

**BISHOP McLAUGHLIN
CATHOLIC
HIGH SCHOOL**

2016-2017 HANDBOOK



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Lord, Guide Me

BISHOP McLAUGHLIN CATHOLIC HIGH SCHOOL **COAT OF ARMS**

In the upper left quadrant is the coat of arms of the **Diocese of St. Petersburg**. It bears the **castle, tower** and **lion** from the coat of arms of the Kingdom of Spain; an Indian **arrowhead** for the early inhabitants of Florida, the Seminole and Calusa; and the **halberd** in honor of **St. Jude**, the titular of the cathedral in St. Petersburg.

In the lower left quadrant is the book containing the **alpha and omega** signifying that the quest for knowledge begins and ends with God.

In the lower right quadrant is the **roundel** that signifies Bishop Lynch's service as executive director of the United States Catholic Conference of Bishops.

In the upper right quadrant is the **hand of humanity** reaching for God, heaven, infinity, goals, success- all that humanity strives to be and become.

The **crown** that sits atop the crest comes from the coat of arms of Bishop McLaughlin. The crown also comes from the coat of arms of **Saint Charles Borromeo, the patron of Bishop McLaughlin**.

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SEPARATE ATTACHMENT

Anti-Bullying Pledge (required)

Student Handbook Agreement Page (required)

Your signature indicates understand and agreement of:

Promotional Media Agreement

Student Code of Conduct

BMCHS Honor Code

Technology Agreement

Important Changes to Note:

Removal of the "clear cup" rule in classrooms.

Cellphones and Headphones, p.19

During school hours, students may use cellphones & headphones during break and lunch in the following areas ONLY: cafeteria, main lobby area, and the courtyard. Cellphones & headphones are not permitted in hallways or academic areas.

Dress Code, pp. 28-29

*1. All BMCHS outerwear **MUST be Navy Blue**. No gray, gold, white, or any other colors. No exceptions.*

2. Solid color, matching socks must be worn and must be visible.

*3. **Uniform shoe** must be a laced athletic, dress, or casual shoe; in black, brown, navy, gray, white, or beige. No bright or fluorescent colors are allowed.*

4. No distracting, unusual, or unconventional hairstyles or colors are permitted.

*5. On **DRESS DOWN** and **SPIRIT DAYS**, colored, mismatched or patterned socks are permitted, as well as patterned or /fluorescent shoes, moccasins, sandals, and boots.*

The Bell schedule has changed.

The school day now ends at 2:45 p.m.

Wednesday will be the early release day.

First period starts at 8:00 a.m. (see APPENDIX C)

CIVILITY POLICY

In order to provide a safe, caring and orderly environment, Bishop McLaughlin Catholic High School (BMCHS):

Expects Civility from all who engage in school activities. Mutual respect, professionalism, kindness, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

BMCHS seeks to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff.

Enrollment as a student at the **Bishop McLaughlin Catholic High School** implies the willingness of parents/ guardians and students to comply with the policies and regulations of the school. Parents affirm the right of the administration, faculty, and staff to implement school policies and regulations stated or implied in this handbook without additional prior parental notification. In order to realize the school's aim, parents/guardians and students must agree with and support the philosophy of the school.

BMCHS reserves the right to dismiss any student who fails to respect these regulations or who otherwise by conduct or neglect of study does not measure up to the standards of the school. Additionally, Bishop McLaughlin Catholic High School reserves the right not to continue enrollment or not to re-enroll a student if BMCHS reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its mission and core values.

The school reserves the right to amend, modify, or delete policies or procedures throughout the course of the school year as it deems appropriate for the operations of the school.

MISSION STATEMENT

Bishop McLaughlin Catholic High School provides a Christ-centered education that nurtures the development of the whole person and prepares young men and women as leaders to meet successfully the challenges of our global society.

CORE VALUE STATEMENTS

- B** *Belief*-faith in Christ, believing in self and one another as a child of God
- I** *Integrity*-living the gospel in all we do being true to self and one another
- S** *Service*-caring for others and understanding the meaning of community
- H** *Honor*-reflecting human dignity and trust in our actions towards self and others
- O** *Opportunity*-providing and being open to circumstances which encourage growth
- P** *Passion*-dedicating oneself to continuous improvement.

PHILOSOPHY

Bishop McLaughlin Catholic High School provides a learning environment that considers the whole person. Because of our identity as a Catholic school, prayer, worship and service are integral parts of the educational process. We will model the Gospel values at all times. Through service, students will become responsible, globally conscious, Christian citizens. Developing students into respectful, well-rounded adults will be a focus of every aspect of this school. We will challenge students to achieve excellence in all endeavors while providing them with the means and support to live up to this high standard. This will empower students to become life-long learners and foster a belief that acquiring an education will take precedence over getting a grade. The self-reflective, participatory, and prayerful

atmosphere engendered in the educational process creates an environment that facilitates students' involvement in and responsibility for their lives and their decisions.

While becoming competent in a technologically based society, students will be encouraged to not only cherish things of the past but to also creatively and critically envision the countless possibilities for the future. Above all else, every member of the school community will advance spiritually, intellectually, physically, and emotionally.

SCHOOL HISTORY

Bishop McLaughlin Catholic High School is the response to the desire of the people of the northern counties of the Diocese of St. Petersburg to have a Catholic high school option to educate their children. It is the first new Catholic high school opened in the Diocese of St. Petersburg in 40 years. Through the generosity of the people of the diocese to the "Our Journey in Faith" capital campaign twenty-two million dollars was raised to build the state-of-the-art Catholic high school.

In December 2000, Bishop Robert Lynch purchased the initial parcel of property on Hays Road. Bishop Lynch presided at the groundbreaking ceremony on October 24, 2001. The four supporting elementary schools, local dignitaries and representatives of various other schools and departments in the diocese attended the ceremony.

On August 11, 2003, the "Charter Class of 2007" began the first day of school at BMCHS. On August 18, 2003 Governor Jeb Bush, Bishop Lynch, dignitaries, parents, students, and people from all over the diocese celebrated the dedication of the chapel and school.

ACCREDITATION AND AFFILIATIONS

Bishop McLaughlin Catholic High School is accredited by the Southern Association of Colleges and Schools (AdvancED). Membership is maintained in the National Catholic Education Association (NCEA), Association of Supervision and Curriculum Development (ASCD), Florida High School Athletic Association (FHSAA), National Association of Secondary School Principals (NASSP) and other local, regional and national affiliations through the academic departments.

BMCHS ADMINISTRATIVE STAFF **727-857-2600**

Mrs. Camille Jowanna, Principal

Mr. Rick LeGendre, Assistant Principal

Mr. John Mayer, Director of Guidance

Mr. Evan Gerking, Director of Athletics

Mrs. Kathy Hinton-Scott, Director of Enrollment

Mr. Marc Eskew, Director of Informational Technology

Mr. Andy Gotsch, Director of Campus Ministry

Mr. Jeff Swymer, Director of Facilities

Mrs. Brandy Connors, Bookkeeper

Mrs. Sharon Spencer, Administrative Assistant

Mrs. Beth Marcinka, Administrative Support

Please check our website for contact information and complete list of our faculty and staff, www.bmchs.com.

HOW TO ADDRESS YOUR CONCERNS

Throughout your child's school years, there is sometimes a need to communicate a concern or issue about your child's education. There are also times when the school needs to communicate with you. If you have a concern about your child's schoolwork or behavior, here are some steps to take.

- **Contact the teacher first as soon as you suspect that your child has an issue with his schoolwork or behavior.** *Schools have a responsibility to keep you informed about your child's performance. On the other hand, you may figure out that a problem exists by checking your child's grades through the Parent Portal. By alerting the teacher, you can work together to solve a problem in its early stages.*
- **Request a meeting with the teacher to discuss problems.** *Tell the teacher briefly why you want to meet. Don't argue with the teacher in front of your child. All participants should listen to each other. Try to be positive and remain calm.*
- **Approach the teacher with a cooperative spirit.** *Believe that the teacher wants to help you and your child, even if you disagree about something. Follow the chain of command.*
- **Don't give up.** *If you are unable to resolve the issue with the teacher, there are options.*
- **If the teacher's explanation doesn't satisfy you, arrange to talk with the department chair or guidance counselor.** *An educator's primary responsibility is to ensure the success of each and every student in the classroom or school.*

What if these steps don't work?

Look for other school leaders who can help you. If you are dissatisfied with what your child's teacher, department head or guidance counselor says, then ask to meet with the athletic director, assistant principal, or principal.

ACADEMICS

Curriculum

The curriculum of Bishop McLaughlin Catholic High School has been developed within guidelines set forth by the Florida Department of Education and the Diocese of St. Petersburg. The framework of the program is one that promotes and fosters intellectual stimulation and growth, coupled with the formation of the highest moral character for all students. Each course of study is designed to provide a strong liberal framework to prepare students for the future. BMCHS embraces Standards Based Grading, a Diocesan Initiative. Students are graded on what they can demonstrate.

Graduation Requirements

In order to be awarded a BMCHS diploma at the end of four years, students must have completed a total of 28 credit hours, attained a minimum 2.0 cumulative GPA, and completed 100 service hours. Questions regarding completing community service hours should be directed to Campus Ministry or the Assistant Principal.

Graduation Policy

In order to participate in the Graduation Ceremony, a student must fulfill the academic, service, disciplinary and financial requirements. In order to receive a diploma, a student must participate in all graduation exercises, including the Baccalaureate Mass. All seniors are required to pass all courses taken during the senior year. Failure to do so may result in the loss of the privilege of participating in the graduation ceremonies. There are fees associated with every graduation and the senior activities surrounding it. The graduation fee is \$200.00 and is due at the beginning of second semester. Any student who has not met all his/her financial obligations will not be able to sit

for exams. In order to earn the honor of being the Valedictorian or Salutatorian, a student must have attended BMCHS all four years.

Seniors not fulfilling their community service hours will not receive a diploma or certificate of completion. (see Campus Ministry/Service Program section in this handbook.)

Florida Bright Futures Scholarship Program

Please contact the Guidance Office for further information.

Minimum Course Load

ALL students must take seven (7) courses per semester, regardless of the number of credits needed for graduation.

Florida Virtual School/Academic Credit

A diploma from Bishop McLaughlin Catholic High School should represent academic work performed in the school's own program. Students must check with their Guidance Counselor before enrolling in a virtual school program. Signed administrative approval of any class must be secured in order to register for virtual school.

Once enrolled, students are required to take all original credit for graduation requirements at Bishop McLaughlin Catholic High School. A student must have received a failing grade for a semester course before retaking the course in virtual school after written approval. Students who receive failing grades in required subjects must make up those credits during the summer immediately following the failure. The virtual school grade does NOT replace the original "failing" grade. The virtual school grade will be recorded on the transcript, credit will be given, and both the original grade and the virtual school grade will be

calculated in to the student's cumulative GPA. This grade will be computed in the previous quarter's GPA.

Students who want to take a course not offered by BMCHS in summer/night/virtual school may do so only with written administrative approval. These credits would be in addition to the graduation requirements of BMCHS and not be included in BMCHS graduation credits.

Transfer Credits

Any transfer student must take Theology courses from the time of enrollment. If possible, the student may take additional Theology courses as elective courses in junior and senior years. All transfer students need to take additional classes as necessary in order to have the required 21 credits to enter senior year in order to graduate with the required 28 credits. Students who fail a theology class will need to retake the class the following year and take another elective class outside BMCHS in order to have the required 21 credits to enter senior year.

Grade Point Average

All subjects are considered in calculating the student's grade point average (GPA) based on quality points determined by grade and course difficulty. Honors classes earn an extra 0.5 point and advanced placement classes earn an extra 1.0 point when a grade is 70 or higher. The weighted GPA is used to determine class ranking. Bishop McLaughlin Catholic High School does not publish students' rank in class. The unweighted GPA, which treats all courses equally, is used to determine honor roll, athletic and activities eligibility. It should be noted that colleges and universities recalculate GPAs according to their own methods. Bishop McLaughlin Catholic School does not publish or release class ranking.

Grading Scale

Numeric Scale	Letter Grade	Quality Points	Quality Points Honors	Quality Points AP
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
70-79	C	2.0	2.5	3.0
60-69	D	1.0	1.0	1.0
50-59	F	0.0	0.0	0.0

Standard-based Grading

Standard-based grading, or SBG, operates around four (4) basic principles: (1) every letter grade is weighted the same – 10 points. That means operating on a 50 point scale (50-100). (2) Students have the opportunity to retake tests to show mastery of content. They must fill out a retake form, complete any departmental prerequisites, and the retake can earn up to an 85%. (3) Summative assessments are worth 80% and formative assessments are worth 20% of the quarter grade. (4) Zeroes are not given for student work. Any item not turned in is awarded an **Incomplete “I”** and **MUST** be made up or the semester credit cannot be earned.

Homework

Homework complements the work presented in the classroom. Therefore, students are expected to complete all assigned homework and study and be prepared to be successful in class.

Quality of Student Work

Minimum quality standards for both class work and homework have been established:

- Proper grammar, syntax and spelling are expected in all written and oral work in all subject areas.

- Neatness and clarity of presentation are also expected.
- All work may be submitted electronically, unless otherwise specified by the teacher.
- Resources for student work must be clearly identified and properly cited.

Incomplete Grades

An incomplete grade (“I”) will be earned when a student fails to complete all course requirements. Upon receiving an incomplete grade the student is required to meet with the teacher and receive a schedule for completion of all missing work. If the student fails to meet the required time schedule, then the student will receive an **Incomplete** for the course and earn no credit. *An incomplete (“I”) will be treated the same as a failure for athletic eligibility purposes.*

Quarter Grades

The school year is divided into four (4) academic quarters. Two quarters comprise a semester. Students will receive a report card after each quarter.

Semester Grades

At the end of the second and fourth quarters, the student will receive a semester grade for each course. Semester grades are based on each quarter grade being worth 35%, and the semester exam being worth 30%. A semester exam grade of one or more letter grades above the average of the two quarter grades may improve overall achievement by one letter grade.

If a student receives a failing grade, the student will not receive the ½ credit for that course. If a student fails a semester of a course, the student will have to make up that ½ credit in an approved summer/Florida Virtual School program. Any errors in

a marking period must be rectified within two (2) weeks of that marking period.

Semester Examination Grades

No student may take a semester exam before the scheduled administration time. In cases of emergency, a student may make up an exam only with a doctor's note of illness or permission of the administrator. If an exam is going to be withheld due to outstanding financial obligations, the student will be informed approximately one week before exams.

SEMESTER EXAMS ARE NOT SUBJECT TO RETAKE POLICY!

Senior Final Exam Exemptions

Exemptions for final exams are only granted to seniors at the end of the second semester under the following conditions:

- Only year-long courses are eligible for exemption status.
- Student must earn a minimum grade of 90 for every quarter.
- No more than 10 absences in that course for the year.
- Teacher approval is required and all exemptions must be verified through the office of the Assistant Principal.

College Visitations (Seniors)

Four days for college visitation during school time are reserved for juniors and seniors in good academic standing. No visitations should be made after the end of Quarter 3, unless it is necessary to facilitate making a decision on the choice of college to attend. Planned college visits should be considered as an anticipated absence, students are expected to return to school with a written note signed by a college official.

Honor Roll

Academic Honor Roll is based on quarter grades. Requirements: The Principal's List with Distinction requires a GPA of 4.0 or higher and no grade lower than a B; The Principal's List requires a GPA of 3.5 or higher and no grade lower than a B.

National Honor Societies

BMCHS has multiple chapters of academic National Honor Societies. These groups recognize students who excel in scholarship, character, leadership and service. Invitations are extended for membership.

Academic Warnings

BMCHS will notify parents when the grading period has reached the midpoint. It is imperative that all parents review their child's grades to make sure that adequate progress is being made. Grades are available for viewing at any time during the school year by accessing the Parent Portal. Please contact your child's teacher if you have any concerns.

Academic Probation

Academic probation signifies that a student's enrollment or graduation may be in jeopardy. The academic standing of an enrolled student will be reviewed by the administration if s/he receives a 1.99 semester GPA or below grade point average (GPA) or has one or more failures in a quarter. The student may be placed on academic probation at any time during their academic career.

An action plan for success will be established and consideration given to the following: learning study skills, recommending peer or professional tutoring, limiting social activity, or changing the student's academic program.

If the student is participating on a BMCHS athletic team, that student will be ineligible until directly notified by the Athletic Director. If the student is a member of an honor society, the student becomes ineligible to participate.

Academic dismissal occurs after all avenues for remediation and assistance have been exhausted or when it is deemed by the administration that the student cannot succeed at BMCHS. Academic dismissal will also occur when the student does not complete a plan for making up failed courses.

Students failing a Theology course must make up this course as determined by the chairperson and administration of the Bishop McLaughlin Catholic High School Theology program. Students who do not make up lost credits are subject to not being allowed to return to school or may risk not graduating with their class. Before entering their senior year, students must have completed make up work for any failure(s) or incomplete earned in any theology courses.

CAMPUS MINISTRY

The Campus Ministry Program at Bishop McLaughlin Catholic High School strives to promote the spiritual development of the students. Eucharistic liturgies and prayer services are coordinated with the participation of the students in the various liturgical roles involved.

Opportunities for spiritual growth are offered in the retreat programs as well as youth ministry activities. Through the various programs and activities, the students are challenged to look for ways by which they can contribute and participate in the life and mission of the Catholic faith community.

Each grade-level has a day-long retreat during the school year. Attendance at the grade-level retreat is mandatory for all students.

Peer Ministry

Students are encouraged to participate actively in the various Campus Ministry activities such as prayer groups, community reach-out projects, Masses and other liturgical celebrations. Their participation may include peer ministry, altar servers, choir members, readers of the Word, presenters of offertory gifts, Eucharistic ministers and in the planning of liturgical celebrations. We may also participate in regional and national faith-based activities, such as March for Life in Washington D.C.

Sacrament of Reconciliation

The Sacrament of Reconciliation, scheduled at designated times, is available to all students during the school year by appointment with the School Chaplain. Students are encouraged to receive this sacrament on a regular basis.

Spiritual Counseling

Students with any needs and/or questions concerning their spiritual development are encouraged to contact the Campus Ministry Office or the School Chaplain.

COMMUNITY SERVICE & APOSTOLIC WORKS

As part of the BMCHS mission, we emphasize service as a means to teach the students their responsibilities to the local and global community. Through their service, students also gain respect for themselves and others – especially those less fortunate than themselves.

For underclassmen, the service requirement at BMCHS must be completed *between June 1 and May 31* of each academic year.

For Seniors, this requirement must be completed between June 1 and April 30. A minimum of 25 hours of community service must be performed each year.

Year	Grade	Accumulated by Fall Exams	Accumulated by Spring Exams
Freshman	9	10	25
Sophomores	10	35	50
Juniors	11	60	75
Seniors	12	85	100

Types of Service

There are three types of service available to students:

- **Apostolic Works (12.5 hours minimum/year)**
- **General Community Service**
- **BMCHS Service (limited to 10 hours/year)**

APOSTOLIC WORKS (CORPORATE ACTS OF MERCY)

*****REQUIRED 12.5 HOURS PER YEAR*****

Half of the required yearly student community service hours (12.5) **must** be apostolic works consisting of corporal works of mercy. As defined by the Catechism of the Catholic Church, paragraph 2447, the corporal works of mercy are “charitable actions by which we come to the aid of our neighbor...”

This service takes the form of:

- feeding the hungry
- clothing the naked
- visiting the sick
- visiting the imprisoned
- burying the dead

A student may choose to fulfill all 25 hours of Community Service as Apostolic Works and this is encouraged. A list of specific activities and pre-approved venues for the corporal

works are provided by the Office of Campus Ministry. For more information, see Mr. Gotsch, Campus Minister.

GENERAL COMMUNITY SERVICE

Students are encouraged to become involved in projects that help their local community and this includes activities such as, but not limited to, assisting handicapped children in athletics, pet rescue, or coastal cleanup. A list of specific activities and pre-approved venues for general community service are provided by the Office of Campus Ministry. For more information, see Mr. Gotsch, Campus Minister.

SERVICE THROUGH BMCHS

Students may take advantage of school community service by becoming involved in volunteer activities. These opportunities are offered via email from Mr. LeGendre.

SUBMISSION OF HOURS

In order to receive credit for their service, students are responsible to do the following:

- 1. Use the 2016-2017 BMCHS Apostolic Works & Community Service Reporting Form**, located in the front office.
- 2. Community Service cannot be provided to anyone within your family, even if that family member belongs to your place of worship, community or civic organizations or other not for profit agencies. Family members may not sign off as “supervisor” on your reporting form.**
- 3. Be sure the agency you are performing service with is on the **pre-approved vendor list** from the Office of Campus Ministry. If the agency is not on the pre-approved list, it is the student’s responsibility to seek**

approval for work at the agency from the Campus Minister *before* beginning volunteer work.

4. **Be sure the form is completely filled out**, including an original signature and phone number of a supervisor from the *pre-approved* agency.
5. **Turn in their documentation forms** for summer hours worked June 1 – August 30 by September 15. Hours submitted after this date may not be accepted.
6. **Submit your service hours online** using the BMCHS IT Portal at <http://it.bmchs.com/>. For more information about submitting hours, please see the Campus Ministry section of our website or speak to **Mr. Gotsch, Campus Minister**.

Obligation of Service

In the event that a student has not satisfied this obligation by the end of the school year, there is the possibility that the student will not be permitted to take final exams, leaving the year's work "incomplete". It will not be possible for a student to advance to the next grade level until all obligations and requirements of the current year – including community service – have been met. Furthermore, in order to emphasize the meaning of the service rather than the "hours" requirement, each student will write a reflection paper by the end of the academic year on their service experience, particularly focusing on their Apostolic Works service.

All students must complete a minimum of 100 hours prior to graduation. Seniors who fail to attend the two-day retreat or have not presented proof of completion of their final service hours may be subject to sanctions.

BMCHS STUDENT CODE OF CONDUCT

Bishop McLaughlin students believe that the conduct of each individual must be motivated by a basic self-respect, kindness, and a respect for others. Courtesy, cooperation, and concern for others are expected of students at all times.

Students must be aware that consequences for one's actions are a natural event and a learning experience. Student consequences are confidential and will not be discussed except with the student and parents. **Questions or concerns may be directed to Mr. LeGendre, Assistant Principal.**

Self-Discipline and Personal Responsibility are characteristics of our Christian community. Inherent in any community are guidelines that provide for a safe and orderly environment. Demonstrating respect for each individual fosters a spirit of community and caring, and respecting guidelines fosters an awareness for others. Administrators and teachers always seek to treat students with Kindness, Compassion, and Love.

Please be reminded that every student is a Bishop McLaughlin Student at all times. A student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Depending on actions and circumstances, consequences could range from suspension to dismissal. Behavior that contradicts the core values of BCMHS will be interpreted as a sign that the student does not wish to remain a member of this Christian community.

Cellphone/Headphones Policy

Cellphone & headphone use is permitted at specific times and areas. *During school hours, students may use cellphones and headphones during break and lunch in the following areas ONLY: cafeteria, main lobby area, and the courtyard. Any other cellphone or headphone use is prohibited.* Cellphones and headphones are not permitted in academic areas, including the media center. Teachers are instructed “you see it, you take it.” Confiscated phones are returned to students at the end of the school day.

- **First Offense:** The device will be confiscated by the staff member, labeled, and dropped off in the school office. The device will be returned at the end of the day.
- **Second Offense:** The device will be dropped off in the office. The student will be assigned a detention.
- **Third Offense:** The student must turn the cellphone in to the office in the morning and picked up in the afternoon for three (3) days. Parents will be notified by administration.
- **Fourth Offense:** The student must turn the cellphone in to the office in the morning and picked up in the afternoon for five (5) days. Parents will be notified by administration.

All future offenses will result in the device being confiscated and a meeting arranged with the parent/guardian to discuss further disciplinary action for continued, willful disobedience.

TARDY POLICIES

Tardiness to Class

Unexcused tardiness to class during the course of the academic day will be recorded by the classroom teacher. After the 2nd tardy, the parent will be notified via email or telephone. After the 3rd tardy during a grading period, the student will be referred to administration.

Tardiness to School

Students are required to be in class by 8:00 a.m.

Parent/guardian should notify the school if their child will be tardy via telephone call followed up with a written note or email from the parents' email account on file. Tardy occurrences will be excused upon receipt of the written note or email. Parents may also sign their child in at the front desk for the tardy to be excused.

Consequences for unexcused tardies:

3 tardies: verbal warning

4-6 tardies: after-school detention, phone call to parent

7 tardies: one (1) day of in-school detention, parent notification

8+ tardies may result in further disciplinary action

Public Display of Affection

Any public display of affection is not allowed. This includes but is not limited to hand-holding, embracing, hugging, and kissing on campus, as this conduct is inappropriate in a school setting. Each student is to be respectful of the body and personhood of others.

Plagiarism

Plagiarism in its simplest form is the stealing of someone else's work and claiming it to be yours.

Consequences:

Students who are caught cheating or plagiarizing will receive an honor code violation for the assignment and will be required to make up the assignment **for a grade of 50%**. All offenses will also be referred to administration and will lead to progressively more serious consequences.

Food and Drink

Food and Drink is limited to the dining area and are not allowed in the classroom. Items will be confiscated and thrown away. However, BMCHS recognizes the need for proper hydration. Water is allowed in classrooms.

Teacher Detentions

Teacher detentions may be assigned before school, after school, or during break. Failure to attend teacher detentions will be categorized as non-compliance and be referred to administration.

Out-of-School Suspension

Any student who receives an out-of-school suspension will receive an incomplete for any work missed. All work must be made up for a grade of 50%. Students who are suspended from school are not allowed on school campus or at any school event on or off campus for the duration of the suspension. A suspended day is considered to be the entire 24 hours.

**DIOCESE OF SAINT PETERSBURG:
OFFICE OF CATHOLIC SCHOOLS AND CENTERS
Anti-Bullying, Harassment and Cyberbullying Policy**

The Office of Catholic Schools and Centers of the Diocese of St. Petersburg (herein referred to as the “DOSP”) and each school within the DOSP (herein referred to as the “School”) are committed to promoting a safe, healthy, caring, spiritual, and respectful learning environment for all of its students. The DOSP and each School is committed to protecting its students from bullying and/or harassment. As such, bullying and/or harassment is strictly prohibited, will not

be tolerated and shall be just cause for disciplinary action.

Therefore, this anti-bullying policy prohibits any unwelcome physical, social, electronic, nonverbal, verbal or written conduct directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, exhorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the Catholic mission of the school; or
- (6) disrupting the orderly operation of a School.

I. Definitions

a. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in physical hurt or psychological distress of an individual. Bullying is unwanted purposeful written,

verbal, nonverbal, or physical behavior and/or actions, including, but not limited to, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, threatening, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, public humiliation, theft, destruction of personal property, physical violence, cyber-bullying and cyber-stalking.

b. Harassment means to engage in a course of conduct directed at a specific student, which causes emotional distress to that student and serves no legitimate purpose.

c. Cyber-stalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific student, causing emotional distress to that student and serving no legitimate purpose.

d. Cyber-bullying is the willful and repeated harassment and intimidation of a student through the use of digital technologies, including, but not limited to, email, blogs, texting, social media websites (e.g. Facebook, Twitter, etc.) chat rooms and instant messaging. Cyber-bullying includes the following misuses of digital and/or electronic technology: teasing , intimidating, or making false accusations about another student by way of any technological tool.

e. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose.

f. The definitions hereunder apply to any student who either directly engage in an act of bullying and/or harassment, or who, by their behavior, actions and/or conduct, support another student's act of bullying and/or harassment.

II. Scope/Expectations:

The DOSP and each School expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for

the rights and welfare of other students and the educational purpose underlying all School activities. As such, the DOSP and each School prohibits bullying and/or harassment of any student:

- i. that occurs on school premises at any time;
- ii. during any educational program or activity conducted by the DOSP or the School;
- iii. during any school-related or school-sponsored program or activity;
- iv. that occurs on any bus or vehicle as part of any school activity; or
- v. through threats and/or other communications made outside of school hours, which are intended to be carried out during any school related or school sponsored activity or program;
- vi. through an incident of alleged bullying and/or harassment may occur off of BCMHS campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by BMCHS and/or the DOSP, disciplinary sanctions may be issued.

III. Reporting Complaints

a. Each student, parent and/or any other members of the BCMHS community has a duty to immediately report any incident of bullying and/or harassment to the School administrator. The administrator will provide the reporting party with the Bullying Complaint Report Form which must be completed, dated, and signed by the reporting party so that the School may initiate further inquiry and investigation, when appropriate.

IV. Disciplinary Action

Concluding whether a student's action, conduct, behavior or a particular incident constitutes a violation of this policy requires a determination based on the facts and circumstances of each complaint, followed by the determination of disciplinary

sanctions. Any student found to have violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include, but is not limited to, temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the BMCHS and/or DOSP's sole discretion. False reports or accusations of bullying and/or harassment also constitute a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary action.

GENERAL TOPICS

Sexual Harassment (FL. 1006.147)

Sexual harassment may be defined as any unwanted or unwelcome word or action which in any way makes a distinction because of one's sex or implicitly or explicitly invites or suggests sexual activity.

Actions and words which may be considered harassment are: (1) jokes which have sexual connotations either explicit or implied; (2) remarks which demean a person based on gender; (3) any touching of the private areas of the body of others; (4) any unwanted touching prompted by gender; and (5) any verbal contact prompted by gender. This list is not exhaustive, but mainly a guideline. The law will not view or be concerned whether the offender thought the words or actions were offensive. Rather, the law views it from the point of view of the person being harassed or annoyed. Bishop McLaughlin Catholic High School will take immediate and appropriate action in cases involving sexual harassment.

Truancy

Truancy is defined as a student being absent from school/class when a parent/guardian has the expectation that the student is in attendance. Any student truant is subject to disciplinary actions as determined by BMCHS administration. Truancy may result in severe disciplinary consequences.

Serious Misconduct

Intoxicants or other controlled substances of any kind, including, but not limited to, drugs, marijuana, beer, wine, or alcohol may not be brought onto, consumed, or utilized on campus or at any school-sponsored activity by a student. A student shall not sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Breathalyzer tests may be administered to students as deemed necessary by the administration. ***Violators may be subject to immediate expulsion and are subject to any action deemed appropriate by civil authorities for violation of any law.***

Proper use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. **However, with a few exceptions (inhalers, epi-pens), all medications must be held in the main office. Possession of any drug, prescribed or not, on student person, is prohibited.** A student on such medication must provide the Administration with written notification from the parent/guardian if the medication is to be brought onto, consumed, or utilized on campus or at any school-sponsored activity.

Federal and State Laws prohibit smoking, tobacco, alcohol, and illegal drugs on the school campus at all times. Violators will be prosecuted. All vehicles are subject to search by administration or law enforcement.

Defacing or Destruction of School Property

Respect and care in the use of the building is expected on the part of all students. Gum chewing is not permitted on campus, nor is any defacing or destruction of any school property. Students and their families will be billed for any damages that occur. The student may also be assessed additional work hours as part of restitution. Failure to comply will result in withdrawal.

Weapons

Students and guests to BMCHS may not bring weapons onto campus, nor may a non-weapon be used as a weapon. Weapons include, but are not limited to: guns, stun guns, knives, and pepper spray. Students who bring weapons onto campus will face disciplinary action, up to and including expulsion and arrest. Administration reserves the ultimate right to determine what is or is not a “weapon.”

BMCHS DRESS CODE - PLEASE NOTE CHANGES

We must always be conscious that our Catholic identity calls us to dress in an appropriate manner, reflecting a sense of self-respect and pride in ourselves and our school. Uniforms are required every day. Administration reserves the right to determine fitness of attire, hairstyles, or personal grooming.

If a student is out of uniform, the office will NOT be providing uniform items. The student will have to call home and have said uniform item delivered to school. Students will be assigned two (2) detentions after school from 2:45 p.m.-3:30 p.m.

All uniform items listed below, are to be purchased through Risse Brothers at 813-282-8338 or 727-448-0357.

ON MASS DAYS, STUDENTS WEAR MASS UNIFORMS - ALL DAY.

Formal Uniform Attire (Mass Uniform)

(Mass days, special celebrations, special guests, etc.)

- White oxford dress shirt or blouse
- Navy long pants (boys/girls) or skirt (girls)
- Cardigan or Sweater (No hoodies permitted in EDPAC).
- **All BMCHS outerwear MUST be Navy Blue. No gray, gold, white, etc. No exceptions.**
- **Solid color, matching socks must be worn and must be visible. No bright or fluorescent colors are allowed.**
- **Uniform shoe must be a laced athletic, dress, or casual shoe; in black, brown, navy, gray, white, or beige. No bright or fluorescent colors are allowed.**

***Hoods and hats are not permitted inside the building.
Shorts are not permitted on formal uniform days.***

Regular Uniform Attire

- Gold knit polo shirt with school logo
- Navy shorts, trousers, skirt, or skort with logo
- White oxford dress shirt or blouse with logo
- **All BMCHS outerwear MUST be Navy Blue. No gray, gold, white, etc. No exceptions.**
- **Solid color matching socks must be worn and must be visible. No bright or fluorescent colors are allowed.**
- **Uniform shoe must be a laced athletic, dress, or casual shoe; in black, brown, navy, gray, white, or beige. No bright or fluorescent colors are allowed.**
- **Athletic polo shirts may be worn ONLY on game day, except when it falls on a Mass Day, when students are expected to be in mass uniform.**

“Spirit Day” Uniform Attire (These will be announced)

Bishop McLaughlin Catholic High School T-shirts (school, sports, club, etc.). Jeans or uniform shorts are allowed. Cut or ripped clothing not permitted. (see **Dress Down Days**).

BMCHS OUTERWEAR IS PERMITTED ONLY IF A UNIFORM POLO SHIRT IS WORN UNDERNEATH.

Other

- (PE) Navy Blue and Gray gym shirt with BMCHS logo
- (PE) Navy blue mesh gym shorts with BMCHS logo
- *Student-Athletes will be permitted to wear team shirts/gear on Fridays while their sport is in season.*

General Dress Code Guidelines

- Hemlines shall be no shorter than fingertip length. Clothing may not be rolled.
- Pants and shorts must be belted at the waist. Male students must have their shirts tucked in FULLY at all times.
- Shoes with laces must be worn at all times. Flips-flops, slippers, boots, thongs, moccasins, crocs, or high heeled shoes are NOT permitted. Shoes must have a strap. Laces must be tied.
- Head coverings of any kind (including hats, caps, or scarves) are prohibited during the school day on campus. Hair bands and ponytails are acceptable for female students ONLY.
- No leggings, spandex, colored tights or colored pantyhose are permitted.
- Only white, gray, black, or navy blue short-sleeved T-shirts may be worn under school uniform shirts. Long-sleeved shirts under the uniform shirt are not permitted.
- Jewelry and make-up should be reasonable for female students.
- Earrings or piercings are not permitted for male students.
- Visible tattoos are prohibited.

For males, hair shall be no longer than the top of the shirt collar. No distracting, unusual, or unconventional hairstyles or colors are permitted, administrative decision is final.

When a student is instructed by Administration to change hair color or get a haircut, he/she has forty-eight (48) hours to comply.

Failure to comply will result in the student being assigned to ISS or sent home until the hair is within BMCHS guidelines. Head bands for males are not permitted. Sideburns are not to extend below the earlobe. **Male students must be clean shaven**

daily, offending students may be asked to shave immediately (supplies provided).

BMCHS provides shaving items for students who out of compliance. A \$2 fine will be levied (per incident) as a supply fee.

Dress Down Days

On occasion, a “Dress-Down Day” day may be sponsored for purposes of school-wide incentive or student organization fundraising. **Please adhere to the following dress code rules or the announced dress down theme:**

- *BMCHS outerwear of any color.*
- *T-shirts are permitted; however, no offensive or suggestive slogans or materials are allowed.*
- *No sleeveless, tops or shirts, low necklines, spaghetti straps, shoulder-baring, midriff-baring or revealing tops or open back shirts may be worn.*
- *Skirts or shorts must be at least fingertip length.*
- ***Moccasins, sandals, flips-flops, crocs, open back shoes, and boots are permitted; however slippers are not allowed.***
- *Cut-offs, ripped, or cut clothing are not permitted.*
- *No yoga pants or leggings.*
- *Hats and sunglasses may not be worn inside the building.*

ON MASS DAYS, STUDENTS WEAR MASS UNIFORMS - ALL DAY.

School Events

Students are expected to dress appropriately while on campus and at any school functions, including field trips, No cut-off or sleeveless shirts, yoga pants, short shorts, etc. are permitted.

Students represent BMCHS and are expected to dress and act within school norms.

Consequences for Dress Code Violation include:

First Offense Consequences are:

- conference with student;
- notification of parent or guardian to bring appropriate attire
- detention or other consequence as determined by administrator.

Second and subsequent Offense Consequences are:

- conference with student;
- notification of parent or guardian to bring appropriate attire
- in-school detention or other consequence as determined by administrator.

Formal Dance Guidelines

Students are expected to abide by the Bishop McLaughlin Catholic School code of conduct and behave in a manner befitting the values of a Catholic school.

- In order to attend the Prom or other formal dances, students must be in be at school **by 9:00 am** and may not leave school early.
- Students and their guests will sign-in when they arrive at the dance. Guests who are not BMCHS students must provide picture ID at sign in. BMCHS students are responsible for the behavior of dates who are not BMCHS students.
- All who attend a BMCHS dance are expected to abide by the policies and guidelines of BMCHS.
- **Guests who are not currently enrolled at BMCHS must have documented BMCHS approval on record.**

- No students will be permitted to leave the dance before the specified time without approval.
- Students are expected to follow the policies, rules and guidelines of BMCHS. This means that no students or their guests may consume alcoholic beverages or any illegal substances before, during or after the dance. Students and their guests may be subject to either random sobriety and/or breathalyzer tests.
- If a BMCHS student or guest is suspected to be under the influence of alcohol or illicit drugs, the parents will be notified and required to pick up the student and guest. Any subsequent disciplinary consequences will be determined by school administrators and/or law enforcement.
- Students are expected to dance in a manner in keeping with the values of a Catholic school. Students who dance in an inappropriate manner will be asked to stop. If it continues, students will be asked to leave.

Prom and Formal Dance Dress Code

Any student who is dressed inappropriately will be asked to change clothes or leave the dance. Refund will NOT be given. Students must fill out the appropriate forms for any non-BMCHS students. Guests are subject to administrative approval.

Females:

- Dresses must be formal, short or long. If short, the dress may be no shorter than 4 inches above the knee. If the dress has slits they may be no shorter than 4 inches above the knee.
- Dresses MAY NOT have bare midriffs, low-cut tops, cut-outs in the bodice of the dress, transparent fabrics or bodices exposing cleavage, or other inappropriate styles.
- Modest strapless dresses are permitted.

- No pierced body parts are to be visible, except the ear lobes.
- Dress shoes

Males:

- Tuxedos or suits are appropriate for a formal dance.
- Dress shirt and tie.
- Dress shoes and dress socks.
- **No earrings or piercings are allowed.**

FINANCIAL INFORMATION

All arrangements regarding finances are made through the business office.

REGISTER WITH FACTS TO EXPLORE TIER OPTIONS

Rates

Tuition and fees are set in early spring for the upcoming year. The parent/guardian will identify the rate to be charged on the BMCHS Registration form. The rate identified on the registration form will be used to establish tuition charges for the year. A verification form from the respective parish and signed by the pastor must be submitted by the parent/guardian to verify that parishioners are entitled to the affiliate rate. If a parish identifies a family as not qualifying for the affiliate rate, the family will be notified and the tuition charge adjusted.

Tuition and fees are non-refundable

The person(s) responsible for tuition payments is (are) obligated for a full semester once the student has attended school during a semester, whether a student is expelled or voluntarily withdrawn. A student's records will not be released until all accounts are paid in full.

Payment Terms

Tuition payments can be made in a variety of ways: payment in full, semi-annually, quarterly or monthly over an eleven month period. All payments are administered by FACTS Tuition Management explained in the registration packet.

Overdue Accounts/Non-Payment of Tuition Policy

Only those students whose accounts are current or who have made arrangements for payment will be allowed to begin classes

in August and January. ***Note: Transcripts and/or diplomas will not be forwarded until all school obligations have been met.***

If a third FACTS payment attempt is returned for non-payment, the student will be restricted from attending classes until financial arrangements are made and agreed upon by the Business office.

Senior Debt

Seniors will be able to participate in graduation activities (Baccalaureate Mass and Graduation) **only when** the student's academic, service, disciplinary, and financial obligations are fulfilled. Diploma and transcripts will be withheld until debt is satisfied.

Tuition Assistance/Scholarships

Financial assistance for parents and guardians who are unable to pay the full amount of the annual tuition may be available. The School offers three sources of possible funding for assistance, The Diocese of St. Petersburg, The Mary C. Forbes Foundation, and Bishop McLaughlin Catholic School. We also encourage families to seek other sources of financial aid. To be eligible to receive any assistance from these sources, the applying student must be registered at BMCHS.

This financial assistance is need-based and requires application and the submission of financial information, including Form 1040 tax returns and corresponding W-2 forms.

The Diocesan assistance is available to affiliated students only. Eligibility for Diocesan aid is based on a set family income threshold. The specific criteria for eligibility along with an application for financial assistance can be found at the Diocese website, www.dosp.org under the "schools" tab. The Diocese uses the FACTS Grant & Aid Assessment Service to

collect financial data and to analyze need. This form must be completed online at www.factstuitionaid.com. FACTS Management charges a small fee for this service.

The Mary C. Forbes Foundation is an independent private entity established to provide financial assistance to Catholic students enrolled in a Catholic school. The assistance is available only to our affiliated students and is based on financial need or hardship. An application, financial information and other supporting data must be submitted to the Foundation, through the School, for consideration. The application for the Forbes foundation grant can be obtained from the School's Business Office.

Bishop McLaughlin Catholic High School each year budgets an amount for financial assistance to registered students. Unlike the other sources, Bishop McLaughlin offers assistance to students and their families in financial need regardless of religious affiliation. The School uses the same source as the Diocese for its determination of need, The FACTS Grant & Aid Assessment Service. Consequently, this form and corresponding documentation needs only to be completed once. Work study opportunities are also available.

GENERAL SCHOOL POLICIES

Bishop McLaughlin Catholic High School admits students of any race, color, racial and ethnic origin. The school does not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, admission policies, tuition assistance programs, athletic, and other school-administered programs.

Enrollment as a student at Bishop McLaughlin Catholic High School implies the willingness of parents/guardians and students to comply with the policies and regulations of the school. Bishop McLaughlin Catholic High School reserves the right to

dismiss any student who fails to respect these regulations or who otherwise, by conduct or neglect of study, does not measure up to the standards of the school. This policy extends not just to the student, but the family. Please refer the published Civility Policy for expectations and guidelines. The school reserves the right to amend, modify, or delete policies or procedures as it deems appropriate for the operations of the school.

ATTENDANCE

The cornerstone of any academic community is consistent daily attendance. Students are expected to be in school, on time, every day. All school days are clearly noted on the official school calendar. Holidays and non-attendance days are also noted on the calendar.

ABSENCES

Under BMCHS School policy, a student is “in attendance” if present at his/her assigned school or an activity sponsored by the school, for a least half of the regular school day. All Students are expected be in school every scheduled day. Absences should be called in as early as possible, preferably with the 1st hour of school. If a student is absent, and no contact was made with the parent/guardian then the parent/guardian must provide a letter explaining the reason for the absence.

Definitions:

1. **“Absence”** - any day during which a student is not considered “in attendance” at his/her assigned school, or on a school sponsored activity (e.g. field trip), **for at least one half of the school day.**
2. **“Excused absence”** - an absence from a regularly scheduled school day for at least one-half of the school day; for which absence, the school has received written documentation

describing the reason for the absence within ten days of the student's return to school, or the child has been excluded from school and meets the following criteria:

A. An absence is considered excused for the following reasons:

- Student illness (verified by an appropriately licensed medical professional);
- Religious holidays;
- Mandated court appearances (documentation required);
- Funeral or death in the family, or other emergency beyond the control of the student's family;
- Lack of transportation (in extreme situations).
- College visits by current seniors in accordance with BMCHS guidelines

Vacations scheduled during school days are considered unexcused absences.

An unexcused absence is any absence that does not fit within the definition of an excused absence.

In extenuating circumstances, a student or his/her parent/guardian may appeal to the Assistant Principal to resolve attendance issues.

Attendance and Athletics/Co-Curricular Activities

Any student not in school **by 9:00 a.m.** or who leaves the school without a doctor's note **will not be allowed to participate** in athletic or co-curricular events, games, or contests held that day.

Absentee Procedures

When a student is absent, parents/guardians must contact the school office as soon as possible. If a student is absent and the office has not been notified, the school will attempt to contact the parent or guardian. Upon returning to school, the student is to present a written note or email (if accompanied by a telephone authentication) explaining the reason for their absence. In order to be excused, verification must include the following: full name of student; grade; date(s) of absence; reason for absence; parent/guardian signature.

The absence will be recorded as unexcused until documented verification is received in the office.

Students with excessive absenteeism may be subject to academic referral. Absences affect the student's ability to pass courses, earn credits, and meet graduation requirements.

Parents/Guardians/Students may appeal the loss of credit to an Administrative Review Committee, however, the Principal's decision is final.

The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

This is the law.

Anticipated absence

When a student anticipates an absence from school, he/she is required to notify the administration two (2) days in advance, via written notification/request from his/her parents/guardians. It is the students' responsibility to obtain all assignments prior to their absence. The form for anticipated absences can be found in the main office and on the student portal.

MAKE-UP WORK POLICY

Students returning from an excused absence have two responsibilities:

Work assigned prior to the absence:

1. Students must conference with the teacher and turn in any previously assigned work (homework, papers, projects, etc.) at teacher discretion.
2. Students may complete any quizzes, tests, or presentations within a reasonable time frame as determined by the teacher.

Work missed during absence:

1. It is the responsibility of the student to contact the teacher and make arrangements for make-up work within 3 days of the absence.
2. Each teacher shall specify a reasonable period of time for completion of make-up work.
3. **Students are responsible for the work missed. Any work not completed will be assigned an “I”.**
4. All assignments will be available via the teacher and/or electronically via Canvas.

MAKE UP WORK IS THE STUDENT’S RESPONSIBILITY.

CO-CURRICULAR/ENRICHMENT ACTIVITIES

Bishop McLaughlin Catholic High School recognizes the importance of co-curricular activities in a well-rounded high school program.

Participation in the organizations, clubs and activities at Bishop serves to assist students in the development of their talents and capabilities beyond what is covered in the academic curriculum. Involvement in these activities encourages students to develop initiative leadership, and both personal and social responsibility. Membership in these activities is voluntary;

students select their clubs and activities according to their likes and their abilities. BMCHS provides the opportunity to participate in the following programs as well as the opportunity to develop new programs as the school population increases and interest grows. BMCHS has sponsored the following, each under a faculty moderator or coach. The Clubs that are offered vary each school year, and are subject to change at any time.

Signing Out from School

Students are expected to be present in school for the entire school day. An early dismissal from school is considered an exception made for a serious reason. Parents/Guardians must submit (1) a written note, or (2) email accompanied by a telephone call for verification if a student needs to leave before the scheduled dismissal. The student should bring the note in the morning. All students must sign out in the office prior to leaving campus. Non-driving students must be signed out in the office by their parent/guardian.

No early dismissals will be granted prior to or during Mass without the permission of the Administration. Failure to sign out before leaving the school campus will be considered a serious disciplinary offense.

Sickness during the School Day

Students are not permitted to use cell phones or personal electronic devices if they become ill during the school day. Students will obtain a pass from their classroom teacher to come to the front office and call on a school phone. If a student becomes ill between classes, they should walk straight to the office. Students are generally not allowed to remain in the clinic longer than one class period. If the student is too ill, the parents will be contacted and the student sent home ASAP. If a student driver is judged by school personnel to be too sick to drive, the parent/guardian will be notified to pick him/her up.

Change of Address and Telephone Number

Parents/Guardians and students are required to notify the school registrar for records whenever changes occur in address, telephone number, email address, and/or emergency contacts. It is vital to ensure that all information is properly documented in case an emergency arises. BMCHS is a family-oriented high school and all students, including those 18 years of age and over, are expected to reside with their parents or legal guardians.

Closed Campus-Student Visitors

Students may not have visitors on the campus during the school day. All guests must sign in at the office and have appropriate identification. Anyone picking up a student from school must have clearance from the parent. No exceptions. BMCHS does not have the legal right to release a student without parent consent.

Deliveries

Bishop McLaughlin Catholic School will not be responsible for dropped off items of any kind (balloons, flowers, gifts, etc.) Any non-perishable items will be housed in the office until the end of the school day. Food items or deliveries will not be permitted without prior administrative approval.

Emergency Drills and Procedures

Whenever an emergency exists, students are to follow all directions of any staff member in the immediate area. Any student who does not comply with these requirements or whose actions jeopardize the safety of others will be referred to administration. The school regularly conducts fire drills and other emergency drills to ensure the safety of the school community.

Identification Cards

All students will be issued a Picture ID Card. These ID cards can be used as (outside) proof of identity for many purposes. ID cards should be carried by the students at all times, including off campus events. Replacement IDs are available for \$5.00 per card. ***ID cards are required and will be scanned to purchase meals in the Dining Hall. Students not having their cards will be sent to the back of the line as their information must be manually keyed in. Students may also use their ID card to borrow materials from the Media Center.***

Lockers

Lockers are school property and students are permitted to use them. The administration reserves the right to inspect any locker at any time for any reason. **If a student loses his/her school-issued lock, there will be a \$10 replacement fee.** Non-school issued locks will be removed.

Medications

All prescription and non-prescription drugs necessary for the student's health must be registered with and dispensed by the designated staff member while the student is in attendance during the school day. Medication must be brought to school by the parent/guardian in the original prescription container, showing the current date, dosage, prescription number, physician's name, and student's name.

Regulated, non-prescription medication will not be administered at school unless accompanied by a physician's statement, dated within the current school year. Additionally, the parent must complete the school's "Authorization for Medication Administration Form." Medication will be administered by trained school personnel and will be stored in a locked location designated by the principal.

NO PRESCRIPTION NARCOTIC ANALGESICS WILL BE DISPENSED AT SCHOOL.

The State of Florida maintains strict laws governing the possession and use of medication on school campuses.

Parent/Guardian should request the authorizing physician to prescribe other over-the-counter medication for coughs.

Distribution/Administration of Medication (Florida School Law 232.46 #1, 2B)

“For each prescribed medication, the student’s parent or guardian shall provide to the school principal a written statement which shall grant to the principal or his/her designee permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school principal or his/her trained designee shall assist the student in the administration of such medication. Each prescribed medication to be administered by school personnel shall be received and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal. There shall be no liability for civil damages as a result of the administration of such medication when the person administering such medication acts as an ordinarily reasonable prudent person would have acted under the same or similar circumstances.”

Asthmatic students, epi-pens, possession of inhalers (Florida School Law 232.47)

A student shall be able to carry a metered dose inhaler or epi-pen on their person while in school provided there is a completed “Authorization for Medication Administration Form” from the parent and a written statement from their physician.

Student Messages

Parents should not text or contact students by cell phone during the school day. Parents/Guardians who need to contact their child for any reason should contact the school via email or telephone. Likewise, if a student needs to contact his/her parent, s/he should come to the office to request use of the front office phone.

Motor Vehicle Regulations

Parking Policies and applications are available in the main office. Students who drive **MUST** have a parking pass. Parking passes are priced as follows: Year, \$35; Semester, \$20; Quarter, \$10.

Students will be ticketed for parking infractions such as having no parking pass or parking in non-student areas, including visitor parking, handicapped, staff and clergy. Parking tickets will be issued by the school.

All students who drive to school on a daily basis or drive to on campus events are subject to all rules and regulations governing the conduct of drivers and operation of the vehicle while at Bishop McLaughlin Catholic High School. It is the responsibility of the driver to operate his/her vehicle in a safe and acceptable manner.

- Reckless driving or excessive noise is strictly prohibited.
- The school speed limit is twelve (12) m.p.h.
- Students are prohibited from entering the parking lot and/or their vehicles during the academic day unless accompanied by a staff member.
- Students driving to school must park in the designated student parking spaces on campus and must have a valid

BMCHS parking hanging tag visible. Parking tags are not transferrable.

- Students should lock their vehicles while on campus.
- Students with bumper stickers or signs deemed to be offensive by the administration will be required to remove them.
- Students are not to loiter in the parking lot upon arrival to school or dismissal at the end of the school day.
- Students may not park in Clergy, Staff, Visitor, or Handicapped parking. Students may incur fines or suspension for violating parking procedures.
- Students may NOT take vehicles on any other part of the campus.

Motor vehicle parking violations may result in fines, or privileges may be revoked or suspended at any time as determined by administration.

Persons picking up students after school are to remain in their vehicles. This causes issues in the car lines.

PARENT/GUARDIAN INFORMATION

Consent for Promotional Media

When students enroll in BMCHS parents are required to sign a Promotional Media Release form annually. The signature page attached to this document serves as both a release and agreement to BMCHS policies.

Custodial Parent Information

All schools and centers in the Diocese of St. Petersburg are required to have on file the following information in instances where there has been legal dissolution of the marriage of a student's parents or a mandate of guardianship:

- Names and addresses of both parents/guardian(s)

- Certified copy of the Order of Dissolution or Guardianship
- Subsequent modification(s) of the Order of Dissolution/ Guardianship
-

In addition, all schools and centers are required to observe the following procedures regarding Access to Educational Information and Access to students: *Unless otherwise decreed in the Order of Dissolution, information commonly made available to parents of any students in attendance, (i.e., notices of school functions, report cards, etc.) will be provided to both parents.*

Procedures

- Custody of a child, either solely or shared, establishes the right to access educational information regarding the child, and the right to participate in decisions affecting the child’s education.
- In cases where a step-parent or other adult seeks to act on behalf of a parent, authorization, signed by both parents, is required.
- In cases of conflicting instruction, or requests that the school is not clearly authorized to honor, both parents must seek appropriate court instructions for the school.
- The school will respect and comply with lawful court orders.

Access to the Student

The school does not allow “visitation” on the school premises during school hours. The primary residential parent, or non-

custodial parent with written permission of the primary residential parent, may have access to the student during class hours for such reasons as medical/dental appointments and school events, such as lunches and ceremonies. Administrative approval applies.

Department of Children and Families

The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (“DCF”) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

Out of Town Parent/Guardian

Each time the parent(s)/guardian(s) leaves a student in the care of a non-parent/guardian, a parent/guardian must notify the school in writing in advance. Written notification must contain the following:

- Full name of student(s)
- Grade(s) of student(s)
- Name and telephone numbers of the person responsible for student during parent/guardian absence.
- The date(s) in effect.
- A telephone number where the parent/guardian can be reached in case of a school emergency.
- The school will not release a student to anyone other than the individual(s) named in the parent/guardian note.

Parent/Guardian Association

All Bishop McLaughlin Catholic High School parents/guardians belong to Parent Volunteer Association (PVA).

Parent Volunteers

BMCHS welcomes parent volunteerism. Parents/Guardians serving in areas accessible to and involving students must complete a Diocesan Volunteer Application. Volunteers working with students must complete the Safe Environment training and have a copy of the certification of completion on file in the school office, we may also require screening and fingerprinting.

Immunizations, Physical Examinations and the Law

All freshmen and students new to Bishop McLaughlin Catholic High School must present at the time of registration evidence of a current, completed physical examination along with proof of current immunizations. Florida State Law dictates that all student-athletes must undergo a physical exam and present evidence of such, dated and notarized after May 15 of that year on a yearly basis to be eligible to tryout, practice, or compete. Students may pick up the appropriate form in the administrative offices. An athletic physical is not an acceptable substitution for a new student physical.

School Hours

The hours of the school day are 8:00 a.m. to 2:45 p.m. Students can be dropped off no earlier than 7:15 a.m. Students not participating in BMCHS sponsored after school activities should be picked up by **5:00 p.m.**

Textbooks and Supplies

MBSDirect is the online bookstore for the school. Textbooks and other learning materials can be purchased online by clicking the bookstore link on the school website.

Searches

Federal and State Laws require that school campuses are Alcohol, Tobacco, Drug and Weapon free. All student vehicles are subject to search by school officials or law enforcement.

The Principal or designee(s) of Bishop McLaughlin Catholic High School reserve and retain the right to search all lockers, desks, student and non-student automobiles, persons, bags and backpacks, and other personal property on campus or at school sponsored events; if reasonable suspicion exists that drugs, weapons, dangerous, illegal or prohibited matter; or goods stolen from the school or from members of the faculty, staff, student body are likely to be found therein.

All items may be turned over to the police for examination and may be subject to criminal or juvenile court prosecution and/or school disciplinary proceedings. In certain cases the administration must, by law, contact local authorities.

Student Activities Policies

The following are general guidelines for school sponsored activities:

- Start/finish times are announced so students can arrange rides immediately after the event.
- Students should show their student I.D. cards.
- BMCHS students are responsible for any guest that is not a BMCHS student and the guest must have proper identification.
- Students are expected to be at a student activity for the length of that activity. If circumstances require a student

to leave an activity it is only after parental communication with school personnel that permission will be given. The student will not be readmitted to the activity.

- Appropriate behavior is expected at all events. Students who misbehave will be told to leave the activity and the parents will be notified.

Theft

Any student who believes that theft of personal or school property has occurred should contact the administration immediately.

Trips

Permission Forms must be signed by the parent/guardian for any school sponsored trip in which a student is participating.

Unauthorized Distribution of Materials

Unauthorized distribution of any non-school related materials is prohibited on school property or via school networks.

Visitors

All visitors must report to and register their visit with the school secretary and state the nature of their business prior to visiting the campus, teachers, etc. All visitors will wear a visitors' badge while on campus. Unauthorized persons on campus will be asked to leave. If needed, Law Enforcement may be called.

SCHOOL SERVICES

Bus Transportation

Limited transportation is available for students. Riding the school bus is a privilege and students are expected to follow the guidelines or they will lose the privilege.

- Students are to be seated at all times and keep hands, legs, feet, and any objects inside the bus.
- No food or drinks may be eaten on the bus.
- No objects may be thrown from the bus.
- Students are expected to talk in quiet tones so that the driver can hear what is happening in traffic.
- Students are expected to treat the driver with respect and follow any directions given by the driver.
- The Code of Conduct is in effect during time on the school bus.
- Referrals for misbehavior on the bus will be made to the administration in a timely fashion and become part of the student's disciplinary record.
- Students may be prohibited from riding the bus for serious or repeated disciplinary problems.

Emergency Information

For information regarding school closings due to disaster or inclement weather Bishop McLaughlin will employ an Alert Program. Families will be asked to complete and update all emergency contact information. In the event of a school closing, families will be notified.

Bishop McLaughlin will follow Pasco County School District guidelines with regard to school closures unless otherwise stipulated.

Food Service /Dining Hall

Food service is available for student lunches and prices are published on the menu. ***The dining hall does not accept cash; families must make deposits onto the family account and students will draw from that deposit using their student ID as a debit card.*** Food and drink are not to be consumed outside of the Dining Hall. All students are required to eat in the Dining Hall. ***Student must have their ID cards to purchase lunches or individual items in the dining hall. Students are not allowed to charge meals the last two (2) weeks of the school year.***

GUIDANCE DEPARTMENT

Counselor Role and Responsibilities

The counselor's position is rooted in our faith in God and the mission of the Catholic Church in the Diocese of St. Petersburg. The counselor is a member of the school staff who is a resource to students, parents, administration, and faculty, and some of his responsibilities include: coordinating counseling services for students and families; overseeing the academic programs for the students; and handling a variety of issues such as college admissions and testing. The counselor is a member of the Crisis Intervention Team and will assist families in time of need.

Academic counseling will include: motivational suggestions, organizational techniques, available assistance measures and suggested courses available in study skills strategies.

Florida Virtual School Information

Florida Virtual School information will be available through the counselor's office. All courses must have written administrative approval in order to receive any credit toward graduation credits from BMCHS.

Guidance Appointments

Students may schedule an appointment to see the counselor if need arises. The counselor will meet with each student to check the student's academic standing, academic program, discuss post high school plans and discuss any student concerns.

Parent/Guardian Appointments

Parents should call school (727) 857-2600 or send an e-mail to schedule an appointment or a conference with the counselor or teachers. If the counselor is not available a caller may leave a voice-mail message or may email the counselor.

C.A.R.E. - A Nationally Recognized Program

Bishop McLaughlin Catholic High School sponsors the Christian Action through Responsible Education program. The program seeks to provide each student and his/her family access to counseling services geared to help them through the many problems facing them on a daily basis. The program provides professional guidance and counseling to assist in resolving problems that affect one's personal life and/or school performance. **C.A.R.E.** is completely confidential. Referrals may be voluntary or mandated by Bishop McLaughlin Catholic High School.

Transcripts

Students requesting transcripts should see their Guidance Counselor. Official transcripts are not given to students or parents/guardians; they are mailed directly to school officials.

Note: Transcripts and/or diplomas will not be forwarded until all school obligations have been met.

Lost & Found

Found personal items such as jewelry, clothing, books, etc. will be turned in to the administrative office. Students who have lost items should check with the school secretary. Bishop McLaughlin Catholic School and its employees are not responsible for any loss or damage to found items.

MEDIA AND LEARNING CENTER

Using the Media Center

Students may use the media center before or after school or during break as a study area, supervision permitting. If a student arrives at the media center and the door is locked that means that supervision is not available. The Media Center also houses T.V. Production and Yearbook Classes. Teachers may also reserve the media center as a learning center.

General rules of behavior

All rules stated in the school handbook are enforced in the media center. Three specific behaviors to avoid:

- Behaviors that interfere with the learning or study of others is not permitted. Students may lose their privileges to use the media center.
- There is NO food or drink allowed in the media center at any time.
- Cellphone use is not permitted in the media center.

Gifts

The BMCHS media center will consider the donation of books and other materials with the understanding that they need to be evaluated before they can be accepted into the collection.

Technology

The IT Department is available to provide support to students with their technology needs. Prior to the distribution of any BMCHS issued electronic equipment, students and their parents will be required to read and sign off on an Acceptable Use Policy. Students are not permitted to leave class to visit the IT room without teacher permission.

APPENDIX A

Honor System – “Lord, Guide Us”

Our core values of Belief, Integrity, Service, Honor, Opportunity, and Passion point the way for all stakeholders at Bishop McLaughlin Catholic High School.

BMCHS’s Honor Code supports the Gospel values at the core of our Catholic faith and are implicitly embedded in the school’s mission statement; respect for the life and dignity of each individual; trust in God; honesty; belief, integrity, service, honor, opportunity, and passion. In order to have a strong community, we must have the courage to do what is right (integrity), be faithful to our God and each other, and support each other in our academic and extra- curricular endeavors. Also, students must be empowered to be leaders and, as such, must understand that “they can only make others better by being good themselves.” (Hugh R. Hanel).

The development of self-worth, respect for others, and responsibility for one’s actions cannot occur without the individual’s acknowledgement that honor must be respected at all times. Bishop McLaughlin Catholic High School has therefore developed this Honor Code to encourage respectable conduct both on and off campus. This is a positive system of encouragement, not a negative system of punishment. Violations of existing rules will still result in the appropriate punishment, as outlined in the school’s handbook. The BMCHS Honor Code, however, is intended to provide students with the opportunity to avoid negative consequences by behaving correctly in the first place, therefore adding to the effectiveness of the discipline code, not replacing it.

In order to instill the spirit of trust that is necessary for honor to be maintained, it is essential that the Honor Code be supported by all BMCHS students, parents, faculty, staff, and administration. Students must be encouraged to adopt an ethical attitude in all academic and personal undertakings, and to only claim that which is rightfully theirs.

BMCHS HONOR CODE:

I will respect myself and others; I will not lie, cheat, or steal.

Bishop McLaughlin Catholic High School is dedicated to the comprehensive education of the whole child, and believes that each group in the school community holds responsibility to ensure that a culture of integrity is upheld.

Student Responsibilities

- To maintain and support the integrity, honor, values and beliefs of Bishop McLaughlin Catholic High School in all actions at all times.
- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests according to the stated policies without engaging in cheating, fraud, or plagiarism
- To understand the School-wide Honor Code and each teacher's assignment guidelines.
- *To understand the significance of their signature on all assignments submitted; their name on the work indicates the student's commitment to the BMCHS Honor Code, that the work is their own, and that they have neither given nor received unauthorized help on the assignment.*
- To ensure that other students do not make inappropriate use of their work

Teacher Responsibilities

To maintain and support the integrity, honor, values and beliefs of Bishop McLaughlin Catholic High School in all actions at all times

- To clearly define the Honor Code and plagiarism
- To provide a syllabus with updated class policies at the beginning of the course regarding student collaboration, the use of previous year's tests, use of calculators, laptops, methods for citing research, and rules for make-up work (per department)
- To maintain the integrity of the testing process through monitoring test taking, changing assignments from year to year, and other methods
- To highlight issues of academic integrity through ongoing classroom discussion
- To instruct students in proper research techniques, including note-taking strategies and citation methods
- To report any violation of the Honor Code to the Assistant Principal.

Administrator responsibilities

- To maintain and support the integrity, honor, values and beliefs of BMCHS in all actions at all times.
- To make available to all students, teachers and parents a copy of the BMCHS Honor Code.
- To administer fair and consistent consequences for Honor Code violations.
- To maintain records of Honor Code violations.

Parent/Guardian responsibilities

- To support the integrity, honor, values and beliefs of BMCHS in all actions at all times.
- To become knowledgeable of the School-wide Honor Code and individual teacher guidelines
- To advise the student of the parent's expectation that the student will comply with the Honor Code.
- To carefully recognize student academic strengths and encourage and support accurate course level placement to minimize undue stress that might encourage violations of the Honor Code
- To be understanding of your child but supportive of The Code of Conduct if the Honor Code is violated.

In order to facilitate an understanding of the Honor Code, the following are definitions and examples of actions and practices BMCHS will not allow in our community. *This is not an exhaustive list of behaviors fitting each definition; other behaviors not explicitly listed here are subject to further interpretation.*

Lying

- Lying verbally or in writing (Example: forging notes, permission slips, sending email from a parent's account without their knowledge or approval, etc.) to a faculty member, administrator or school employee

Cheating

- Using or attempting to use unauthorized assistance, material or study aids in examinations or other academic work (Example: using a cheat sheet, storing information in a calculator or on a laptop without teacher permission, copying from another student's paper, quiz, test, flash or thumb drive, etc.)

- Fabrication, which is submitting contrived or altered information in any academic exercise (Example: making up data without participating in an experiment, citing non-existent articles and sources of research, etc.)
- Facilitating academic dishonesty, which means to help or attempt to help another student complete assignments specifically designed by the teacher to evaluate that student's work alone.(Example: working together on a take home examination, or on independent research projects, etc.)
- Divulging or receiving ANY test, quiz, or examination information to or from another student before either student has completed the graded work.
- Studying from tests and quizzes given in previous years without the permission of the teacher currently teaching that course.
- Plagiarism, which involves using the ideas, data, or specific language of another without specific or proper acknowledgment through the use of appropriate citation, or other explicit permission.
- The unauthorized use of translation services or devices.
- The use of computers, cell phones, text messages to provide information that is deemed as a violation of one's integrity.
- Purchasing or selling an assignment from another person or technological resource

Stealing

- Taking property which is not rightfully theirs, which includes borrowing books, notebooks, calculators, laptops, PE equipment, etc. without permission
- Taking items that are not yours from the lunch counter, PE equipment room or locker room, or other areas of the school.
- Taking money or other valuable items, even if you do not know the identity of the owner. Failure to turn over such items to the appropriate authority constitutes theft.

Should an academic honor code incident occur, the teacher will contact the parent and refer the incident to the Assistant Principal. An incomplete will be recorded for the assignment. The work must be made up and a grade of a 50% shall be earned. Repeated honor code incidents may result in suspension or expulsion. The student may be referred to the Guidance Counselor.

APPENDIX B – BMCHS Computer Usage Agreement

The information systems and Internet access available at Bishop McLaughlin Catholic High School (BMCHS) are intended for educational purposes only. The use of the systems is a privilege, not a right.

The term “information systems” as used herein includes, but is not limited to: hardware, software, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, scanners, video cameras, digital cameras and any wired and wireless network connection computers located in any location on BMCHS campus.

The term “users” as used herein includes all administrators, faculty and staff members, students, volunteers, parents and other individuals who have approval/permission to use any portion of the information system.

These information systems are operated by students and faculty for the mutual benefit of all concerned and all users are expected to assist in the successful operation of the facilities. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment, and/or interfere/disrupt with the learning of students.

The following guidelines and the Diocese of St. Petersburg Student Internet Use Policy (available for download on the school website) are intended to help users understand appropriate use. All access to information systems shall be pre-approved by the Principal or Program Manager. The school may restrict or terminate any user’s access, without prior notice, if such action is deemed necessary to maintain computing availability and

security for other users of the systems. Disciplinary action, including suspension and/or expulsion, may also be imposed.

Computer Agreement Terms

Title

Legal title to the student laptops and all accessories is with BMCHS. Your right of possession and use is limited to and conditioned on your full and complete compliance with the BMCHS Student Laptop Agreement. The student in whose name a system account and/or computer hardware are issued will be responsible at all times for its appropriate care and use.

Liability

The permission granted to the student ceases on the last calendar day for the current school year (unless terminated earlier by BMCHS). Failure to return the laptop on or before this date may result in criminal charges being sought against the person(s) in possession of the laptop. BMCHS reserves the right at any time to demand return of the laptop forthwith.

If the laptop and all accessories are not returned at the time of collection, is damaged, lost or stolen, you are responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, the school must be notified and a police report must be filed by the parent/student.

Repossession

If you do not timely and fully comply with all terms of this agreement, BMCHS retains the right to notify the authorities to come to your place of residence and to pick up the laptop and all accessories.

Ethical Conduct for Electronic Users

With the use of information resources and information technology, it is the responsibility of all users:

- To recognize and honor the intellectual property of others.
- To comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- To restrict the use of the information systems and resources to the educational mission or function of (BMCHS).
- The use of computer systems for personal use unrelated to the mission or function of BMCHS or private gain is prohibited.
- To help maintain the integrity of the school information system, deliberate tampering or experimentation is prohibited. It is a violation to modify any system files or attempt to access any systems for which explicit permission has not been granted to the user.

Educational Use

The information systems are intended for educational purposes. Users are responsible for the ethical and educational use of their network accounts.

- School related files are the only files to be saved on accounts. Storing commercial software and/or games or hidden files to accounts is prohibited.
- Users should always store their school files on the provided cloud storage space (Microsoft SkyDrive).

Respect for Security

Accounts on the system at BMCHS are considered secure, although absolute security of any licensed/copyrighted software is not generally available for borrowing and may only be used at other sites with approval of the program manager.

- All students will be issued access codes and passwords to access their school computer. These passwords are not to be shared with any other users. Your password is your responsibility.
- Faculty/staff computers are for faculty/staff use only.
- Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of preauthorized licensing agreement. Infringement or violation of U.S. or international copyright laws or restrictions will not be tolerated.
- Any attempts to circumvent the licensing control or the copying of software from the network is prohibited.

Hardware

Equipment problems should be reported to the IT Department as soon as possible.

Use Of Removable Media

Removable media shall be defined as any media that is inserted into the laptop and whose contents do not reside on the internal drive of the laptop. At no time are students allowed to engage in the usage of executable applications that reside on removable media. Examples include, but are not limited to: ROM based games, executable program files, or any file sharing application, etc.

Mail Usage

E-mail is the property of (BMCHS). The network administrator and school principal monitor and archive all e-mail. There is absolutely no expectation that email is private. Electronic communications (e-mail) is to be restricted to appropriate communications and must comply with the BMCHS Code of Conduct.

- It is the user’s responsibility to maintain the integrity of the private electronic mail system.
- The user has the responsibility to report all violations of security.
- Users are responsible for all mail received under their user accounts.
- The user is responsible for making sure all e-mail received by him/her does not contain pornographic material, inappropriate information or text-enclosed files that are potentially dangerous to the integrity of the hardware/software on school premises.
- Sending e-mail to general audiences is not allowed (i.e. chain mail, bulk mail, mail bombing, and real-time messaging by students).
- All mail communications must reflect the senders ID.
- Real time messaging and on-line chat may only be used with permission of the instructor/program manager.
- Email may not be used during class time unless authorized by the teacher.
- Users should not reveal personal information in correspondence with unknown parties. Email is not to be used as a form of Instant Messaging or Chat. Excessive email use that is not school related is not allowed.

Internet Usage

The term “Internet access” includes all methodologies used to connect to individual computer networks around the world via the World Wide Web (www).

Responsibilities:

- The user exercising his/her privilege to use the Internet as an educational resource shall also accept the responsibility for all material received under his/her account.

- All users are prohibited from accessing portions of the Internet that do not promote the educational mission of BMCHS and which do not comply with the BMCHS Student Handbook.
- Any attempts to circumvent the content filtering associated with the student laptops is expressly prohibited and may result in administrative disciplinary action. The use of proxies is not allowed.

Privacy

All computer activity and communications are subject to BMCHS review.

2016-2017 Technology 1:1 User Agreement

BMCHS to pursue making advanced technology and increased access to learning opportunities available to our students. As a result of this pursuit, laptops are available for student use at BMCHS. Technology for its own sake is not the goal of usage. The use of technology to support curricular goals and to acquire life skills is integral to usage.

The BMCHS Philosophy states:

While becoming competent in a technologically based society, students will be encouraged to not only cherish things of the past but to also creatively and critically envision the countless possibilities for the future.

Laptops are provided to every BMCHS student. They are the property of BMCHS. The Computer Use Guidelines are in effect at all times. Disciplinary actions will be taken for abuse or misuse that could include taking away the privilege of using the computer for a period of time in addition to any financial responsibility.

Software

The installation of pirated or unlicensed software, of downloaded music or of downloaded videos is **NOT PERMITTED**. If a student corrupts the hard drive of his/her laptop through improper usage, the student will be obligated to pay the damage fine. Only software which is for educational purposes may be installed on the laptop. All software not for educational purposes related to the BMCHS curriculum is expressly prohibited, including but not limited to: games, file sharing, torrent, etc.

- **Laptop:** The only laptop a student may use at BMCHS is the laptop provided by the school. The serial numbers of the laptop and removable drives are recorded for each student. The student laptop will be issued to the student only after the Computer Use Guidelines form has been signed by the student and parents/guardians and returned to the school office. From the time the laptop is issued to the student, he/she is responsible for the safe keeping of the laptop. The student/family is solely responsible for any damage to the laptop and any accessories, i.e. power adapter, bag, battery, and DVD. Bishop McLaughlin Catholic School has the right to examine the contents of any laptop at any time without prior notification to the student.
- **Peripherals:** When the student is issued the laptop the student also receives peripherals that have recorded serial numbers. The student is responsible for the peripherals in the same way he/she is responsible for the laptop.

Care of Laptops

- Laptops are breakable. Do not carry them by the cover, leave them on the floor, pile books on them, or place objects on the keyboard and close the cover.
- Try to limit moving the laptop while it is on.

- Please wait for the laptop to go to sleep after you close the lid before moving it. Batteries should be fully charged each evening so that the laptop is ready for a full day's use the following day. Carry your charger adapter and be prepared.
- Laptop batteries should be discharged at least once weekly. Do not always use the laptop while plugged in.
- **Do not** place food and beverages close to the laptop so that damage is avoided.
- **Do not** ever allow the battery to become fully discharged as there is a chance that the battery will not recharge.
- **Do not** throw the computer bag or the laptop. Rather, be gentle so as to avoid damage to the laptop.
- **Be careful** when placing the laptop in the locker. **Do not** “stuff” the laptop in the locker and slam or force the locker door closed.
- **Know** where the laptop is at all times. **Do not** leave the laptop unattended. You are responsible for its loss.
- **Wrap** computer cables carefully taking care not to pinch the cords.
- When unplugging cables from the wall pull them out properly, not from across the room. This can cause damage.
- **Do not borrow or lend** laptop to/from other students. Remember, you are responsible for any damage or loss.
- **Do not tell others your password.** Remember, you are responsible for what happens to or comes from the laptop that has been issued to you.
- **Email** is not permitted during class unless authorized by the teacher.
- Taskbars must be visible when the computer is in use.

- If your laptop is not functioning properly, take appropriate steps to get it to the technology lab as soon as possible.
- Students and parents will sign the request for repair form when there is a non-functioning computer so that parents are aware of a problem.
- **Do not try to download music and videos.** They may corrupt your hard drive and you will be responsible for the damage. Music, video and application file sharing is illegal and will not be tolerated.
- **ALWAYS** save your work to SkyDrive to be sure a backup copy is always available in the event of a system failure. The school is not responsible for any student work that is lost because it is not properly saved. Grades could be affected by the loss of work.
- **At NO TIME are you permitted to take apart, remove screws from or open the case of your laptop. Doing so may result in damage fines and administrative discipline.**

Damage Repairs & Fees:

All students of BMCHS are issued a laptop for academic use only. Students/Families are solely responsible for the laptop computer and all accessories that are supplied by BMCHS, including the cost of repairs for all damage or defacement to the laptop, whether accidental or deliberate. Intentionally damaging or defacing of school property is expressly forbidden.

Appendix C: Schedules

Regular Day - Rotating Bell Schedule

	DAY 1	DAY 2	DAY 3
7:55	Tardy Bell	Tardy Bell	Tardy Bell
8:00-8:45	Period A	Period C	Period G
8:50-9:35	Period B	Period D	Period H
<i>9:40-9:50</i>	<i>Homeroom</i>	<i>Homeroom</i>	<i>Homeroom</i>
<i>9:50-10:05</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
10:10-10:55	Period C	Period G	Period A
11:00-11:45	Period D	Period H	Period B
11:45-12:15	Lunch E	Lunch E	Lunch E
12:20-1:05	Period F	Period F	Period F
11:50-12:35	Period E	Period E	Period E
12:35-1:05	Lunch F	Lunch F	Lunch F
1:10-1:55	Period G	Period A	Period C
2:00-2:45	Period H	Period B	Period D

Appendix C: Schedules (continued)

AM Activity - Rotating Bell Schedule

	DAY 1	DAY 2	DAY 3
7:55	Tardy Bell	Tardy Bell	Tardy Bell
8:00-8:40	Period A	Period C	Period G
8:45-9:25	Period B	Period D	Period H
9:30-9:40	<i>Homeroom</i>	<i>Homeroom</i>	<i>Homeroom</i>
9:40-9:55	<i>Break</i>	<i>Break</i>	<i>Break</i>
10:00-10:40	Period C	Period G	Period A
10:45-11:35	Activity	Activity	Activity
11:35-12:05	Lunch E	Lunch E	Lunch E
12:10-12:45	Period F	Period F	Period F
11:40-12:15	Period E	Period E	Period E
12:15-12:45	Lunch F	Lunch F	Lunch F
12:50-1:25	Period D	Period H	Period B
1:30-2:05	Period G	Period A	Period C
2:10-2:45	Period H	Period B	Period D

Appendix C: Schedules (continued)

Wednesday Early Dismissal or PM Activity Schedule

	DAY 1	DAY 2	DAY 3
7:55	Tardy Bell	Tardy Bell	Tardy Bell
8:00-8:40	Period A	Period C	Period G
8:45-9:25	Period B	Period D	Period H
<i>9:30-9:40</i>	<i>Homeroom</i>	<i>Homeroom</i>	<i>Homeroom</i>
<i>9:40-9:50</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
9:55-10:35	Period C	Period G	Period A
10:40-11:20	Period D	Period H	Period B
11:20-11:50	Lunch E	Lunch E	Lunch E
11:55-12:35	Period F	Period F	Period F
11:25-12:05	Period E	Period E	Period E
12:05-12:35	Lunch F	Lunch F	Lunch F
12:40-1:20	Period G	Period A	Period C
1:25-2:00	Period H	Period B	Period D

PM Activity Period (on PM activity days)

2:05-2:45	Activity	Activity	Activity
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