/or its staff, both teaching and non-teaching, may be subject to immediate suspension and an expulsionary hearing. Vandalism is defined as any willful or malicious act of destruction or defacement of property, both on or off campus, which causes the loss of time or money in order to restore to its original condition.

XVI. VOCATIONAL STUDENT TUITION
In an attempt to encourage interested Bishop Watterson High School students to schedule courses at the Columbus Public School Vocational Career Centers, the School Board has established a reduced tuition based on the following formula:

A. 1/5 tuition for administrative cost
B. Course assessment based on number of classes at Bishop Watterson
C. Course Assessment Formula
   a. Current tuition minus administrative costs divided by six (number of classes for average Bishop Watterson student)
   b. Multiply by number of classes scheduled.
   c. Example:
      $3,000 tuition
      $600.00 = 1/5 administrative costs
      $800.00 = assessment for two classes at $400.00 per class
XVII. WELLNESS – DIOCESAN POLICY #5145.0
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.

DIOCESE OF COLUMBUS
TECHNOLOGY ACCEPTABLE USE POLICY 6140.0

Please read this document carefully before signing.
Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

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, MUD’s or MOO’s; 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 themselves 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.
● Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
• Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:
Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation, may include one or more of the following:

• A 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.

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

Acceptable Use of Networks and Technology Equipment:
Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

• 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 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 reclarification of the acceptable use guidelines.
● Loss of access to Diocesan 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 Diocesan or school equipment.

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

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

**RELIGIOUS FORMATION AND MINISTRY**

**THE MISSIONARY MANDATE OF JESUS**

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

He was the first and supreme evangelizer. He proclaimed the Kingdom of God, as the urgent and definitive intervention of God in history, and defined this proclamation “the Gospel,” that is, the Good News. To this Gospel, Jesus devoted his entire earthly life: he made known the joy of belonging to the Kingdom, its demands, its magna carta, the mysteries which it embraces, the life of fraternal charity of those who enter it and its future fulfillment.”

*(General Directory for Catechesis, “Congregation for the Clergy,” 1998).*

Therefore the Religious Formation and Ministry Program is founded on the basic premise of the philosophy of all Catholic Education:

“To proclaim the good news of Jesus Christ to all, to transform human kind into new life in Christ, to train individuals to live consciously faith filled lives as children of God”.

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

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

**I. RETREAT PROGRAM**

The daily structure of the school setting does not always provide teenagers the opportunity to reflect seriously upon their personal beliefs and experiences - something they are capable of and want to do. Research has shown that at puberty the highest level of abstract thinking first makes an appearance. The ability to reason inductively and deductively is new to the adolescent and represents a normal stage of growth. To foster this reflective skill, besides presenting traditional doctrine in our theology classes, Bishop Watterson High School has developed a required retreat program to meet the specific needs of our students and to complement the graded course of study.
A.  9th Grade Day of Reflection  
Major Theme: Community  
The core of our freshman theology curriculum is to foster a sense of Christian community-building. The students spend one day reflecting on the skills and needs that develop a sound Christian community. The retreat concentrates on getting to know oneself, realizing that the world does not revolve around the individual and beginning to understand how Jesus is present in one’s life. The day is facilitated by a member of the theology faculty and senior leaders.

B.  10th Grade: Reflection of Service and Commissioning  
Major Theme: Service  
Since our Service Training Program is mandatory for sophomore theology, the class has many built-in opportunities for the 10th grader to step back and reflect on his/her service project. There are a series of reflection exercises throughout the year as well as prayer opportunities to help the student discern the call to serve one another. The Service Training Program is introduced with workshop and special prayer and commissioning Mass.

C.  11th Grade: Spiritual Direction  
Major Theme: TELOS: Finding Your Purpose in the Heart of God  
Guided by a senior peer-leadership team and facilitated by Bishop Watterson High School staff, juniors attend an overnight retreat sometime during the 2nd semester. This mandatory retreat begins on Sunday at 1:00 p.m. and students are back at Bishop Watterson by 2:30 p.m. Monday. Students schedule their retreat date throughout the junior year.

D.  12th Grade: Urban Plunge  
Major Theme: Journey  
As seniors begin to focus more on their future, we feel it is important to provide an opportunity for them to be able to step back and reflect on God, others and self. Since Social Justice is part of Theology 12 curriculum, seniors will participate in an Urban Plunge experience sponsored by the Diocesan Office of Social Concerns.

II. VOLUNTARY, SCHOOL SPONSORED TRIPS, SUCH AS, BUT NOT LIMITED TO, THE NATIONAL CATHOLIC YOUTH CONFERENCE (NCYC), MARCH FOR LIFE, and KAIROS RETREAT  
These trips enhance the mission of the Catholic Church. However, they are voluntary for the students who must meet certain guidelines in order to participate.

1. At the outset of the trip, students and parents must meet with the faculty overseeing the trip who will explain the expectations, guidelines and itinerary of the trip.
2. Complete cost of the trip must be paid prior to the trip.
3. Absences from school are included in the 28 absences per year policy.
4. All missed academic work must be made up within the same number of days missed to receive credit. Tests/quizzes are made up before or after school or during study hall. Make-ups take precedence over practices/games.
5. Students need written acknowledgement of both parents and teachers that the student can and will meet these academic responsibilities.

III. SPIRITUAL ACTIVITIES AND OPPORTUNITIES  
1. Weekly Mass and liturgies  
2. Opportunities for the Sacrament of Reconciliation during Advent and Lent  
3. Liturgy planning and participation
IV. RELIGIOUS ASSEMBLIES
Many times during the year the entire school community gathers to celebrate liturgies. The celebrations are extremely important to Bishop Watterson High School as they are an opportunity to reemphasize our belief in and express our solidarity with Christ, who is the foundation of our school community.

During all liturgical or religious services students sit with their homerooms. Students are expected to be present, act reverently and make a strong effort to enter into the religious spirit of the celebration.

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

A. Volunteer Service Program is open to any student of every grade, who wishes to volunteer time and talent in the community or at his/her church setting. To participate, students must record their service hours – with location, dates, type of service and (non-parent) supervisor signature – on a quarterly basis. Forms are available from the Service Director. These hours are compiled as a ‘service transcript,’ and become part of the student’s record.

We urge all students to record their hours for the following reasons:
1. Many service agencies receive funding based on community support, measured in part by hours recorded by volunteers
2. Consideration for school and community awards, scholarships, and National Honor Society membership
3. A source of information for employment/college references
4. An accurate record of the ways our students are serving the greater Columbus community

B. Sophomore Service Training Program is an education for service curriculum integrally bound to the vision and mission of the Catholic school. Under the guidance of their parents, the sophomore theology teacher, and the Service Director, students commit to a specific project, and are helped to develop a sense of their own self-worth, and the dignity of people in need. Since service is intrinsic to the Catholic Christian message, a student must participate in and successfully complete this program in order to return as a junior at Bishop Watterson High School.

For further information about the Sophomore Service Training Program, please see the Curriculum Guide and the sophomore course syllabus issued to the student at the beginning of the academic year.
ATHLETICS

The philosophy of the Bishop Watterson Athletic Department mirrors that of the Ohio High School Athletic Association. The purpose of education-based athletic programs is to prepare student athletes for the next level of life, not simply the next level of the sport.

Athletics should be an educational experience, aimed at providing a healthy, enjoyable atmosphere conducive to the growth and development of every participant. Participation in athletics is a privilege, and each participant is expected to meet the requirements of the school, the team, and the OHSAA in order to be eligible and to continue as a member of a team.

Interscholastic athletics is an outreach of the classroom, aimed at cultivating self-discipline, Christian values, sportsmanship, and a fuller understanding of the fundamentals of each sport. This experience promotes and develops a competitive spirit as well as fosters the psychological, emotional and physical growth of the participants.

Bishop Watterson sponsors 30 varsity and club sports with 58 different teams. The varsity teams are typically made up of the most skilled players from the junior and senior class. The JV teams are made up of freshman, sophomores and, occasionally, juniors. The freshman team is for freshmen only. The freshman and JV teams are to help players develop their skills and learn the system as they work toward the varsity level.

BISHOP WATTERSON SCHOOL BOARD POLICY
SPORTSMANSHIP, ETHICS AND INTEGRITY IN EXTRACURRICULAR ACTIVITIES

The School Board of Bishop Watterson High School recognizes the importance of extracurricular activities in the educational process as well as the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

We also view such participation as a privilege that entails certain responsibilities on the part of the students who are involved; their parents; the administration, coaches and moderators; all fans; and the Bishop Watterson community as a whole.

In general, we expect all participants and responsible adults involved in extracurricular activities to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. We further encourage the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process.

In particular, we expect all those involved in extracurricular activities to:

- treat officials, opponents, and the opponents’ fans with the respect and courtesy that is due them;
- adhere to all OHSAA, Central Catholic League, and school policies regarding behavior at practices and contests including rules governing positive cheering, use of signs, appropriate language and the like;
- display good sportsmanship in both victory and defeat; and
- accept their role and responsibility as representatives of Bishop Watterson High School.

We also fully support the Bishop Watterson High School Athletics Department’s efforts in promoting sportsmanship, ethics and integrity by using the pledges that coaches, student-athletes and the parents of student-athletes are expected to sign and implement.

Adopted: October 21, 2003
I. ATTENDANCE
A student must be in school for five full periods in order to attend practice or to participate in a contest on that day. Any exceptions must be approved by the Eligibility Coordinator. This rule applies to Friday in order to practice or play on Saturday, and applies to the day before a break in order to practice or play the next scheduled time. The five period rule is in effect regardless of the daily schedule. It is the responsibility of the student athlete to be aware of the daily schedule.

II. BWHS ATHLETIC ELIGIBILITY
A. Quarterly:
   1. Pass/Fail Policy
      A student who fails two courses at the end of a quarter, except fourth quarter, shall be ineligible the subsequent quarter. An incomplete grade is considered a failing grade until made up. Grades received fourth quarter determine a student's eligibility for the first quarter in the fall.
   2. Minimum Grade Point Policy
      A student must achieve a minimum 1.5 grade point average in a given quarter in order to participate in co-curricular activities. A student falling below the 1.5 g.p.a. in a given quarter will be ineligible to participate in co-curricular activities during the following quarter. In order to participate in the fall, a student must achieve a minimum 1.5 grade point average fourth quarter of the previous school year.

B. OHSAA Athletic Eligibility:
   1. A student must pass five courses that would fulfill five (full year) credits towards his/her graduation requirements the preceding grading period to be eligible. This includes fourth quarter of the preceding school year to be eligible for fall sports participation. Physical education is the only course at Bishop Watterson High School that does not count towards OHSAA academic eligibility.
   2. A first-quarter freshman must have passed 75% of his/her subjects that meet five days per week the last grading period of his/her eighth-grade year to be eligible.

C. OHSAA Tournament Eligibility
   Monitoring of eligibility will continue during tournament play and will follow the same guidelines.

D. OHSAA Transfer Policy
   The Ohio High School Athletic Association is the governing body for Ohio high school athletics. As a member school, Bishop Watterson High School abides by all OHSAA regulations and bylaws. The transfer bylaws apply to all students enrolled in grades 9-12, both public and non-public. OHSAA regulations and bylaws can be read on-line at www.ohsaa.org.

III. DENIAL OF PARTICIPATION
Students may be denied participation in athletics under the following circumstances:
   ● Any violation of the Code of Behavior.
   ● The violation of written disciplinary standards, announcements made in advance, and/or promulgated by the coach.
   ● Any act of delinquency including any non-traffic criminal offense under city ordinance or state law, either in or out of school, for which juvenile or criminal charges have been filed but were not because the offender has been referred to a juvenile diversion program. This does not include minor misdemeanor offenses.
• The period of denial for violations of this policy will be determined by the principal and coach.

IV. EVENTS DURING SCHOOL HOURS
Athletic events are not to be scheduled during school hours. The only exception to this policy is for OHSAA state-sponsored tournaments. The policy in this case states that the participants may attend but must have the Parental Permission to Leave School for an Athletic Event form up to date and signed by both the parent and the student on final forms. The participant’s absence is excused. Spectators may attend if they have written permission from parents and a previously purchased ticket when applicable. The student spectator’s absence is unexcused.

V. TEAMS
Bishop Watterson High School sponsors the following athletic teams and clubs.
Girls: basketball, bowling, cheerleading, cross country, field hockey, golf, lacrosse, soccer, softball, swimming and diving, tennis, track and field, and volleyball.
Boys: baseball, basketball, bowling, cross country, football, golf, ice hockey, lacrosse, soccer, swimming and diving, tennis, track and field, and volleyball, wrestling

VI. FORMS
All students trying out for a team must submit a completed Pre-Participation Physical form to the Athletic Department or complete the form electronically at https://e-ppe.com, and read and sign all forms on final forms prior to the first day of mandatory participation.

VII. TRANSPORTATION – DIOCESAN POLICY 6121.0
For teams not using contracted transportation, transportation is the responsibility of the parents.

VIII. SUNDAY PRACTICE AND GAMES
The School Board, administration and coaches believe that Sunday is a day of worship, a day for the family and a day of rest from school and co-curricular participation. Therefore, practices and games on Sunday are not permitted. Only in unusual circumstances or for tournament play will a varsity coach be given permission by the principal for a team to practice on Sunday.

IX. PARTICIPATION IN ACCORDANCE WITH THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
In accordance with OHSAA Bylaw 10-3-1, a member of an interscholastic squad sponsored by the Board of Education shall not participate in a contest on a non-interscholastic team or as an individual, in the same sport during the school’s season.
For a complete listing of the rules and regulations, the OHSAA Regulation Handbook may be found in the Athletic Office or at www.ohsaa.org.

X. NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
If an athlete intends to participate in intercollegiate athletics as a freshman at a college or university, the athlete must register and be certified by the NCAA Eligibility Center.
The student athlete should see his/her counselor, or athletic director to discuss eligibility requirements and registration procedures. Also, visit www.eligibilitycenter.org for more information including a list of NCAA Approved Core Courses and to register.
CO-CURRICULAR ACTIVITIES

I. ATTENDANCE
The same rules for attendance apply for co-curricular involvement as for athletics.

II. CO-CURRICULAR ELIGIBILITY
Students who participate on stage or behind the scenes at the fall drama or spring musical or in the activities of cheerleading, student training and color guard are subject to the same eligibility requirements as athletes. Please refer to the athletic eligibility policy.

III. BAND ELIGIBILITY
While we recognize that marching band, jazz band, and concert band are academic classes, the ability to participate in performances, both at football games and in band competition, are also considered a co-curricular activity. As such, students who fail to perform at acceptable levels in their school day may be declared ineligible from participating in all public performances, including at games and competition. Students will be allowed to participate in the semester evening performance held at the school. Please refer to the athletic eligibility policy.

IV. ELIGIBILITY FOR ACTIVITIES AWAY FROM SCHOOL DURING THE SCHOOL DAY
A student who is found to be failing two or more subjects at the end of a quarter may not be allowed to participate in any activity that would take him or her away from school during the academic day. This includes, but is not limited to: field trips, music tours, grade school visits, soup kitchen, Kairos, etc.

VI. DENIAL OF PARTICIPATION
Please refer to the athletic denial of participation policy.

STUDENT ACTIVITIES
Bishop Watterson High School strives to meet the needs and interests of all students. If enough student interest is expressed and a moderator is available, clubs can be formed immediately. Likewise, if little or no interest is expressed, the club will be discontinued.

A Student Activities Handbook is available on Bishop Watterson website which lists sports and coaches, all clubs and moderators. A complete description of the activity is stated along with the membership requirements. Club Days are occasionally held during school hours. These opportunities are for students who have little time after school to get involved in other activities.

I. STUDENT COUNCIL
A. The Student Council of Bishop Watterson High School has been organized to provide the following:
1. Adequate communication of student concerns to the administration.
2. Effective student participation in many phases of the school operation.
3. Activities and projects by class levels, both individual and cooperative efforts.
4. Community service projects that help to foster our Christian foundation.
B. Individual committees are used to carry out the basic functions of Student Council. They are:
1. Spirit/Casual Dress Committee – works on developing positive school spirit
2. Dance Committee - works on coordinating school dances throughout the year
3. PR Committee - assists in the positive promotion of Bishop Watterson in the community
4. Charity/Outreach Committee - does volunteer work and charitable fundraising within the community.
5. **Green Committee** - promotes environmental consciousness and actively works to improve it

**C. The Council is made up of the following elected representatives:**

1. President of Student Council
2. Vice President of Student Council
3. Class Presidents
4. One representative for each homeroom.

**D. Qualifications for Student Council Membership**

1. All candidates must currently attend Bishop Watterson High School.
2. Candidates must be a freshman, sophomore or junior to be elected to the Student Council during the spring semester of the school year.
3. Candidates must have satisfactory performance in both conduct and academic areas.
4. A student may not run for Student Council while on disciplinary warning.
5. Student Council members will automatically be dismissed from the council if placed on suspension during the school year.
6. In order to run for Student Council a student must have a petition signed by five faculty members and 40 students.
7. Freshmen will hold elections for Student Council no later than the second week of the second quarter of the school year. The same qualifications apply as stated previously for the upper classes.

**II. DANCES**

**A. Schedule of traditional dances includes:**

1. Freshman Mixer is held at the beginning of the school year for all Bishop Watterson freshman and is sponsored by Student Council.
2. Homecoming is scheduled in the fall for all students and is sponsored by the junior class.
3. Junior/Senior Prom is scheduled in May.
4. Parent/Senior Dance is traditionally held in May and is sponsored by the senior class.

**B. Organization**

1. Class representatives meet with class moderators to determine type of dance and request Student Activities Coordinator for permission to hold their dance.
2. After receiving permission, class moderator and class president meet with principal to determine date, time and type of dance to be held. At this meeting all particulars must be determined so that all communication that follows is accurate.
3. Class president and class moderator then meet with all class homeroom representatives to determine committees and to explain dance specifics.

**C. General Guidelines**

1. All Bishop Watterson dances are closed (not open to non-Bishop Watterson students) except cotillion, and prom.
2. See Dress Code Section
3. All dances are to be conducted so that they provide equal opportunity to come as individuals or as couples. Normally tickets will be sold at the door.
4. All dances at Bishop Watterson are to end no later than 11:00 p.m. and students may not be admitted after the designated time. Any exceptions must have prior approval from the principal.
5. Normally all dances are held only for students presently in high school. However, the age limit of guests will be increased to under 21 for homecoming and prom.
6. Before the moderator may authorize and/or obtain expense money from the class treasury, the
dance committee must submit a budget for approval. All receipts must be forwarded to the
moderator for reimbursement.

7. The number of chaperones and police will be determined at the initial meeting with the Student
Activities Coordinator. Normally, a minimum of 10 chaperones and two policemen for a class dance
is required. A list of chaperones must be given to the principal one week prior to the dance.

8. Clean-up must be provided by the sponsoring class and completed before the next school activity.

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**DIOCESE OF COLUMBUS TECHNOLOGY ACCEPTABLE USE POLICY**

**AND BWHS TABLET PC PARTICIPATION FORM**

**SIGNATURE SECTION**
Both student and parent or legal guardian must sign below. Parental or legal guardian signatures indicate you are granting
permission for your child to have access to all District technology resources available for student use.

**STUDENT SIGNATURE SECTION**
I have read the Diocesan Department of Education Technology Acceptable Use Policy, and I agree to follow the rules
contained in this policy. I understand the consequences if I choose to violate any of the rules.

Student Name (print) Grade

Student Signature Date

**PARENT/GUARDIAN SIGNATURE SECTION**
As the parent or legal guardian of the student signing above, I have read this Technology Acceptable Use Policy and grant

permission for my child to access the Diocesan Department of Education computer systems and technology resources. I understand that my child will be held liable for violations of this agreement. I understand that the Diocesan computer systems and technology resources are intended for educational purposes. I also understand that it is difficult for my child’s school to restrict access to all controversial materials, and I will not hold the Diocese responsible for materials acquired on the network.

Students will be issued a tablet PC to be used in and away from school for the 2019-2020 school year. I agree that the unit will be returned in equivalent condition at the end of the year.

I certify that the laptop will be protected through me (personally or via my own insurance coverage) in case theft/loss or major damage occurs. I am agreeing to participate in any ads or surveys associated with this program, and all Bishop Watterson High School rules and regulations outlined in the AUP in the school handbook apply to this program including disciplinary action for inappropriate or unauthorized use.

Parent/Guardian Name (print) Date
Parent/Guardian Signature

Parents who do not want their student to have Internet Access must complete a form (sample below) and return to the office.

I do not wish my child to have Internet access privileges.

Student Name (print) I.D. number
Student Signature Date
Parent/Guardian Signature

AUTHORIZATION TO DISCLOSE IMMUNIZATION INFORMATION

Name of Child Date of Birth:

I, as the parent or guardian of the above named child, hereby authorize (name of provider[s]):
To disclose the specific and individually identifiable immunization records of the above named child to (Name of School);

For the specific purpose of presenting written evidence, satisfactory to the person in charge of admission, that the above named child has been immunized by a method of immunization approved by the department of health as required by section 3313.671. This authorization will expire upon the presentation of written evidence sufficient to comply with section 3313.671 of the Ohio Revised Code or for the period of time needed to fulfill its purpose. I also understand that I may revoke this authorization, in writing, at any time and that I may be asked to sign the Revocation Section of this form. I further understand that any action taken by the above name Provider(s) or School in accordance to this authorization prior to it being revoked is legal and binding.

I understand that my information may not be protected from re-disclosure by the requester of the information unless otherwise provided for by state or federal law. Please note: medical records provided to schools that receive federal funding are protected by the Family Educational Rights and Privacy Act (FERPA).

I also understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment, payment for services, or my eligibility for benefits; however, if a service is requested by a non-treatment provider (e.g., insurance company) for the sole purpose of creating health information (e.g., physical exam), service may be denied if authorization is not given.
I also understand that my refusal to sign this authorization may prevent the school from verifying that the above named child has been immunized. I further understand that if the school cannot verify and I cannot provide satisfactory written evidence that above name child has been immunized, the child may be excluded from school pursuant to section 3313.671 of the Ohio Revised Code. I further understand that I may request a copy of this signed authorization.

(Signature of Personal Representative)  (Date)  (Relationship/Authority)

NOTE: This Authorization was revoked on: (Date)  (Signature of Staff)

REVOCATION SECTION

I do hereby request that this authorization to disclose health information of (Name of Child/Patient)

Signed by on be rescinded, effective

(Enter Name of Person Who Signed Authorization) (Enter Date of Signature) (Date)

I understand that any action taken by the named Provider(s) or School in accordance to this authorization prior to the revocation date is legal and binding.

(Signature of Client/Patient) (Date)

(Signature of Witness) (Date)

Signature of Personal Representative (Date) (Relationship/Authority)

PARENTS’ CONSENT FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

The undersigned parents of , a student at

hereby consent to the release of the following personally identifiable information.

Specific information to be released:

Reason for release:

Information to be released via:
The undersigned consent of the transfer of the above information to a third or subsequent party.

Parent Name

Date

Parent Name

Date

A copy of the release is requested. (Check One)  □ Yes  □ No