

BISHOP McLAUGHLIN CATHOLIC HIGH SCHOOL

2017-2018 HANDBOOK



13651 Hays Road
Spring Hill, Florida 34610
(727) 857-2600

<https://www.bmchs.com>

<http://www.bmchs.com/student-life/>

BMCHS may amend, modify, or delete policies or procedures throughout the course of the school year as it deems appropriate for the operations of the school. These updates will be posted and available on the school website.



“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.

Important Notices:

- Be on time to school. It affects you including clubs, honor societies, and sports. Read the tardy policy.
- Make sure you read and understand the dress code policies. Requirements for socks and shoes have changed and they can only be certain colors and socks **MUST** be visible.
- Hoodies are being phased out and are no longer being sold. Starting NEXT school year 2018-2019, they can only be worn on dress down days.
- Theology exam exemptions are now available for all students.
- Twenty five (25) service hours are now required per year, regardless of your total.
- Be aware of cyberbullying policies. Bullying and cyberbullying are against the law. (FL Statute 1006.147)
- Review the Honor Code Policy and know it.
- Review the cellphone policy. Earbuds are allowed at school, but **NOT** headphones.
- Our Grade Forgiveness Policy has changed, see page 12.
- Semester exams are now worth 20% of the semester average.

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 may dismiss any student whose behavior is in conflict with the values and mission of the school. In addition, BMCHS reserves the right to discontinue the enrollment of a student if the actions of a parent or guardian are in violation of the Civility Policy or otherwise at odds with BMCHS core values and respect for others.

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. Jeff Swymer, Director of Athletics
Ms. Mary Blenke, Director of Enrollment
Mr. Marc Eskew, Director of Informational Technology
Mr. Andy Gotsch, Director of Campus Ministry
Mr. Bill Potosky, Director of Facilities
Mrs. Brandy Connors, Bookkeeper
Mrs. Sharon Spencer, Administrative Assistant
Mrs. Beth Marcinka, Receptionist

Please check our website for contact information and complete list of our faculty and staff, <https://www.bmchs.com/about-bishop/our-staff/>

HOW TO ADDRESS YOUR CONCERNS

If you have a concern about your child's schoolwork or behavior, here are some steps to take.

- Contact the teacher first if your child has an issue with his schoolwork or behavior. Monitor Canvas and RenWeb to keep track of your students' progress.
- If the issues is not resolved, arrange to talk with the department chair or guidance counselor.
- If these steps don't work, arrange to meet with the assistant principal or athletic director.

CONTACTS

Overall school concerns: Mr. LeGendre, Assistant Principal
Grades, Graduation, and Scheduling: Mr. Mayer, Guidance
Athletics: Coach Swymer, Athletic Director
Use of Facilities: Mr. Potosky, Facilities Director

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. Seniors are required to 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 graduation requirements, including community service hours will not receive a diploma until requirements are met.

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	Honors Quality Points	Advanced Placement Quality Points
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 has a ten (10) point range. 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. All missing or incomplete work must be turned in one week before the end of the grading period.

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. Student will earn no course credits for an (I). 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.

Barring extraordinary circumstances, all incomplete work must be completed and submitted by the end of the quarter. After that time, all incomplete work will be converted to 50%. **Note: The deadline for missing or incomplete work may vary in Advanced Placement (AP) and Dual Enrollment (DE) classes. See the AP or DE instructor for specific course guidelines.**

SEMESTER GRADES

At the end of the second and fourth quarters, the student will receive a semester grade for each course. **Semester average grades are based on each quarter grade being worth 40%, and the semester exam being worth 20%.**

If a student receives a failing semester grade, the student will not receive the $\frac{1}{2}$ credit for that course. If a student fails a semester of a course, the student will have to make up that $\frac{1}{2}$ credit in an approved summer/Florida Virtual School program.

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.

GRADE FORGIVENESS

A student who earns a 'D' in ANY core class may retake that course. However, the replacement course will only be available on the College Prep (CP) level. The maximum number of retake attempts permitted is two courses total per student. Approval is

required by the Guidance Counselor prior to registering for the class.

Senior retakes from semester one must be completed, with official grades submitted to BMCHS, no later than April 1st of that same school year.

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.

THEOLOGY EXAM EXEMPTIONS

Exceptions for Theology Semesters exams are granted if the student has a passing grade AND has completed their annual community service hour requirements at least two weeks prior to the semester exam. This is for all grade levels.

COLLEGE VISITATIONS

Four days for college visitation during school time are reserved for juniors and seniors in good academic standing. Students are expected to return to school with evidence of the completed college visit, e.g., letter or email of confirmation from the admissions office. These should be submitted to the Assistant Principal within 14 days of the college visit. Documentation is required if applied to Senior Final Exemption. No visitations permitted after the end of Quarter 3 without prior approval.

HONOR ROLL

Academic honor rolls are based on semester grades and is separated into Principal's Honor Roll and Honor Roll. Requirements: Principal's Honor Roll requires a GPA of 4.0 or

higher and no grade lower than a B. Honor Roll 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 Renweb 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.

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 will be placed on probation or discharged.

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.

STUDENT ATTENDANCE POLICY

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

Florida State law requires those children between the ages of 5 and 16 must attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.

Parents/guardians must notify the school office of a child's absence at **727-857-2600** prior to 8:30 a.m. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence, either voice message or electronic.

The communication must include:

- 1) the child's full name;
- 2) dates of absence; and
- 3) the nature of illness or reason for absence.

In the case of prolonged medical absence, three or more days, students should contact their teachers for missed work. Due to teaching schedules it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Ten (10) tardies in a semester are considered excessive. Please refer to the discipline section of the handbook for more details.

Ten (10) absences in a semester are considered excessive. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance. Please refer to the discipline section of the handbook for more details.

Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) periods of the school day to be considered present that day. In order to participate in any after school activities, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from Bishop McLaughlin Catholic High School.

It is the student's responsibility to speak with his/her teacher regarding missed assignments/make up work. In the event of multiple-day absences, the teacher will determine when all missed assignments are due and when all assessments will be taken. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50%.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment). It is the student's responsibility to speak and/or schedule an appointment with his/her teacher regarding when to make up the missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.



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 and is part of their grade.

Students are encouraged to participate actively in the various Campus Ministry activities such as community outreach projects, Mass and other liturgical celebrations. BMCHS also participates in regional and national faith-based activities, such as Night of Joy, March for Life in Washington D.C., National Catholic Youth Conference (NCYC), and Pro-Life Rally.

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.

SERVICE TO OTHERS

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. Community Service cannot be provided to anyone within your family. Family members may not sign off as “supervisor” on your reporting form.

The yearly service requirement at BMCHS must be completed prior to final exams. At least ½ the hours should be Apostolic service. If students have not completed the required service hours, they will not be permitted to sit for exams.

APOSTOLIC SERVICE HOURS

Apostolic Service must be with a NON-PROFIT ORGANIZATION where the student provides a DIRECT service to IN AT LEAST ONE of the following areas:

- Disabled – Examples: Children/Adults with Special Needs; ARC, Ride-On, Adult Day Care Centers, Special Olympics.
- Elderly – Examples: Convalescent Homes, Nursing Homes, Senior Centers.
- Faith Life- Examples: Parish; Chapel; Synagogue; Mosque; Temple.
- Human Life & Human Dignity- Examples: Elderly; Disabled; Sick; Children/Adults with Autism & Special Needs; Bullying; Eating Disorder Advocacy; Respect for Life clinics; Assistance in Sports, Recreational or the Arts with disadvantaged youth; Immigration.
- Economic Life- Examples: Homelessness; Poor and Underprivileged; Food Banks.
- Ecology, Environmental Life, and Animals- Examples: Beach clean-ups; City clean-ups; Water conservation; Recycling Projects; Gardening Projects; Animal Shelters; Guide Dog Training. (no more than ½ in this category)
- Promotion of Peace & Life - Examples: Peace Walks; 40 Days for Life; Community Centers.
- Sick – Examples: Convalescent homes, Children's hospitals, hospitals, hospices.
- Underprivileged – Examples: Food Banks, Rescue Missions, tutoring disadvantaged, Boys & Girls Club.

SERVICE HOURS PLEASE NOTE CHANGES

Direct service means, the student must work directly with the population that the non-profit is servicing. A student will have face to face interaction with the population they are serving. Participating in fundraising “walks” or “runs”, etc. DO NOT qualify as DIRECT SERVICE.

Students are required to complete 25 service hours per year, regardless of total hours earned. Yearly service hours must be complete before the student is matriculated to the next grade. At least ½ the hours should be Apostolic service.

To be eligible for graduation, seniors must have completed the 100 hours of community service requirement prior to April 30 of the graduating year.

Year	Grade	Accumulated by Fall Exams	Accumulated by Spring Exams
Freshman	9	12.5	25
Sophomores	10	37.5	50
Juniors	11	62.5	75
Seniors	12	87.5	100

COMMUNITY SERVICE VENUES

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 OPPORTUNITIES THROUGH BMCHS

Notification of parish and community service events are emailed through the Office of Student Life.

SUBMISSION OF SERVICE HOURS

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

1. 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.

2. Please 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.
3. Turn in any documentation forms for summer hours by the end of first quarter.

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. Students who start their senior year with more than 150 service hours may apply for a service hour exemption.



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 aware that every student is a Bishop McLaughlin Student at all times. 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.

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.

CELLPHONE POLICY PLEASE NOTE CHANGES

Cellphone & earbud use is permitted in certain school areas with certain exceptions. Headphones are not allowed on campus.

During school hours, students may use cellphones and earbuds EXCEPT during Mass and prayer services, in EDPAC, in the classrooms, or if directed not to use by any administrator or staff member. Any other cellphone or earbud use is prohibited.

Be advised that teachers are instructed “you see it, you take it” if you break this rule. Arguing the rule or consequences may result in a referral to the office for disrespect/disobedience. 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 in the cellphone to the office in the morning and pick it up in the afternoon for five (5) days, parent notification.
- Fourth Offense: The student must turn in the cellphone to the office in the morning and pick it up in the afternoon for the remainder of the semester, parent notification.

Earbuds are permitted in certain school areas. Headphones are not allowed and will be confiscated.

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.

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 teacher should notify the parent via email or telephone. After the 3rd tardy during a grading period, the student will be referred to administration.

TARDINESS TO SCHOOL PLEASE NOTE CHANGES

Students are required to be in class by 8:00 a.m. Parent/guardian should notify the school if their child will be tardy. Tardy occurrences will be excused upon receipt of the written note or email, and the office may follow up with phone verification. Parents may also sign their child in at the front desk for the tardy to be excused. Running late because of traffic or oversleeping is not considered excused.

Consequences for Tardy to school

01-04 tardies: verbal warning

05-11 tardies: after-school detention, notification of parent

12-14 tardies: suspension pending parent conference

16-19 tardies: 1 day out-of-school suspension

20+ tardies: 1 day out-of-school suspension, mandatory suspension pending parent conference, probation from all clubs and honor societies, referral to the Athletic Director.

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.

HONOR CODE VIOLATIONS PLEASE NOTE CHANGES

Honor code violations can occur during testing or daily school work. This includes plagiarism, copying, or claiming work that is not your own. Likewise, accessing digital media or talking during a test will result in your test being invalidated. Any invalidated assignment will result in an automatic 50% grade, and the student may be required to make up the assignment. Invalidated tests are not eligible for retake. Students in honor societies who have honor code violations will be placed on academic probation and may have their membership revoked.

The 2nd offense will be a suspension pending parent conference, and any offenses after two will result in out-of-school suspension and a mandatory teacher/administrator conference.

SCHOOL DETENTIONS

After-school detentions are scheduled from 2:50-3:50 p.m. on Tuesday and Thursday afternoons. After-school detentions are assigned for minor offenses such as dress code, eating in class, tardiness to school or class, etc. Both teachers and administrators can assign detentions. If your child is assigned a detention and you wish to make alternative arrangements due to a doctor's appointment, etc. you need to contact Mr. LeGendre at rick.legendre@bmchs.com. Failure for a student to attend detention will result in a suspension pending parent conference. Please be aware that athletics practice is not a reason to leave early or to reschedule.

FOOD AND DRINK

Food and drinks are limited to the dining area and are not allowed in the classroom. Items will be confiscated and disposed. However, BMCHS recognizes the need for proper hydration; therefore, water is allowed in classrooms.

TEACHER ASSIGNED 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, and may not attend 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
(in accordance with FL Statute 1006.147)**

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.

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 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. Students and their families will be billed for any damages that occur.

WEAPONS

Weapons are not allowed on campus. This includes guns, stun guns, knives, whips, and pepper spray. Administration reserves the ultimate right to determine what is or is not a “weapon.” Students who bring weapons onto campus will face disciplinary action, up to and including expulsion and arrest.

BMCHS DRESS CODE

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 are assigned after-school detentions for dress code violations.

All Mass and regular uniform items listed below must be embroidered with the school logo and must be purchased through Risse Brothers Uniforms, 813-282-8338 or 727-448-0357.

MASS UNIFORM ATTIRE: **PLEASE NOTE CHANGES**

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

- White oxford dress shirt (boys) or white blouse (girls)
- Navy long pants (boys/girls) or navy skirt (girls)
- Navy cardigan or sweater (No hoodies permitted in EDPAC)
- All BMCHS outerwear MUST be Navy Blue. No gray, gold, white, black, etc. No exceptions.

❖ ***Socks: Solid colored matching socks must be black, brown, navy, gray, white, or beige. No bright fluorescent colors, trims or patterns are allowed.***

❖ ***Shoes: Uniform shoe must be a solid colored, laced athletic, dress, or casual shoe; in black, brown, navy, gray, white, or beige. No bright fluorescent colors, trims or patterns are allowed.***

ON MASS DAYS, STUDENTS WEAR MASS UNIFORM ALL DAY

REGULAR UNIFORM ATTIRE: PLEASE NOTE CHANGES

- Gold polo shirt, with school logo
- Navy shorts or navy long pants (boys/girls) or navy skirt (girls), with logo
- White oxford dress shirt or white blouse, with logo
- All BMCHS outerwear MUST be Navy Blue. No gray, gold, white, black, etc. No exceptions.

❖ ***Socks: Solid colored matching socks must be black, brown, navy, gray, white, or beige. No bright fluorescent colors, trims or patterns are allowed.***

❖ ***Shoes: Uniform shoe must be a solid colored, laced athletic, dress, or casual shoe; in black, brown, navy, gray, white, or beige. No bright fluorescent colors, trims or patterns 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.

DRESS DOWN DAYS

On occasion, a “Dress-Down Day” may be sponsored for purposes of school-wide incentive or student organization fundraising. There will be three (3) types of “dress down days”.

Please adhere to the following dress code rules:

1. SPIRIT DAY:

- BMCHS t-shirt, BMCHS polo, or BMCHS outerwear (including hoodies), jeans, khakis, or uniform shorts ONLY.
- Any kind of socks may be worn.
- Moccasins, sandals, flips-flops, crocs, open back shoes, and boots are permitted.
- Slippers are not permitted.

2. COMFY DRESS DOWN DAY:

- BMCHS t-shirt, BMCHS polo, or BMCHS outerwear (including hoodies), jeans, khakis, or uniform shorts.
- Sweatpants, athletics pants or capris, basketball shorts, or leggings with appropriate length shorts are permitted.
- Any kind of socks may be worn.
- Moccasins, sandals, flips-flops, crocs, open back shoes, and boots are permitted.
- Slippers are not permitted.

3. THEMED DRESS DOWN DAYS:

- Must be in the specified theme, color, or BMCHS spirit wear.
- Sweatpants, athletics pants or capris, basketball shorts, or leggings with appropriate length shorts are permitted.
- Any kind of socks may be worn.
- Moccasins, sandals, flips-flops, crocs, open back shoes, slippers and boots are permitted.

GENERAL DRESS CODE GUIDELINES

- Hemlines shall be no shorter than fingertip length and may NOT be rolled.
- Pants and shorts must be secured at the waist. Male students must have their shirts tucked in at all times.
- Shoes and socks must conform to school dress code guidelines at all times.
- 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 spandex, leggings, tights or pantyhose are permitted.
- Only white, gold, 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.
- Earrings, jewelry and make-up should be reasonable for female students.
- Earrings are not permitted for male students.

- Visible tattoos and piercings are prohibited.
- On dress down days - no ripped jeans or clothing, no leggings without appropriate length shorts.

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.

Male students must be clean shaven daily. Students who violate this rule may be asked to shave immediately. BMCHS provides shaving items and a fine will be levied (per incident) as a supply fee.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

First Offense Consequences:

- conference with student;
- notification of parent/guardian to bring appropriate attire
- detention assigned by teacher or administrator.

Second and Subsequent Offense Consequences:

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

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.

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 a formal dance that occurs on a school day, students must be in be at school by 9:00 a.m. and may not leave school early.
- Students and their guests will check-in when they arrive at the dance. Guests who are not BMCHS students must provide picture ID at check-in. BMCHS students are responsible for the behavior of guests 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 of is suspected to be under the influence of alcohol or 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.

PROM AND FORMAL DANCE DRESS CODE

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

Females:

- Dress should not be revealing. No extremely low fronts or backs, high slits, etc.
- Dress should completely cover the mid-section in the front and on the sides, with no cut-outs.
- Dress shoes/sandals.
- Questionable dresses must be pre-approved.

Males:

- Tuxedo or dress suits.
- Dress shirt and tie.
- Dress shoes and dress socks are required.

SENIOR PRIVILEGES:

1. Move to the front of the line at door during breaks and lunch.
2. Senior roundtable seating and separate microwave @ lunch.
3. College sweatshirts during the second semester (no custom or homemade items)

There are NO OTHER senior privileges unless they are discussed with and approved by the Senior Class Advisor.

FINANCIAL INFORMATION

All arrangements regarding finances are made through the business office.

ALL ENROLLED FAMILIES MUST REGISTER WITH FACTS

TUITION AND FEES

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.

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

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. 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 via the Office of Student Life.



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:

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, TARDIES, AND STUDENT 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 ABSENCES

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

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. Students may complete any quizzes, tests, or presentations within a reasonable time frame as determined by the teacher.
5. 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 to call home if they become ill during the school day. Students should come to the office and the front desk will call home and log the incident. 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.

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.) Deliveries to students are not allowed 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.

STUDENT 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.

LOCKERS

Lockers are school property and students are permitted to use them. The administration reserves the right to inspect or search any locker at any time for any reason. If a student loses his/her school-issued lock, there will be a \$10 replacement fee. Any 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 reasonably 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 can be ticketed for parking infractions such as reckless driving, having no parking pass or parking in non-student areas, including visitor parking, handicapped, staff and clergy. These are clearly marked. Parking tickets will be issued by the school and will count as school debt.

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

PICK UP/DROP OFF

Persons picking up students after school are to remain in their vehicles. Stay alert and be watchful of student crossings.

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 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.

DOCUMENTATION REQUIREMENTS

- 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. Also required are Level II screening and fingerprinting.

IMMUNIZATIONS, PHYSICALS, 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. Each Wednesday is an Early Release day (2:00 p.m. dismissal), and buses run as scheduled. Students not participating in BMCHS sponsored after school activities should be picked up by 5:00 p.m.

TEXTBOOKS AND SUPPLIES

MBS Direct 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 person who believes that theft of personal or school property has occurred should contact the administration immediately. BMCHS is not responsible for personal items.

SCHOOL SPONSORED 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.

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

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.

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 receptionist. Bishop McLaughlin Catholic High School and its employees are not responsible for any loss or damage to found items.

THE MEDIA LEARNING CENTER

USING THE MEDIA LEARNING 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 the STREAM program, T.V. Production and Yearbook Classes.

DONATIONS TO THE MEDIA LEARNING CENTER

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

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.

STUDENT/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 or school debt has been discharged.



APPENDIX A



BMCHS HONOR CODE – “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.

“The family remains the basic unit of society and the first school in which children learn the human, spiritual and moral values which enable them to be a beacon of goodness, integrity and justice in our communities.” - Pope Francis

BMCHS’s Honor Code is reflected in our mission statement “...provides a Christ-centered education that nurtures the development of the whole person...”

BMCHS HONOR CODE:

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

This includes academic dishonesty in any form:

- Verbally, through actions or in writing.
- Giving or receiving unauthorized assistance or materials in summative or formative assignments.
- Plagiarism, which involves using the ideas or data of others.
- The unauthorized access of electronic devices or applications, including translators.
- Purchasing or selling an assignment from another person or technological resource.
- Taking property which is not rightfully yours. This includes borrowing without permission.

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.

Teacher Responsibilities

- To provide a syllabus with updated class policies at the beginning of the course.
- 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.

Parent/Guardian responsibilities

- To become knowledgeable of the BMCHS Honor Code and teacher/department policies.
- To carefully recognize student academic strengths and encourage and support accurate course level placement to minimize undue stress that might encourage violations of the BMCHS Honor Code.
- Conveying to the student that parent and student signatures are a commitment to act with integrity.
- Be supportive of both the school and your child if the BMCHS Honor Code violations occur. Actions have consequences.

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.

Honor Code Violations

Honor code violations can occur during testing or daily school work. This includes plagiarism, copying, or claiming work that is not your own. Likewise, accessing digital media or talking during a test will result in your test being invalidated. Any invalidated assignment will result in an automatic 50% grade, and the student may be required to make up the assignment. Invalidated tests are not eligible for retake.

Students in honor societies will be placed on academic probation and may have their membership revoked.

The 2nd offense will be a suspension pending parent conference. Any offenses after two will result in out-of-school suspension and a mandatory teacher/administrator conference.



APPENDIX B

BMCHS TECHNOLOGY USAGE AGREEMENT

2017-2018 Technology 1:1 User Agreement

BMCHS is committed to increased access to digital and 21st century learning opportunities. The use of technology to support curricular goals and to acquire life skills is integral to responsible use.

1:1 Laptops are the property of BMCHS and disciplinary actions will be taken for abuse or misuse that could loss of technology privileges in addition to any financial responsibility.

Inappropriate usage of school technology may occur on- or off-campus, during or after school hours. Students are responsible for the cost of repair or the replacement value of any computer or peripheral. The consequence of school debt resulting from technology may result in not being able to sit for exams or having your diploma withheld.

The Diocese of St. Petersburg Student Internet Use Policy (available for download on the school website) are intended to help users understand appropriate use.

Computer Agreement Terms: Liability

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

It is the responsibility of all users:

- All students will be issued access codes and passwords to access their school computer. These passwords are not to be shared. Your password is your responsibility.
- To comply with legal restrictions regarding plagiarism and the use and citation of information resources.

- 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.
- 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.

Hardware

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

Mail Usage

Electronic communications through our network or via BMCHS-owned technology is the property of the school. Administration monitors and archives all e-mail. There is 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.

Internet Usage

All users are prohibited from accessing portions of the Internet which do not comply with the BMCHS policies, honor code, or are inappropriate. Any attempts to circumvent the content filtering associated with the student laptops is expressly prohibited and may result in administrative disciplinary action.

Cyberbullying

Cyberbullying is against the law. (FL Stat. Ann. §1006.147.) Any violation will be treated seriously and will result in school penalties and possible referral to law enforcement. You can be suspended and even expelled for bullying/cyberbullying.

Remember:

- ✓ Handle your laptop with care. You are responsible for damage or loss.
- ✓ Do not “stuff” the laptop in the locker.
- ✓ Do not place food and beverages close to the laptop so that damage is avoided.
- ✓ Do not leave the laptop or charger unattended.
- ✓ Unplug cables from the outlet not from the cord.
- ✓ Do not borrow or lend your laptop.
- ✓ Do not tell others your password. Remember, you are responsible for what happens through your account.
- ✓ Always save your work.

Damage Repairs & Fees:

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.

APPENDIX C: SCHEDULES

Regular 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
9:40-9:50	Homeroom	Homeroom	Homeroom
9:50-10:05	Break	Break	Break
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

AM 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
9:30-9:40	Homeroom	Homeroom	Homeroom
9:40-9:55	Break	Break	Break
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

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
9:30-9:40	Homeroom	Homeroom	Homeroom
9:40-9:50	Break	Break	Break
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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APPENDIX C: SCHEDULES

Noon Dismissal Schedule

	DAY 1	DAY 2	DAY 3
7:55	Warning Bell	Warning Bell	Warning Bell
8:00-8:25	Period A	C	G
8:30-8:55	Period B	D	H
9:00-9:10	Homeroom	HR	HR
9:15-9:30	Break	Break	Break
9:35-10:00	Period C	G	A
10:05-10:30	Period D	H	B
10:35-11:00	Period E/F	E/F	E/F
11:05-11:30	Period G	A	C
11:35-12:00	Period H	B	D

APPENDIX D

“In Unity We are One in the Lord”



A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of Catholic Schools in the Diocese of St. Petersburg

*“Search Me, O God, and Know My Heart”
-Psalm 139*

This Code of Conduct applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of St. Petersburg.

Code of Conduct for Catholic Schools in the Diocese of St. Petersburg

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. “All rights have to be balanced by responsibilities because we are in relationship” (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents, guardians, caregivers, volunteers, and visitors model acceptable behavior always within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law, Canon 796, Para. 2*).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models within your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (*Gravissimum Educationis, 1965, para. 3*).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's values and expectations. The Code stands beside, but does not of course exclude or replace, the rights and obligations of individuals under common law. All Catholic schools are private property owned by the Roman Catholic Diocese of St. Petersburg.

The Gospel and Our Values:

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us, including: Love (1 John 4:7-19); Promoting Life in Abundance (John 10:10); Inclusion (Luke 19: 1-10); Reconciliation (Luke 15: 11-32); Compassion (Luke 10: 30-37); Justice (Matthew 25: 31-460); Liberation (Luke 4: 16-21); Community (John 15); and Hope (Luke 24: 13-35).

In living out these Gospel values, we strive to develop the following:

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work civilly with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.
- Help your child/ren to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others

- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Cast off gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook

- Respect teachers' preparation time before, during, and after-school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

Grievance Process for a Parent, Guardian, Caregiver, Volunteer, or Visitor:

Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may complete the online form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Deliberate breaches and inability to respect the Diocese of St. Petersburg – Office of Catholic Schools and Centers Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a

school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of St. Petersburg Catholic School, are accepting of this Code of Conduct in its entirety.

Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.



APPENDIX E

Office of Catholic Schools and Centers Diocese of St. Petersburg

updated 6/20/17

Grading Policy

A. Philosophy

We believe ...

- Students should have a clear understanding of the learning objectives
- Our system of grading should be timely, specific, fair and accurate
- Grades should be based on a well-defined set of standards
- Grades should be an accurate measure of a student's ability to demonstrate understanding
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade
- Assessments are critical to the teaching and learning process

B. Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

C. Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories.

1. Formative

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered formative. The purpose of a formative assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

2. Summative

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are formative or summative based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way, a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom

D. Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and

to evaluate the effectiveness of school programs

E. The Grade Composition

In order to represent an accurate measure of what a student knows, understands and is able to do, the academic trimester/semester grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness, at a time when the student has had sufficient instruction and practice to be responsible for the material. Summative assessments will therefore be the primary constituent of the trimester/semester grade. They will account for no less than 80% of the trimester/semester grade. Formative assessments will account for no more than 20% of the trimester/semester grade.

Criteria that are not a direct measure of student learning will not be included in the academic grade. These attributes will be reported separately. Please see *Section G: Reporting Conduct and Approaches to Learning*.

F. Reporting Grades

Individual assignments will be either assessed traditionally or by using a rubric. When traditional grading is used, 50% will be the lowest failing grade recorded. The following generic achievement descriptors will serve as a scoring guide.

SCORING GUIDE

Letter Grade	Descriptor	% Score
A	The student provides evidence of deep understanding and fluent application of the target standard(s).	90-100
B	The student is close to meeting the target standard(s).	80-89
C	The student meets part of the target standard(s).	70-79
D	The student is just beginning to address the basic ideas of the target standard(s).	60-69
F	The student provides little to no evidence of addressing the target standard(s), including missing or incomplete work.	50-59

At the end of the marking period (trimester or semester), the mean of all assessments (with appropriate weights) is matched to the scoring guide for a final letter grade and the awarding of corresponding quality/grade points (if applicable).

G. Approaches to Learning (ATL)

While schools may create their own rubric for ATL, the principles of Organization, Communication / Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/ Collaboration and Reflective Thinking.

Organization

- Prepared for class
- Punctual with homework and in-class assignments
- Completed homework and in-class assignments

Collaboration & Communication

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork

Reflection & Personal Initiative

- Open to teacher help and correction
- Makes effort to improve behavior/performance by seeking help when needed
- Makes time for personal study and improvement

H. Other Matters on Assessment and Grades

1. Honor Roll

Honor Roll is awarded to students who encompass merit and integrity that results in academic and behavioral success.

Honor Roll eligibility is determined by:

1. Grades in all subject areas
2. Approaches to Learning (ATL's) in all classes
3. Conduct in all classes

Students can earn Principal's Honors or Honors. Eligibility requirements follow:

Principal's Honors

- High Schools -- 4.0 GPA*

Honors

- High Schools -- 3.5 GPA, with no grade below a B*

***At the high school level, weighted or unweighted GPA will be at the discretion of each school.**

2. Make-Up of Academic Work during Absence

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50%.

In the case of prolonged absence, three or more days, parents should call the office before 8:30 a.m. for missed class work and homework so that the work can be prepared and be ready for pickup at dismissal time or sent via e-mail. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Homework assignments for extended absences should be arranged with the teacher. Parents may pick up textbooks, if necessary, at the end of the school day but should email the teacher by 10:00 a.m. to arrange this. Requests for homework should be made by contacting the classroom/subject teacher.

Due to teaching schedules requests may take up to twenty-four hours to be completed.

3. Make-Up of a Scheduled Summative Assessment during Absence

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

4. Retakes

The focus of the Office of Catholic Schools and Centers of the Diocese of St. Petersburg is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.*

The following retake policy is designed to encourage relearning on the part of the student.

Criteria for Retakes: Grades 9-12

1. The retake process **must** be initiated by the student.
2. A student may retake a summative once.
3. The Application for a Retake should be completed by the student, signed by student and parent, and returned to the examining teacher no more than two (2) school days after the teacher has returned the graded summative assessment to the student.
4. On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning

- gap.
5. Students may be required to participate in additional practice in order to qualify for a retake.

Limitations and Deadlines (K-12)

1. Only one retake will be allowed per summative.
2. All graded formative assessments must be completed prior to the original summative.
3. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
4. Semester/Trimester exams and summatives that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
5. The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.

Teacher Facilitations (K-12)

1. Teachers will group summative assessments around specific learning standards to help the student identify deficiencies and plan a successful retake. Teachers will post retake dates when the summative assessments are returned.
2. The retake will only assess the deficient standards, allowing the student to focus on closing the learning gap and improving the assessment score. The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book.
3. Teachers have discretion and may require that a student complete missing ungraded assignments correlated to the deficiencies before the retake is administered.
4. Teachers have discretion over the format of the retake assessment.

*Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.

5. **Zeros**

Missing work and the use of zeros. Teachers understand that a zero (on the 100-point scale) on an assignment is a disproportionate penalty that places the student at a disadvantage when it comes to making up the grade deficit. A score of 50% represents the lowest failing score. Any assessment that is not turned in on the due date, the student will receive an automatic 50%.



APPENDIX F

Attendance Policy and Recommended Procedures Office of Catholic Schools and Centers Diocese of St. Petersburg

Updated 6/20/17

Student Attendance Policy (Grades 9-12)

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

Florida State law requires those children between the ages of 5 and 16 must attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of

absences.

Parents/guardians must notify the school office of a child's absence at **727-857-2600** prior to 8:30 a.m. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence, either voice message or electronic. The communication must include:

- 1) the child's full name;
- 2) dates of absence; and
- 3) the nature of illness or reason for absence.

In the case of prolonged medical absence, three or more days, students should contact their teachers for missed work. Due to teaching schedules it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Ten (10) tardies in a semester are considered excessive. Please refer to the discipline section of the handbook for more details.

Ten (10) absences in a semester are considered excessive. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance. Please refer to the discipline section of the handbook for more details.

Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) periods of the school day to be considered present that day. In order to participate in any after school activities, students must be present on that day. Students who are absent more than 20 school days during the year may be under

administrative review for academic retention and may be asked to withdraw from Bishop McLaughlin Catholic High School.

It is the student's responsibility to speak with his/her teacher regarding missed assignments/make up work. In the event of multiple-day absences, the teacher will determine when all missed assignments are due and when all assessments will be taken. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a 50%.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment). It is the student's responsibility to speak and/or schedule an appointment with his/her teacher regarding when to make up the missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

