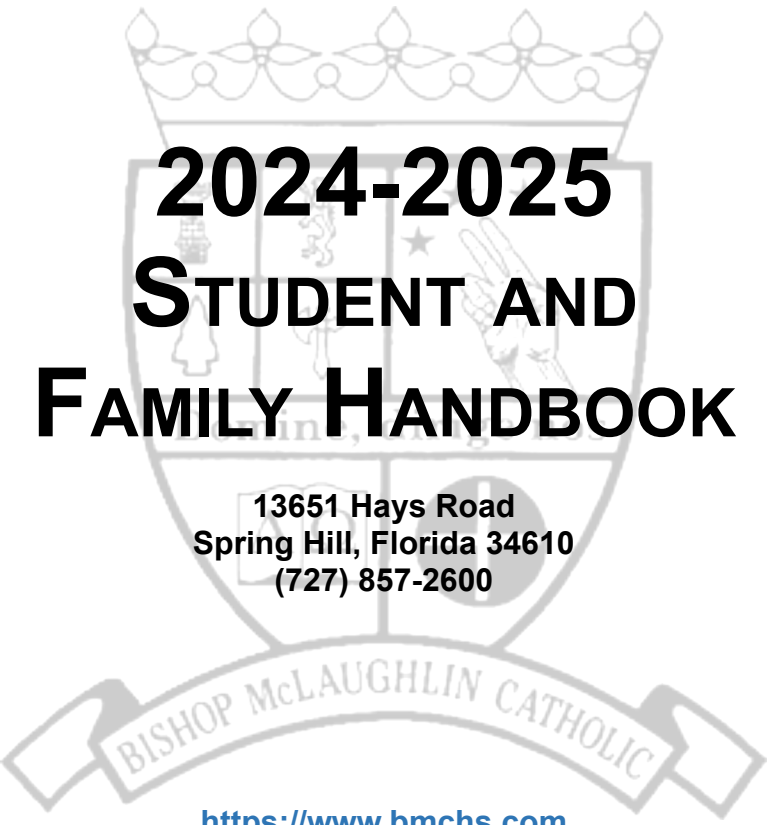


Revised: July 09, 2024

BISHOP McLAUGHLIN CATHOLIC HIGH SCHOOL



2024-2025 STUDENT AND FAMILY HANDBOOK

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

<https://www.bmchs.com>

Bishop McLaughlin Catholic High School (BMCHS) may add, 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 are available on the school website.

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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 successfully meet the challenges of our global society.



"Lord, Guide Us"

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 represents Bishop Robert Lynch, founder of our school, and his 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.

CORE VALUE STATEMENTS

BISHOP

Belief: faith in Christ, believing in self and one another a child of God

Integrity: living the gospel in all we do being true to self and one another

Service: caring for others and understanding the meaning of community

Honor: reflecting human dignity and trust in our actions towards self and others

Opportunity: providing and being open to circumstances which encourage growth

Passion: dedicating oneself to continuous improvement - Growth Mindset

PHILOSOPHY

BMCHS 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 always model Gospel values. 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 also to envision the countless possibilities creatively and critically for the

future. Above all else, every member of the school community will advance spiritually, intellectually, physically, and emotionally.

SCHOOL HISTORY

BMCHS is the response to the desire of the people of the northern counties of the Diocese of St. Petersburg (DOSP) to have a Catholic high school option to educate their children. At the time, it was the first new Catholic high school that opened in the Diocese of St. Petersburg in almost 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.

ALMA MATER

HAIL, ALMA MATER,
GOLD AND BLUE,
WE SING OUR LOYALTY TO YOU.
AS A CHILD OF GOD,
WE STAND WITH THEE,
WITH BELIEFS AND SERVICE AND INTEGRITY.
Domine, dirige nos
OH, BISHOP MCLAUGHLIN HIGH!
OH, BISHOP MCLAUGHLIN HIGH!
IN GOD WE GLORIFY.

ACCREDITATION AND AFFILIATIONS

BMCHS is accredited by Cognia, the international accreditation agency that includes the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and the Northwest Accreditation Commission (NWAC). Membership is maintained in the National Catholic Education Association (NCEA), Association of Supervision and Curriculum Development (ASCD), Florida High School Athletic Association (FHSAA), and the National Association of Secondary School Principals (NASSP).

CIVILITY POLICY

In order to provide a safe, caring, and orderly environment:

- 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 of a student at BMCHS 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 goal of the

school's philosophy, parents/guardians and students must agree with and support the mission of the school.

BMCHS may dismiss any student whose behavior conflicts with the mission and values 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, DOSP Code of Conduct for Parents/Guardians, or otherwise at odds with BMCHS mission, core values, and respect for others.

BMCHS ADMINISTRATIVE STAFF

School Phone: 727-857-2600

Mr. Jay Bowen, Director of Athletics, x.224
Mrs. Debra Burnett, Receptionist/Administrative Assistant, x.221
Mrs. Paige Cargioli, School Counselor (grade 9 and 10), x.252
Ms. Emma Caylor, Athletic Trainer, x.287
Mr. Weston Dell, Dean for Student Growth, x.803
Mr. Stephen Eschenfelder, Director of Campus Ministry
Mr. Matthew Geiger, Director of Guidance and Counseling (grade 11 and 12), x.232
Ms. Jennifer Harris, Scholarships Coordinator and Executive Assistant to the Principal, x.222
Mr. Tom Heironimus, Director of Finance, x.818
Ms. Danielle Hodgson, Food Service Manager, x.241
Ms. Melissa Hyppolite, Director of Marketing and Communication, x.234
Ms. Beth Marcinka, Administrative Assistant and Office Manager, x.249
Mr. Alex Marsaglia, Director of Information Technology, x.507
Dr. Benjamin Moore, Principal, x.222
Mr. William (Bill) Potosky Jr., Director of Enrollment, x.244
Mr. Gary Schlereth, Assistant Principal, x.251
Mr. Resty Torres, Director of Facilities, x.293

Please check the [school website](#) for a listing of our faculty/staff, including email contact information.

HOW TO ADDRESS YOUR CONCERNS

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

- **First, contact the teacher** if you or your child has a concern involving grades, schoolwork, or classroom behavior. Monitor Canvas and the [FACTS Family Portal](#) to keep track of your student's progress. Emails will be responded to within 24 hours during the school work week.
- If this does not resolve the concern, contact the **Department Chair or Guidance Counselor**.
- If still unresolved, contact the **Assistant Principal**.

CONTACTS

- **Assistant Principal** – Academics, Curriculum & Instruction, Exceptional Student Education (ESE) Program, Student Support Plan (SSP), ACT/SAT Accommodations, Title Programs, Student and Exchange Visitor Information System (SEVIS) for International Students
- **Dean of Students** – Student Affairs and Activities, Student Parking, Lockers, Detentions, Discipline, Attendance, Tardies, Dress Code, and ID Card Replacement
- **Director of Guidance and Counseling** – Canvas, FACTS/RenWeb, Grades, Graduation Requirements, College Counseling, Personal Counseling, Standardized Testing, Transcripts, Careers
- **Director of Athletics** – Athletic Eligibility, Florida High School Athletic Association (FHSA) Guidelines
- **Director of Facilities** – Facility Rentals (Diocesan or Partnership Schools), Facility Maintenance, Emergency/Crisis Procedures

GENERAL SCHOOL POLICIES

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

Enrollment as a student at BMCHS implies the willingness of parents/guardians and students to comply with the policies and regulations of the school. All students are on probation during the first semester of each academic school year, and BMCHS reserves the right to dismiss any student who fails to respect these regulations or who otherwise, by conduct or neglect of study, does not adhere to the standards of the school. This policy extends not just to the student, but the family. BMCHS operates in loco parentis. Please refer to the published Civility Policy for expectations and guidelines. The school reserves the right to amend, modify, or delete policies or procedures in this handbook as it deems appropriate for the operations of the school.

ACADEMICS

CURRICULUM

The curriculum of BMCHS 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 framework to prepare students for the future. BMCHS embraces Standard-Based Grading, where students are graded on demonstrated learning and mastery of standards.

CURRICULUM GUIDE

The guide can be accessed [here](#). Dual Enrollment classes have an additional cost. Please contact the Guidance Office for further information if needed.

GRADUATION REQUIREMENTS

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

GRADUATION POLICY

In order to participate in the Graduation Ceremony, a student must fulfill all 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. The fee associated with graduation and senior activities is \$200.00. Any senior who has not met all his/her financial obligations will not be able to sit for exams. Seniors not fulfilling graduation requirements, including community service hours, will not receive a diploma or final transcripts until requirements are met. In order to earn the honor of being the Valedictorian or Salutatorian, a student must have attended BMCHS for at least six (6) semesters and earned a minimum of 28 credits.

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

Please contact the Guidance Office for further information if needed for the [Florida Bright Futures Scholarship Program](#).

MINIMUM COURSE LOAD

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

FLORIDA VIRTUAL SCHOOL (FLVS) AND CATHOLIC VIRTUAL

A diploma from BMCHS 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. Please note, if a student is on a scholarship this may affect the number of online classes completed per school year.

Once enrolled, students are required to take all original credit for graduation requirements at BMCHS. A student must have received a failing grade for a semester course before retaking the course in virtual school after written guidance approval. Students who receive failing grades in required subjects must make up those credits during the summer immediately following the failure. The higher grade will be recorded.

Students who want to take a course not offered by BMCHS in an alternate format may do so only with the written approval of the Guidance Department. Algebra 1, Geometry, and/or Algebra 2 must be completed on campus at BMCHS.

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. Students who fail a theology class will need to retake the class via Catholic Virtual.

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 and Dual Enrollment classes earn an extra 1.0 point when a grade is 70 or higher. The weighted GPA is used to determine class ranking for Valedictorian and Salutatorian. The weighted 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. BMCHS does not publish or calculate class ranking.

GRADING SCALE

Numeric Scale	Letter Grade	Quality Points	Honors Quality Points	AP and DE 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 (SBG)

SBG operates around the following principles:

- Every letter grade has a ten (10) point range, 50 is the lowest earned score (see above).
- Students have the opportunity to retake summative assessments. They must fill out a retake form and complete any required work. Retakes can earn up to 85%. The retake will cover the same standards; however, the retake may not use the same format as the original assessment.
- Summative assessments are worth 70% and formative assessments are worth 30% of the semester average.
- Assignments that are not turned in or not given a **diligent** effort earn a grade of ZERO.

All missing or incomplete work must be turned in by the due date set by the individual teacher.

Semester exams will be graded on a 0-100% scale and are worth 20% of the semester grade.
No retakes are available on semester exams.

DILIGENT STUDENT EFFORT DEFINED

Diligent behavior is indicative of a work ethic, a belief that work is good in itself. Diligence is carefulness and persistent effort or work. A “diligent effort” means working to one’s potential.

GRADE FORGIVENESS

Grade forgiveness offers a student the opportunity to retake a limited number of semester courses for a higher grade. Grade forgiveness can only be requested for a semester course in which the original grade was a “C” or lower. A student may retake up to three (3) semester courses to replace a grade previously earned in a course. The student must complete and submit a Grade Forgiveness Request Form for each semester course to be repeated. Approval is required by the Director of Guidance and the Assistant Principal.

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.

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 each semester, the student will receive a semester grade. Semester grades are based on semester-graded assignments worth 80%, and the semester exam worth 20%. If a student receives a failing semester grade, they will have to make up that ½ credit through approved coursework, FLVS or, Catholic Virtual.

SEMESTER EXAMINATIONS

In cases of emergency, a student may make-up a semester exam only with a doctor’s note of illness or permission of the administrator. If an exam is to be withheld due to outstanding financial obligations, the student and parent will be informed prior to exams. Semester exams are not subject to retake policy.

SENIOR FINAL EXAM EXEMPTIONS

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

- Only year-long courses are eligible for exemption status.
- Students must have a minimum 90% average for the year.
- 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

Theology semester exam exemptions are available for all grade levels. To qualify, all students must end the semester with an “A”; participate in their Class Spiritual Retreat and St. Charles Borromeo Day (during the school week/hours); and complete and record 25 service hours per year to meet the 100-hour graduation requirement. Student service hours are recorded on [X2VOL](#).

COLLEGE VISITATIONS

Four (4) days for college visitation during school time are reserved for juniors and seniors in good academic standing. Students must complete the [college visit form](#) to request an excused day off campus in order to visit a college/university. Students are expected to return to school with evidence of the

completed college visit, e.g., a letter or email of confirmation from the admissions office. These should be submitted to the Assistant Principal/Dean upon return to BMCHS from the college visit. Documentation is required if applied to Senior Final Exam Exemption. No visits are permitted after March 15th without prior approval by the Director of Guidance and Assistant Principal or Dean.

HONOR ROLL

Academic honor rolls are based on a weighted GPA and are separated into the 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. Student applications are required to be considered for membership. Invitations for membership will be distributed each January of Semester 2. Students must qualify for membership and maintain qualifications to remain in honor societies.

ACADEMIC ALERTS

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 Canvas. 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 he/she receives a 1.99 semester GPA or below grade point average (GPA) or has one or more failures in a semester. The student may be placed on academic probation at any time during their academic career and remain on academic probation until notified by the school administration.

If the student is a member of an honor society, the student will be placed on probation or discharged from the honor society.

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 Administration, Guidance Department, and Theology Department Chair.

Students who do not make-up failed 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 makeup work for any failure(s) or incomplete grades earned in any Theology courses.

ATTENDANCE POLICY

When a student is tardy, absent, or needs to sign out before the end of the school day, the parent or guardian must email frontdesk@bmchs.com prior to 8:30 a.m. As a safety precaution, if a student is absent and the parents have not notified the school, the school will attempt to contact the parents.

Unless otherwise noted, absences will be recorded as unexcused. Absences will be excused for the following reasons:

An absence, a tardy or early sign out will be excused if caused by one of the following reasons:

- A. The student is ill or injured, with supporting documentation.

- B. There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
- C. There is a death in the immediate family.
- D. The student attends religious instruction or there is a religious holiday in the student's own faith.
- E. The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the Principal.
- F. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the Principal at least five days prior to the absence.
- G. The student has a scheduled medical or dental appointment. It is recommended, when possible, to schedule appointments outside of school hours, so students do not miss instruction.
- H. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of three (3) excused days for each infestation of head lice unless extended by the principal.

Students on field trips are not considered absent.

Families may request an excused absence by emailing the Dean/Assistant Principal. Please note that excused absences will only be granted for extreme circumstances that necessitate absence from school.

Students out of school for an approved period of time due to a medical concern may be recorded as "Present-Medical" if they successfully cooperate with the school in a distance learning program. Approval for the extended time away from school will only be granted with medical documentation approved by a school administrator.

In the case of prolonged medical absence, three or more days, students should contact their teachers for missed work. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

If your child is going to be out for any length of time due to a family commitment, please pick up the prearranged absence form from the receptionist and return the completed form to the office at least a week in advance. It is the student's responsibility to obtain all assignments prior to their absence.

To review student's attendance codes, dates of absence, and total absences, login to the [FACTS Family Portal](#), click on "Student", then select "Attendance".

Any student who is not in attendance at least four (4) academic periods during the school day 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. It is the student's responsibility to speak with his/her teacher regarding missed assignments/makeup 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 check Canvas for missed assignments. If work is not made up by the deadline specified by the teacher, the work is recorded as a zero (0).

The [school calendar](#) is distributed and posted online for families to aid in their planning of family vacations. BMCHS encourages families to plan vacations during scheduled school vacations. **Family**

vacations are not excused absences and will be included in the student's total number of absences.

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

IMPORTANT: Requirements for Scholarships Offered by the State of Florida

Students must abide by the attendance policy of the eligible, participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship. Scholarship students are also expected to maintain regular school attendance and be in good standing with the private school's existing attendance policy. According to [FLDOE guidelines for private schools, Rule 6A-1.09512, F.A.C.](#) - **in order to meet the compulsory attendance requirements, a student must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours, regardless of grade level.**

For a student to maintain good standing with the existing attendance policy, attendance is required for a minimum of 170 actual school days. Field trips are considered school business and do not count as an absence.

TARDINESS TO SCHOOL

The entrance bell rings at 7:45 a.m. Lobby doors are locked at 8:00 a.m. Once the Lobby doors are locked students will need to be buzzed in and sign in at the front desk to obtain a tardy pass. Students are required to be in their seats by 8:00 a.m. When a student is tardy, absent, or needs to sign out before the end of the school day, the parent or guardian must email frontdesk@bmchs.com prior to 8:30 a.m. Students who have excessive unexcused tardies will face disciplinary consequences. Tardies are calculated on a semester basis. Tardiness to school will only be excused by a doctor's note, pre-approval, or significant extenuating circumstances.

Consequences for Tardies to school

01-04 tardies: signing in tardy after the entrance bell is a verbal warning
05 tardies: after-school detention, notification of parent
10 tardies: suspension pending parent conference
15 tardies: one (1) day out-of-school suspension
20+ tardies: suspension pending parent conference, possible attendance probation

TARDINESS TO CLASS

Unexcused tardiness to class during the course of the academic day will be recorded by the classroom teacher. Upon the third tardy to class, the student will receive a Dean's detention with notification to the parent.

EARLY DISMISSAL

Students may leave school early with permission from a parent or guardian. Any adult picking up a student must be listed on the student's emergency medical card. Please email for exceptional circumstances. Please note that students with excessive early dismissals may be subject to administrative intervention.

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 at least half of the regular school day. In extenuating circumstances, a student or his/her parent/guardian may appeal to the Assistant Principal/Dean to resolve attendance issues. FLDOE requires students to maintain regular attendance for a minimum of 170 actual school days with the required instructional hours, regardless of grade level.

Seniors who are not present for the minimum number of school days may not be granted early dismissal at the end of the school year if they receive a Florida Tax Credit Scholarship. The state of Florida requires a minimum of 170 actual school days with the required instructional hours, regardless of grade level (see below).

ATTENDANCE CORRECTIVE ACTION PLAN

Students often require assistance in developing the knowledge, skills, and attitudes necessary for effective life management, and academic/professional success. Research and our own data have revealed a strong correlation between regular school attendance and academic achievement. Our goal is to identify students at-risk for attendance as early as possible in the school year, and to provide targeted tiered intervention in support of improved attendance, achievement, and life management skills.

When a student reaches five (5) unexcused absences in a semester, administration will review the case and conference with the student. If deemed appropriate, the student may be placed on attendance probation in order to address attendance concerns.

Florida law (Section 1003.26, Florida Statutes) specifies steps for enforcement of regular school attendance. It is the responsibility of the school district superintendent to enforce school attendance of all children who are subject to compulsory school age requirements. The responsibility includes:

- *Develop policies and procedures to ensure that schools respond in a timely manner to each unexcused absence, or absence for which the reason is unknown.*
- *Contact the home for every unexcused absence or absence for which the reason is unknown, to obtain parent justification for the absence.*
- *Evaluate each justification and based on district policy, determine whether the absence is excused or unexcused; if excused, allow the student to make up assigned work without academic penalty.*
- *Track excused and unexcused absences.*
- *Identify and refer students who may be developing a pattern of nonattendance to the school child study team for intervention services.*
- *Schedule a meeting with certain identified parents to discuss their child's attendance.*
- *Implement prevention and intervention strategies to address truancy and attendance issues as required for drivers' licenses and related requirements for habitual truants.*
- *Send a notice to the superintendent of schools regarding patterns of nonattendance for specific students.*

NEEDS ASSESSMENT & PARENT INVOLVEMENT

We recognize that parent involvement is vital to a child's academic success. Phone calls, letters, parent meetings at school, and home visits will be utilized to inform parents of their child's attendance status and proactively encourage cooperation in support of progress. Emphasis will be placed on helping parents understand how a healthy home environment, which includes time for sleep and study, supports academic success.

Our instructional approach to attendance intervention is based upon the following principles:

- Positive reinforcement produces long-term change.
- Negative consequences can increase the frequency of tardiness and absenteeism.
- Life and time management skills can be taught and learned.
- Attendance improvement must always be reinforced no matter how long it takes.

In consultation with the Guidance Department, targeted students will develop attainable short-term attendance goals. Daily attendance will be tracked, creating a positive accountability system in support of short and long-term change. Regular contact with the Assistant Principal/Dean or Guidance Counselor will reinforce the student-school relationship and provide the student with an expanded support network.

SICKNESS DURING THE SCHOOL DAY

If a student becomes ill, the student should obtain a pass from the teacher and come to the office. The receptionist will call home and log the incident. If a student driver is determined by school personnel to be too sick to drive, the parent/guardian will be notified to pick him/her up.

SIGNING OUT FROM SCHOOL

Parents/Guardians must submit a note for their student(s) to sign out early. When a student needs to be dismissed early from the school day, the parent or guardian must email frontdesk@bmchs.com. Students who are picked up must be signed out in the office by their parent/guardian, and student drivers must sign out prior to leaving campus. **No early dismissals will be granted during Mass or school-wide assemblies without the approval of the Assistant Principal or Dean.**

CAMPUS MINISTRY

The Campus Ministry Program at BMCHS 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 actively participate in the various Campus Ministry activities such as community outreach projects, Mass, and other liturgical celebrations. BMCHS has participated in regional and national faith-based activities, such as Night of Joy, March for Life in Washington D.C., Florida March for Life, National Catholic Youth Conference (NCYC), and Mary Help of Christians (MHC) Pro-Life Rally.

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 “supervisors” on your reporting form.

Community Service Hours are overseen by Campus Ministry and the Theology Department.

APPROVED NON-PROFIT SERVICE HOURS

Where the student provides direct service to such as:

- 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; Blood Donation.

- Underprivileged – Examples: Food Banks; Rescue Missions; Tutoring Disadvantaged; Boys & Girls Club.

All students must complete a minimum of 25 community service hours per year. To be eligible to graduate, seniors must have completed a minimum of 100 hours of community service prior to April 30th of the graduating year.

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 the Director of Campus Ministry.

SERVICE OPPORTUNITIES NOTIFICATION

Notification of parish and community service events are emailed throughout the school year.

SUBMISSION OF SERVICE HOURS

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

1. Submit your service hours online using [X2VOL](#).
2. For more information about submitting hours, please see a Theology Teacher or Director of Campus Ministry.
3. 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 Director of Campus Ministry before beginning volunteer work.
4. Complete and submit documentation forms for summer hours by September 1st of each year.

MASS ETIQUETTE

1. **No food or drink is permitted in the EDPAC or chapel.**
2. **Gum is NOT ALLOWED in the building.**
3. **Dress appropriately.** As Catholics, we believe that God comes down to meet us at every Mass. Each student is to wear their Mass Day uniform.
4. **Cell phones should never be used during Mass. When we enter and leave Mass always genuflect toward the Altar.** Christ is present for our sake. By allowing our right knee to hit the floor, we acknowledge He is our Lord and God. If someone is physically unable to genuflect, then a bow is sufficient. During Mass, if you pass in front of the altar or tabernacle, bow reverently.
5. **Please be quiet while in the EDPAC or chapel.** Once you enter the EDPAC or chapel - it is not the time or place to visit with those around you. Remember that your conversation might be disturbing someone who is in prayer, which is much more important.
6. To show the reverence due to God, proper posture is essential at Mass. No slouching and NO sleeping is permitted. Full attention is to be given during the entire Mass. (Note: proper posture, no sleeping, and full attention is required at all functions and presentations in the EDPAC.)
7. **Bow before receiving Holy Communion.** You are receiving your God. Show your respect with a bow of the head. This is an ancient practice that has continued to this day.
8. Sit and stand at the proper times during the Mass.
9. If you are unable to receive the Eucharist for any reason, whether that be a personal choice or if you are not Catholic, please **DO NOT receive the Eucharist**. If you are not receiving, please come up during communion and cross your arms over your chest. You will receive a blessing.
10. If you must use the restroom during Mass, you must obtain permission from an Administrator or a teacher. Permission to use the restroom is only granted for the restroom in the main office, not restrooms in the school.

STUDENT CODE OF CONDUCT

BMCHS 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 the Assistant Principal/Dean.

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 awareness for others. Administrators and teachers always seek to treat students with kindness, compassion, and love.

Every student represents BMCHS both ON and OFF campus, including on social media. Behavior that contradicts the core values of BMCHS demonstrates that the student does not wish to remain a member of our school community. A student who engages in conduct or behaviors that is detrimental to the reputation of the school may be disciplined by school officials. Possible consequences could range from suspension to dismissal.

CELL PHONE, SMARTWATCHES, AND WIRELESS EARBUDS POLICY

Cell phone, smartwatches, and wireless earbuds use are permitted in non-classroom areas with certain exceptions, such as **Mass** and the **EDPAC**. Cell phones are prohibited in restrooms and locker rooms.

Headphones are not allowed on campus. In any event, students must follow teacher directions regarding policies and procedures; **this includes wireless earbuds usage.**

Cell phones are to be kept in one's locker or backpack during class. Cell phones, earbuds, smartwatches, or any other electronic device are not permitted to be used in classroom settings without the explicit permission of the teacher for academic use in class. Cell phones are not to be used during all class time, including when students are walking the hallways to use the restroom, go to the office, etc. Faculty and Administration reserves the right to confiscate cell phones during the school day when deemed necessary. If a phone is confiscated, notification will be sent to parents and guardians.

- First Offense: The electronic device may be confiscated by the staff member and given to the school office. The device will be returned to the student at the end of the day.
- Second Offense: The electronic device will be given to the office. The student's parent or guardian may be requested to come pick up the device. The student will be assigned a detention.
- Third Offense: The student must turn in the electronic device to the office in the morning and pick-up in the afternoon for five (5) days; parents will be notified.
- Fourth Offense: The student must turn in the electronic device to the office in the morning and pick-up in the afternoon for the remainder of the semester; parents will be notified.

Note: Students are responsible for the care of their devices should they decide to bring them on campus. BMCHS is not responsible for any damage that may occur to devices while on campus.

Wireless earbuds are permitted in certain school areas (the lobby, during break, lunch in the dining hall, and between classes). One ear must remain free of accessory at all times during authorized use. **Headphones are not allowed and will be confiscated.** Any additional offenses will result in suspension pending conference for willful disobedience and a possible cell phone ban for that student.

ANY SOCIAL MEDIA ACCOUNT created by students or employees of BMCHS that represent **BMCHS** must be approved by the Faculty Moderator and BMCHS Administration prior to creation. This includes social media accounts representing BMCHS teams, clubs, classes, or any social media account that uses BMCHS logo(s) or otherwise infers an affiliation with BMCHS. Upon approval, social media accounts will be created and administered by the Director of IT. Permitted users will be considered "editors" and are the only person allowed to post or edit content on the social media site. Editors are

expected to act carefully and responsibly to protect the image and reputation of BMCHS. Editors are not allowed to change the account access information without approval from the Director of IT.

FOOD AND DRINK

Food and drinks are limited to the dining hall and are not allowed in the classroom. Items will be confiscated and disposed of. However, BMCHS recognizes the need for proper hydration; therefore, water is allowed in classrooms. **Gum is NOT ALLOWED in the building.** If a student has gum, please dispose of it properly.

PUBLIC DISPLAY OF AFFECTION

Each student is to be respectful of others. Public displays of affection are not allowed. This includes, and is not limited to, handholding, embracing, hugging, and kissing on campus, etc., as this conduct is inappropriate in a school setting.

LUNCH BEHAVIOR:

Students are expected to maintain respectful and orderly behavior in the lunchroom. Students are expected to be present either in the cafeteria or in a teacher's classroom, with their permission. Students must clean up their area at the lunch tables. Failure to comply may result in disciplinary consequences.

RESTROOM BEHAVIOR

Students are expected to use the restroom as it is designated, not as a hangout. Inappropriate behaviors will receive disciplinary consequences and/or may limit student use of restrooms to a designated restroom facility in the school office. Students must use the classroom's designated hall pass when using the restroom. Students must sign in and out of the classroom when using the restroom. Students are not permitted to use the restroom in either the first ten minutes or the last ten minutes of class. Excessive bathroom use may result in referral to the Dean of Students.

TEACHER DETENTIONS

Teachers may assign detentions. Failure to attend teacher detentions will be categorized as non-compliance and be referred to the Dean.

BATTERY

Battery is the act of physical force or use of violence by an individual against a school system employee, volunteer, or student with or without provocation. The actual reckless or intentional touching, striking, or hitting and/or attempt to recklessly or intentionally touch, strike, or hit a school system employee, volunteer, or student with any portion of the actor's person or with any object against the will or without the permission of the victim. A finding of battery must be serious enough to warrant consulting law enforcement and result in serious bodily harm. Instances of battery on a student or an adult will result in administrative consequences of at least a suspension and potential expulsion dependent on the severity.

FIGHTING

Fighting is the act of two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury requiring first aid or medical attention. Instances of fighting on a student or an adult will result in administrative consequences of at least a suspension and potential expulsion dependent on the severity.

DISRUPTIVE BEHAVIOR

Inappropriate behavior that leads to disruption of the classroom environment will result in intervention. Continual disruptive behavior may lead to referral to the Dean of Students for further disciplinary consequences.

CLASSROOM/CAMPUS BEHAVIOR

Students are expected to act appropriately and respectfully at all times in and out of class in line with the school's civility policy. Students are expected to follow the instructions given by teachers and maintain order while on school grounds. Inappropriate behavior that does not meet these expectations will result in

referral to the Dean of Students. Consequences may vary from detention to suspension depending on the severity of the incident.

SAFETY IN PRIVATE SPACES

The school complies with the requirements of §553.865, Florida Statutes, “The Safety in Private Spaces Act”, which is consistent with the teaching and tenets of the Catholic Faith. Except where facilities are specifically designated as unisex, the school’s bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

SCHOOL DETENTIONS

After school detentions will take place on Tuesdays and Thursdays from 3:00 to 3:30 p.m. through the Dean, unless otherwise changed. Teachers, Administrators, Coaches, and Directors have the ability to assign detentions. Students must serve the detention within one week of the detention being assigned. Students must present the detention form with a parent or guardian’s signature and must serve the detention on time. Failure to serve the detention within one week may result in additional consequences.

Exceptions may be made by the Dean and Administration under extenuating circumstances. If your student is assigned detention and you wish to make alternative arrangements due to a doctor’s appointment, etc. you need to contact the Dean. Please be aware that athletics practice is not a reason to leave early or to reschedule detentions. Detentions are assigned via FACTS SIS and families are notified via email.

Upon receiving a third after-school detention, students will be assigned a Saturday detention. Saturday detentions will take place on the first Saturday of the month unless altered by the Dean. Saturday detentions will take place from 8:00 to 10:00 a.m. at the school. Saturday detentions may also be assigned as a consequence by the Administration when deemed appropriate. If a student needs to delay the serving of the Saturday detention, communication must occur prior to the detention date. Failure to serve a Saturday detention will result in in-school suspension (ISS) or out-of-school suspension (OSS).

OUT-OF-SCHOOL SUSPENSION

Any student who receives an out-of-school suspension is expected to complete ALL assignments. Makeup work may earn up to full credit. The student must meet with the teacher upon returning to school to establish a due date for work. Students who are suspended from school are not allowed on the 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. If a suspension occurs on a Friday, weekend events or school activities are likewise off-limits. Repeated behaviors that are deemed by the school to be a pattern of disruptive behavior may be subject to further discipline.

HONOR CODE VIOLATIONS

Honor code violations can occur during testing or daily schoolwork. Honor code violations can be procedural or intentional. Plagiarism, copying, or failure to cite are examples of claiming work that is not your own. Likewise, accessing digital media or talking during an exam are procedural and will result in your test being automatically invalidated. Any invalidated assignment will result in a 0% grade, and the student may be required by the instructor to make up the assignment for minimal or no credit. Students in honor societies who have honor code violations will be placed on academic probation and may have their membership revoked. The second 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. Honor code violations are logged as behavior incidents and are calculated over the course of the student’s years at BMCHS.

When You Need to Cite

- When you include any ideas, quotations, diagrams, images, video, or audio in your work that are not your own.

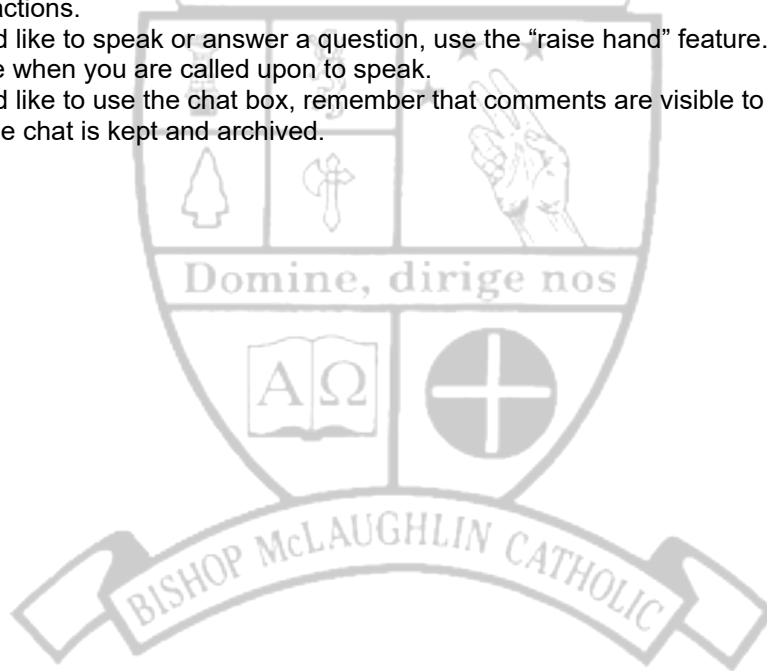
- When you present specific information, such as statistics.
- When you include any information that is not generally agreed upon by scholars or is considered controversial.

Why cite?

- To give proper credit to the ideas you have referenced.
- Scholarly research always involves building on the ideas of other researchers. Citations are a way to show appreciation for the time and effort of fellow researchers.
- To make your sources easily identifiable.
- Other scholars may want to use some of the same sources you did or check your sources to make certain your research is well-founded. Proper citation style will ensure that your sources can be easily identified.

VIRTUAL CLASSROOM ETIQUETTE

- Regular school policies, procedures, and expectations also apply in the virtual classroom.
- Appropriate classroom behavior is expected in the virtual classroom.
- Always maintain RESPECT in speaking, writing, and appearance when online.
- Video must remain ON to promote focus and to assist students to remain on task.
- Keep audio on MUTE until you are requested to speak. This will help limit background noise and audio distractions.
- If you would like to speak or answer a question, use the “raise hand” feature. Then unmute your microphone when you are called upon to speak.
- If you would like to use the chat box, remember that comments are visible to all attendees, and a record of the chat is kept and archived.



**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:

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

I. Definitions

- 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.
- 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.
- 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.
- 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.
- 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.
- The definitions hereunder apply to any student who either directly engages in an act of bullying and/or harassment, or who, by their behavior, actions and/or conduct, supports 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:

- that occurs on school premises at any time;
- during any educational program or activity conducted by the DOSP or the School;
- during any school-related or school-sponsored program or activity;

- that occurs on any bus or vehicle as part of any school activity; or
- 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;
- through an incident of alleged bullying and/or harassment may occur off of BMCHS 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

Each student, parent, and/or any other members of the BMCHS 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 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.

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:

- jokes which have sexual connotations either explicit or implied;
- remarks which demean a person based on gender;
- any touching of the private areas of the body of others;
- any unwanted touching prompted by gender; and
- any verbal contact prompted by gender.

This list is not exhaustive but is 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. BMCHS will take immediate and appropriate action in cases involving sexual harassment.

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 and may be referred for suspension or expulsion.

INTOXICANTS OR CONTROLLED SUBSTANCES

Intoxicants or other controlled substances of any kind, including, but not limited to, drugs, tobacco, e-cigarettes or vapes, 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 a 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. See the section on "Medication" and follow the procedures.

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.

For purposes of BMCHS policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco. The use of electronic cigarettes, vaping, or other substitute forms of cigarettes or other smoking devices shall constitute the use of tobacco. Violators may be subject to suspension or expulsion and are subject to any action deemed appropriate by civil authorities for violation of the law.

The use of tobacco or any intoxicants within any indoor facility or outdoor area owned, leased, contracted for, or used by BMCHS or the Diocese of St. Petersburg is prohibited. This includes the parking lot, practice field, playground, athletic field, stadium, venue, and all open areas owned, leased, contracted for, or used by BMCHS or the Diocese of St. Petersburg.

The use of tobacco or any intoxicants in any vehicle owned or operated by BMCHS or the Diocese of St. Petersburg, including, but not limited to, school buses, vans, trucks, and cars, is prohibited. Likewise, the use of tobacco or any intoxicants in private vehicles on school campus is also prohibited.

TRUANCY OR LEAVING CAMPUS WITHOUT PERMISSION

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 or leaving campus without permission is subject to disciplinary actions as determined by BMCHS administration.

WEAPONS

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

DRESS CODE REQUIREMENTS

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 and must be clean and fit appropriately (outgrown uniforms must be replaced). Administration reserves the right to determine the fitness of attire, hairstyles, or personal grooming. Administrative decisions are final.

If a student comes to school out of uniform, the school will NOT provide uniform items to wear. The student will have to call home and have said uniform items delivered to the school. Disciplinary consequences are assigned for dress code violations.

All Mass and regular uniform items must be embroidered (PE attire, screen-printed) with the school logo and must be purchased through [Risse Brothers Uniforms](#) located at 4228 North Armenia Avenue Tampa, FL 33607, 813-282-8338. Uniform attire descriptions are available at www.rissebrothers.com.

Mass Uniform Attire (for designated Mass Days/Special Events)

- White Oxford dress shirt (boys) or white blouse (girls) or white polo shirt (boys/girls) with school logo.
- Navy long pants (boys/girls) or navy skort with biker shorts (girls).

- Navy cardigan or sweater (no other BMCHS outerwear is permitted in EDPAC during Mass or special events).
- **Students who are not in Mass uniform on designated days will be assigned detention.**

ON MASS UNIFORM DAYS, STUDENTS MUST WEAR MASS UNIFORM ALL DAY

Regular Uniform Attire

- **Students must wear a school polo and school bottoms as specified:**
 - Gold polo shirt (boys/girls) with school logo.
 - White Oxford dress shirt (boys) or white blouse (girls) or white polo shirt (boys/girls) with school logo.
 - Gray polo shirt (boys/girls) with school logo for SENIORS ONLY.
 - Navy shorts or navy long pants (boys/girls) or navy skort with biker shorts (girls).
- **All BMCHS outerwear MUST be navy blue, grey, or white without a hood and with the school logo. A school polo must be worn under outerwear.**

Physical Education (PE) Attire for all PE, Life Fitness, and Dance Classes

- Dri-fit gym shirt and shorts with logo or "Hurricane" sweatpants.

Science Lab Attire Students may wear navy long pants or "Hurricane" sweatpants.

General Uniform Guidelines

- **Hemlines shall be no shorter than 2" from the bend of the knee and may NOT be rolled.**
- **Male students must not be showing undergarments past their shorts. Male students may NOT roll or fold up their shorts. Administration may ask a student to obtain longer shorts if deemed to be inappropriately short.**
 - **Students who do not wear uniform shorts and/or skorts correctly, meeting the uniform guidelines, will be required to wear long pants.**
- All polo shirts must be tucked in at all times. Students wearing pants or shorts are required to wear a belt. All belts must be black, brown, navy, or white.
- Socks: Solid color, matching socks must be black, brown, navy, gray, white, or beige. Reasonable colors, trims, or patterns are allowed. Socks must be visible while shoes are on feet.
- Shoes: Uniform shoes must be solid colored, laced, athletic, dress, or casual shoes in black, brown, navy, gray, white, or beige. No bright fluorescent colors, trims, or patterns are allowed. Shoes with fuzzy material (i.e. Uggs) are not permitted. All shoes must have a back and be closed-faced.
- Students may purchase BMCHS letter jackets from [Letter Jacket Source](#).
- Head coverings of any kind (including hats, caps, bandanas, or scarves) and blankets are prohibited on campus during the school day.
- No spandex, leggings, tights, or pantyhose are permitted.
- **No holes or ripped jeans are permitted on dress down days.**
- **Midsections/midribs must be covered.**
- 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.
- Make-up, nail polish, and earrings are acceptable for female students ONLY.
- Visible tattoos and body piercings are prohibited. This includes nose piercings.
- Attire displaying alcoholic beverages, obscenities, sex, drugs, politics, represents disloyalty or denigrates our country, Church, any other religion, individual, or class of individuals is prohibited.
- **Appropriate attire for certain semi-formal events such as banquets, senior event practices, or other specified occasions is defined as "professional business" (i.e., no t-shirts, shorts, jeans, flip-flops, short dresses/skirts, strapless/thin-strapped dresses or tops.**

Fridays are designated as "Student Activity Spirit Wear." Students may wear BMCHS sports, club, spirit, honor society, or student organization polo, tee, hoodie, or jersey with regular uniform bottoms.

DRESS DOWN DAYS

On occasion, a "Dress Down Day" may be sponsored for purposes of school-wide incentive or student organization fundraising. Students may wear non-uniform tops, bottoms, and shoes on these days. This apparel cannot be distracting to the classroom environment. All dress down attire must be school appropriate. Administration reserves the right to ask a student to change clothes if certain apparel is not school appropriate.

Students should practice good hygiene and keep their hair neat, clean and well-groomed. No distracting, unusual, or unconventional hairstyles or hair colors are permitted, and administrative decision is final.

When a student is instructed by a school administrator to change hair color, hair style or to get a haircut, failure to comply will result in the student being assigned to ISS or sent home until the hair is within BMCHS guidelines.

For males, hair should be a conservative cut that is out of the eyes, off the face, and shall be no longer than the top of the shirt collar.

Male students must be clean-shaven daily. Students who violate this rule may be asked to shave immediately. BMCHS will provide shaving items.

CONSEQUENCES FOR DRESS CODE VIOLATIONS:

First Offense

- conference with student
- notification of parent/guardian
- detention assigned by teacher or administrator

Second and Subsequent Offenses

- conference with student,
- notification of parent/guardian,
- in-school detention or other consequences as determined by administrator

Repeated violations will be deemed "willful disobedience" and may warrant additional action.

SCHOOL EVENTS

Students are expected to dress appropriately while on campus and at any school functions, including field trips. No cut-offs, cropped tops, sleeveless shirts, yoga pants, leggings, short shorts, etc., are permitted. Students represent BMCHS and are expected to dress and act within school norms.

FORMAL DANCE GUIDELINES

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

- Dances times are 7:00-10:00 p.m. Students and guests must arrive at the dance no later than 7:30 p.m. and may leave the dance no earlier than 9:30 p.m.
- Students and their guests will check in when they arrive at the dance. Guests who are not BMCHS students must provide a 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 a documented BMCHS guest approval form on record. **BMCHS guests are limited to HIGH SCHOOL students only.**
- Students must complete the appropriate guest approval form for any non-BMCHS guest students. Guests are subject to administrative approval.
- No student or guest will be permitted to leave the dance before the specified time without administrative approval.
- Students and guests are expected to follow the policies, rules, and guidelines of BMCHS. This means that no students or their guests may consume alcoholic beverages or any illegal

substances before, during, or after the dance. Students and their guests may be subject to either random sobriety and/or breathalyzer tests.

- If a BMCHS student or guest is suspected to be under the influence of alcohol or 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 clothing or leave the dance. Refunds will NOT be given.

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 are required.
- Questionable dresses must be pre-approved by Administration.

Males:

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

FINANCIAL INFORMATION

All arrangements regarding finances are made through the Director of Finance.

**ALL ENROLLED FAMILIES MUST REGISTER WITH
FACTS TUITION MANAGEMENT AND FACTS INCIDENTAL BILLING!**

TUITION AND FEES

Tuition and fee rates are set in early spring for the upcoming school year. Check the school website for current tuition and fee rates.

PAYMENT TERMS

Tuition payments can be made in a variety of ways: payment in full*, semi-annually, quarterly, or monthly over a ten (10) month period (July-April). **We can only accept payments from authorized users on the FACTS Tuition Management agreement.** All payments are administered by FACTS Tuition Management. *BMCHS offers a 3% discount to families who are not receiving any scholarships and who pay in full by cash or check prior to the first day of school.

TUITION AND FEES ARE NON-REFUNDABLE

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

SPORTS PARTICIPATION FEES

To offset some of the costs of running the Athletic Department, student athletes are responsible for a \$200 participation fee for each sport that he/she plays. If the student athlete plays two (2) sports, the athletic fee is \$350.00, and for three (3) sports \$500. The football athletic fee is \$300. This money will go toward costs associated with transportation, equipment, and operational supplies. Teams may also choose to purchase team gear, and this will be done as an additional cost organized by the coach. Participation packets are created at the discretion of the head coach and the needs of the sport played. As this fee is in no way intended to create a "pay to play" atmosphere at the school, if any family is in extreme financial difficulties and unable to pay the fee, we will do our best to come up with alternate ways to cover a portion of the fee due. Special consideration will be given on a case-by-case basis. To qualify, see the Director of Athletics.

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. Tuition accounts more than 30 days past due may result in the student being unenrolled or prohibited from attending classes unless arrangements have been made by the financially responsible parent/guardian with the Principal and Director of Finance. Excess school debt may result in students not being able to sit for exams, lose access to Canvas, or have access to grades and report cards blocked.

Non-curriculum related field trips are not available to students with overdue financial accounts that are more than 30 days past due and any field trip monies collected will be diverted to overdue accounts.

Overdue financial accounts will result in a student not being able to sit for semester exams until the debt is satisfied. Transcripts and/or diplomas will not be forwarded until all school obligations have been met.

FOOD SERVICE

Food service is available daily for students' morning break and lunch periods. Hot lunch is available but must be preordered through the [FACTS Family Portal](#). A menu will be published at the beginning of each month, showing the lunch options. Students must have their Student ID cards to purchase lunches or individual items in the Dining Hall. All purchases made in the Dining Hall will be charged through FACTS Incidental Billing. Cash is not accepted.

TUITION ASSISTANCE/SCHOLARSHIPS

Financial assistance may be available for parents and guardians who are unable to pay the full amount of the annual tuition.

The school recommends three sources of possible funding, the Diocese of St. Petersburg (DOSP), the Mary C. Forbes Foundation, and BMCHS managed scholarships. We also encourage families to seek other sources of financial aid. To be eligible to receive assistance from these sources, the applying student must be enrolled at BMCHS.

DOSP assistance, known as the Catholic School Tuition Aid Grant (CSTAG), is available to registered and active parishioners of Diocesan Catholic churches. The specific criteria for eligibility along with an application for financial assistance can be found at the [Diocesan Website](#). The Diocese uses the FACTS Grant & Aid Assessment service to collect financial data and to analyze need. This document must be completed online at [FACTS Grant and Aid](#). FACTS Grant and Aid 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 in the DOSP. The assistance is available to affiliated students and is based on financial need or hardship. An application, financial information, and other supporting data must be submitted to the Foundation for consideration. The application for the [Mary C. Forbes Foundation](#) grant can be accessed online. In addition, a [FACTS Grant and Aid](#) application must also be submitted.

Information on the BMCHS managed scholarships can be accessed [here](#).

BMCHS and the Diocese of St. Petersburg participate in the following state-funded scholarships: FES-EO, FES-UA, and FTC, administered by either the AAA Scholarship Foundation or the Step Up For Students Scholarship Funding Organizations. **Parents or guardians must approve the quarterly scholarship ACH disbursement to the school. If the approval is not completed, the parent or guardian is financially responsible for any monies owed for the quarter. This includes if your student withdraws prior to the receipt of the quarterly ACH distribution. If a student loses a scholarship, the parent or guardian is financially responsible for the balance.**

When the required documentation to show proof of an awarded state offered FES-EO or FTC scholarship is submitted to BMCHS in a timely manner, **as a courtesy, BMCHS credits the family's FACTS Tuition Agreement for the whole amount of the award at the beginning of the school year.** If your student withdraws, the scholarship may only cover a portion of the time attended during each quarterly disbursement. **Withdrawing in the middle of a quarterly disbursement may result in the parent/guardian becoming financially responsible for the Scholarship credit that was applied.**

Disbursement for the FES-UA scholarship can be sought by either the parent/guardian or by BMCHS. When the school seeks reimbursement, it is done **as a courtesy**, and to ease the burden on the family. **When the information required for the school to seek reimbursement is not received from the family in a timely manner, the school will be unable to offer this service, and the parent or guardian will need to seek reimbursement on their own behalf. All decisions regarding whether or not BMCHS will seek reimbursement are final.**

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

IMPORTANT: Requirements for Scholarships Offered by the State of Florida

Students must abide by the attendance policy of the eligible, participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship. According to [FLDOE guidelines for private schools, Rule 6A-1.09512, F.A.C.](#) - in order to meet the compulsory attendance requirements, a student must maintain regular attendance for a minimum of **170 actual school days with the required instructional hours, regardless of grade level.**

STUDENT LIFE INFORMATION

ATHLETIC AND EXTRACURRICULAR EVENTS

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 at the gate.
- 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 and dress are expected at all events. **Students who are disrespectful, disruptive, misbehave and/or do not follow general dress code guidelines** will be told to leave the activity and the parents will be notified.

BUS TRANSPORTATION

Bus transportation service is provided for students at an additional cost depending on the needs of the students. For more information and to sign-up for bus service visit the [school website](#).

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 consumed on the bus.
- No objects may be thrown from the bus.
- Students are expected to treat the driver with respect and follow any directions given by the driver.
- Referrals for misbehavior on the bus will be made to the administration and become part of the student's disciplinary record.

- Students may be prohibited from riding the bus for serious or repeated disciplinary problems.

CO-CURRICULAR/ENRICHMENT ACTIVITIES

BMCHS recognizes the importance of co-curricular activities in a well-rounded high school program. Participation in the organizations, clubs and activities at BMCHS 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 programs as well as the opportunity to develop new programs as the school population increases and interest grows. BMCHS sponsors each program under a faculty moderator or coach. The clubs that are offered vary each school year and are subject to change at any time.

CONTACT INFORMATION

Parents may update contact information through the [FACTS Family Portal](#). In all cases, BMCHS must be updated whenever changes occur. It is vital to ensure that all information is properly documented in case an emergency arises. **All students, including those 18 years of age and over, are expected to reside with their parents or legal guardians while students at BMCHS.**

CONSENT FOR PROMOTIONAL MEDIA

When students enroll at BMCHS, parents are required to consent to the following Promotional/Media Release:

I consent to the use of my child's name, likeness, and/or voice in any media Bishop McLaughlin Catholic High School produces. This consent is for use in both educational or exhibition purposes by the school and may be distributed both internally and externally. This consent will remain in effect until Bishop McLaughlin Catholic High School is notified in writing of any changes you wish to make.

The parent/guardian's signature serves as both a release and agreement to BMCHS Media Use 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 stepparent 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.

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 the 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.

DELIVERIES

Outside deliveries to students are not allowed. BMCHS will not be responsible for delivered items of any kind (balloons, food, flowers, gifts, etc.). Items delivered will be confiscated by the Assistant Principal or Dean.

EMERGENCY DRILLS AND PROCEDURES

The school regularly conducts fire drills and other emergency drills to ensure the safety of the school community. 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.

EMERGENCY INFORMATION

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

BMCHS will follow school or Diocese of St. Petersburg (DOSP) guidelines regarding school closures unless otherwise stipulated.

IMMUNIZATIONS AND PHYSICALS

All freshmen and students new to BMCHS 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 15th 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.

LOCKERS

BMCHS locker rentals with combination locks will be available for a rental fee (\$10) in the lobby before school, and during break, the first week of school. After the first week of school, students may see the Dean to obtain a locker. Rental payments will be invoiced via [Qgiv](#). Locks not issued by the school are not allowed and will be removed. Lockers are the property of BMCHS, and the school is not responsible for the loss of personal or unsecured items. Lockers are school property, and school personnel may inspect or search any locker at any time for any reason. After renting a locker, the student is assigned to this locker for the duration of their time at Bishop McLaughlin. Any major damage to the locker or losing the lock will result in a \$20.00 fee.

LOST & FOUND

Personal items found, 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. BMCHS and its employees are not responsible for any loss or damage to found items. Several times throughout the year, a lost and found table will be set up in the dining hall for students to retrieve lost items.

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. Prescription 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 along with the prescription from the doctor. **Students may not carry medication under any circumstances apart from prescription epi-pens or inhalers. Parents/guardians must complete and submit the [Parent/Guardian Authorization for Medication Administration at School form](#)**, and bring it to the school office along with the medication and prescription.

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/Allergic Students and Possession of Inhalers/Epi-pens (Florida School Law 232.47)

An asthmatic or allergic 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 on file with the school.

MOTOR VEHICLE AND PARKING PASSES

Parking passes are priced as follows: \$40 annually or \$20 per semester. Parking Policies and applications are available on [Qgiv](#). Students who drive **MUST** have a parking pass. Students may receive disciplinary consequences for parking infractions such as reckless driving, having no parking pass or parking in non-student areas, including visitor, handicapped, staff, and clergy parking areas. These are clearly marked.

All students who drive to school 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 BMCHS. 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 pass hanging tag visible. Parking pass tags are not transferable.
- Students should lock their vehicles while on campus.
- Students with bumper stickers or signs deemed to be inappropriate or offensive by administration will be required to remove them.
- Students are not to loiter in the parking lot upon arrival at school or dismissal at the end of the school day.
- **Once the entrance bell rings at 7:45 a.m., students must exit their vehicles and proceed into the building. Lobby doors are locked at 8:00 a.m.**
- Students may not park in visitor, handicapped, staff, and clergy parking areas.
- Students may NOT take vehicles on any other part of the campus; this includes parking in the driveway.

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

PARENT/GUARDIAN OUT OF TOWN

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 VOLUNTEERS

Parents/Guardians volunteering in any capacity must complete a BMCHS Volunteer Application. Volunteers working with students must complete the Safe Environment training and have certification of completion on file in the school office. Depending on the role you take, you may be required to have Level II screening and fingerprinting.

PARENT SERVICE HOUR REQUIREMENT

As part of the Bishop family, parents are required to support the school's mission and our students through volunteerism. Presence at school activities is one way to show support. **All BMCHS families are required to complete ten (10) hours of volunteer service per family each school year.** All hours completed should be submitted through the [FACTS Family Portal](#). Upon successful submission of all hours, parents will receive an email confirmation. Parent service hours not completed for the school year will be fulfilled and billed through the FACTS Incidental Billing Agreement at a rate of \$30/hour for the remaining balance **due on April 30th.**

PICK-UP/DROP-OFF AREAS

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

SCHOOL HOURS

The hours of the school day for students are 7:45 a.m. to 3:30 p.m. Students can be dropped off no earlier than 7:15 a.m. **Each Wednesday is an Early Release Day with a 2:00 p.m. dismissal,** and buses run as scheduled. **All students not participating in a BMCHS sponsored after-school activity, MUST have arrangements made for their personal transportation off-campus by 4:00 p.m. daily, by 2:30 p.m. on Wednesdays, and by 1:00 p.m. on noon dismissal days.**

SCHOOL SPONSORED TRIPS

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

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 BMCHS 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/prohibited matter, or goods stolen from the school or from members of the faculty or staff or 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.

SENIOR PRIVILEGES

1. Senior gray polo shirt (available for purchase through Risse Brothers).
2. College sweatshirts (not long sleeve t-shirts) during the second semester (**NO** hoodies or jackets).
3. Designated senior painting parking spaces.

There are NO OTHER senior privileges unless they are discussed with and approved by School Administrators.

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. Students are expected to carry their ID cards on their person at all times during school and at school-sanctioned events.

TEXTBOOKS AND SUPPLIES

Textbooks and other learning materials can be purchased online via the [school website](#).

THEFT

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

UNAUTHORIZED DISTRIBUTION OF MATERIALS

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

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 be listed among the student's emergency contacts. BMCHS does not have the legal right to release a student without parent consent. 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.

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/her responsibilities include: coordinating counseling services for students and families; overseeing the academic programs for the students; and handling a variety of topics 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 the 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. To schedule appointments, please complete the [guidance appointment request form](#).

PARENT/GUARDIAN APPOINTMENTS

Parents should send an e-mail to schedule an appointment or a conference with the counselor or teachers.

TRANSCRIPTS

Students requesting official academic transcripts should contact the Guidance Department. Official transcripts are not given to students or parents/guardians but are sent directly to the requesting schools or school officials. BMCHS uses Parchment as our online transcript service.



APPENDIX A



“Lord, Guide Us”

BMCHS HONOR CODE

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 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 BMCHS 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.
- 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.

APPENDIX B



BMCHS TECHNOLOGY USAGE AGREEMENT

Technology 1:1 Computer 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 Computers are the property of BMCHS, and disciplinary actions will be taken for abuse or misuse that could include 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) is 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.

Responsibilities 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 the 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 Director of IT 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) are 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 computer laptop with care. You are responsible for damage or loss.
- Do not “stuff” the laptop in the locker.
- To avoid damage, do not place food and beverages close to the laptop.
- 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 computer and all accessories that are supplied by BMCHS, including the cost of repairs for all damage or defacement to the computer, whether accidental or deliberate.

Use of school computer during non-school (summer):

BMCHS has a limited number of devices available for use by students during non-school periods. Returning students who have completed re-enrollment for the next school year may request use of a device during summer months. Requests must be made to the Director of IT and must include:

- Start and end date of request
- The reason or purpose.

If a device is approved, then:

- The student will be required to submit a deposit to cover the value of the device. The deposit will be refunded after the device is returned and inspected by the Director of IT. If the device is damaged or not returned by the end date, the deposit is used toward late fees or to replace the computer.
- Students must adhere to all school policies regarding the use of school technology as described in the student handbook. Policy violations are subject to disciplinary action and will result in immediate revocation of use of school device during non-school periods (summer or other school holidays).

APPENDIX C: SCHEDULES

Regular Schedule (46 minutes)		Tuesdays (46 minutes)		Wednesdays (40 minutes)		Thursdays (46 minutes)		Fridays (46 minutes)	
7:45 - 8:00	Entrance Bell, Lobby doors locked at 8:00	7:45 - 8:00	Entrance Bell, Lobby doors locked at 8:00	7:45-8:00	Entrance Bell, Lobby doors locked at 8:00	7:45 - 8:00	Entrance Bell, Lobby doors locked at 8:00	7:45 - 8:00	Entrance Bell, Lobby doors locked at 8:00
8:00 - 8:15	HR in EDPAC	8:00 - 8:15	HR in EDPAC	8:00 - 8:15	HR in EDPAC	8:00 - 8:15	HR in EDPAC	8:00 - 8:15	HR in EDPAC
8:19 - 9:05	Period 1	8:19 - 9:05	Period 1	8:19 - 8:59	Period 1	8:19 - 9:05	Period 1	8:19 - 9:05	Period 1
9:09 - 9:55	Period 2	9:09 - 9:55	Period 2	9:03 - 9:43	Period 2	9:09 - 9:55	Period 2	9:09 - 9:55	Period 2
9:55 - 10:05	Break	9:55 - 10:05	Break	9:43- 9:53	Break	9:55 - 10:05	Break	9:55 - 10:05	Break
10:09 - 10:55	Period 3	10:09 - 10:55	Period 3	9:57 - 10:37	Period 3	10:09 - 10:55	Period 3	10:09 - 10:55	Period 3
10:59 - 11:45	Period 4	10:59 - 11:45	Period 4	10:41 - 11:21	Period 4	10:59 - 11:45	Period 4	10:59 - 11:45	Period 4
11:45 - 12:15	Lunch 1	11:45 - 12:15	Lunch 1	11:21 - 11:51	Lunch 1	11:45 - 12:15	Lunch 1	11:45 - 12:15	Lunch 1
12:19 - 1:05	Period 5B	12:19 - 1:05	Period 5B	11:55 - 12:35	Period 5B	12:19 - 1:05	Period 5B	12:19 - 1:05	Period 5B
11:49 - 12:35	Period 5A	11:49 - 12:35	Period 5A	11:25 - 12:05	Period 5A	11:49 - 12:35	Period 5A	11:49 - 12:35	Period 5A
12:35 - 1:05	Lunch 2	12:35 - 1:05	Lunch 2	12:05 - 12:35	Lunch 2	12:35 - 1:05	Lunch 2	12:35 - 1:05	Lunch 2
1:09 - 1:55	Period 6	1:09 - 1:55	Period 6	12:39- 1:19	Period 6	1:09 - 1:55	Period 6	1:09 - 1:55	Period 6
1:59 - 2:45	Period 7	1:59 - 2:45	Period 7	1:23 - 2:03	Period 7	1:59 - 2:45	Period 7	1:59 - 2:45	Period 7
2:45 - 2:50	Announcements	2:45 - 2:50	Announcements	2:03 - 2:05	Announcements	2:45 - 2:50	Announcements	2:45 - 2:50	Announcements
3:00 - 3:30	Afterschool Tutoring	3:00 - 3:30	Afterschool Tutoring			3:00 - 3:30	Afterschool Tutoring	3:00 - 3:30	Afterschool Tutoring

Special Schedules:

AM Period Activity (35 minutes)		PM Period Activity (35minutes)		Wednesdays AM Activity (30 minutes)		Wednesdays PM Activity (30 minutes)	
7:45-8:00	Entrance Bell, Lobby doors locked at 8:00	7:45-8:00	Entrance Bell, Lobby doors locked at 8:00	7:45-8:00	Entrance Bell, Lobby doors locked at 8:00	7:45-8:00	Entrance Bell, Lobby doors locked at 8:00
8:00-8:15	HR in EDPAC	8:00-8:15	HR in EDPAC	8:00-8:15	HR in EDPAC	8:00-8:15	HR in EDPAC
8:19-8:54	Period 1	8:19-8:54	Period 1	8:19-8:49	Period 1	8:19-8:49	Period 1
8:58-9:38	Period 2	8:58-9:38	Period 2	8:53-9:23	Period 2	8:53-9:23	Period 2
9:38-9:48	Break	9:38-9:48	Break	9:23-9:33	Break	9:23-9:33	Break
9:52-10:27	Period 3	9:52-10:27	Period 3	9:37-10:07	Period 3	9:37-10:07	Period 3
10:31-11:06	Period 4	10:31-11:06	Period 4	10:11-10:41	Period 4	10:11-10:41	Period 4
11:10-12:18	AM Activity	11:06-11:36	Lunch 1	10:45-11:45	AM Activity	10:45-11:15	Period 6
12:18-12:48	Lunch 1	11:40-12:15	Period 5B	11:45-12:15	Lunch 1	11:15-11:45	Lunch 1
12:52-1:27	Period 5B	11:10-11:45	Period 5A	12:15-12:49	Period 5B	11:49-12:19	Period 5B
12:22-12:57	Period 5A	11:45-12:15	Lunch 2	11:49-12:19	Period 5A	11:19-11:49	Period 5A
12:57-1:27	Lunch 2	12:19-12:54	Period 6	12:19-12:49	Lunch 2	11:49-12:19	Lunch 2
1:31-2:06	Period 6	12:58-1:33	Period 7	12:53-1:23	Period 6	12:23-12:53	Period 7
2:10-2:45	Period 7	1:37-2:45	PM Activity	1:27-1:57	Period 7	12:57-1:57	PM Activity
2:45-2:50	Announcements	2:45-2:50	Announcements	1:57-2:00	Announcements	1:57-2:00	Announcements
3:00-3:30	Afterschool Tutoring	3:00-3:30	Afterschool Tutoring				

Wednesdays AM Activity (70 minutes)

Wednesdays PM Activity (70 minutes)

ADMINISTRATION MAY ADJUST THE USE/TIME OF THE ACADEMIC ENRICHMENT/ACTIVITY PERIOD THROUGHOUT THE SCHOOL YEAR TO BEST ACCOMMODATE THE NEEDS OF THE STUDENTS AND/OR ACTIVITY.

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 school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.*

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: 31-46); **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, which 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/or 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/or 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 of 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.

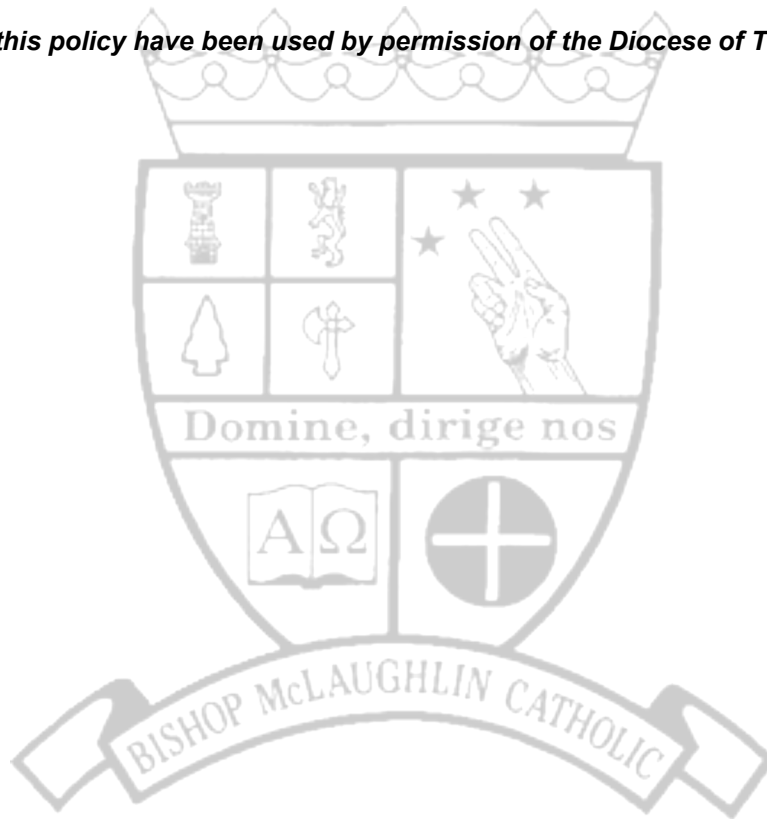
It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

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



Best Grading Practices (9-12) Office of Catholic Schools and Centers Diocese of St. Petersburg and Bishop McLaughlin Catholic High School

A. Philosophy

We believe ...

- Students should have a clear understanding of the learning objectives.
- Our system of grading should be timely, fair, accurate, and **student-centered**.
- Grades should be based on a well-defined set of standards.
- Assessments are critical to the teaching and learning process.
- Grades should be an accurate measure of a student's ability to demonstrate understanding.

B. Purpose of Assessment

The purpose of an assessment provides teachers, parents, and students with information on the individual level of mastery of the content or skill and communicates information to parents about student achievement and performance in school. An assessment is a teacher assignment, such as classwork, homework, quizzes, projects, exams, or presentations.

C. Types of Assessments

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

1. **Formative (30%):** Any work done during the learning period is considered *formative*. The purpose of a *formative* assessment is to evaluate where a student is in the learning process. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.
2. **Summative (70%):** It is necessary to evaluate student learning relative to content standards. Summative assessments are the tool used to glean this information. Examples of summative assessments are chapter tests, project, semester exams, etc.

D. Purpose of Grades

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

1. To provide information to students with regard to their performance.
2. To provide information to teachers on student level of mastery of the content.
3. To communicate information to parents about student growth and performance.

E. The Grade Composition

During the semester, summative assessments (tests, quizzes, projects, etc.) are 70% and formatives (classwork, homework) are worth 30%. Grades are reported by Semester ONLY. Semester exams or projects are still worth 20% of your Semester Grade.

The lowest "earned" grade is 50. An "earned" grade is defined as any assignment that is given diligent

effort, completed, **and** handed in within the timeframe specified by the teacher. An “earned grade” or diligent effort is not about mastery of content, but rather, student approach to learning.

Core ATL Skills (Approaches to Learning)

1. *Set goals, make plans, take action - follow through on timelines*
2. *Manage yourself - bring your own equipment, on-task behavior, take responsibility*
3. *Manage your time - for lessons, projects, assignments, and exam study*
4. *Work well in a team or group – listen, collaborate, build consensus, resolve conflict, negotiate*
5. *Take good notes - in class and for study, summarize key points*
6. *Ability to self-motivate, concentrate, manage pressure, and persevere.*
7. *Research effectively – collect and verify sources of information, create references, bibliography*
8. *Reflect on progress in learning subject matter, different learning strategies*
9. *Develop resilience – recognize errors, make changes, try again, bounce back, fail well*

Assessments not attempted, not handed in, or not given a diligent effort will receive a zero. Teacher decision is final.

Semester exams will be graded on a 0%-100% grading scale.

F. Semester Grades

High schools report grades by semester. **SEMESTER EXAMS are worth 20% of the overall semester grade.**

G. Make-Up of Academic Work

Students who are absent are required to make up work missed in each class. Meeting with a teacher regarding missed assignments is the student's responsibility. The student will be given a reasonable deadline by the teacher to complete and turn in these assignments. 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 zero.

a. **Missed work due to Extended Absence**

Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

b. **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 after his/her return to school within a specified timeframe. 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.)

H. Grading Policy - Retakes

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

1. The retake process must be initiated by the student.
2. A student may retake a summative once.
3. The Retake Application should be completed by the student within 2 days of the posted grade (by end of the school day)
4. Students may be required to complete remedial activities in order to qualify for a retake.

Limitations and Deadlines

1. The retake for any summative in a unit should be completed before the date of the first summative of the following unit.
2. Semester exams do not qualify for retakes. Labs, projects, or alternative assessments may not qualify for retakes.
3. Student no-shows for a scheduled retake forfeit the opportunity (with extenuating circumstances at teacher discretion).

Teacher Facilitation

1. Teachers will group summative assessments around content standards to help both parties identify deficiencies in case a retake is necessary.
2. The form of the retake is based on teacher design. It may or may not take the form of the original assessment but will cover the same content and standards.
3. Retake dates are set by the teacher.
4. The higher grade will be recorded for credit in the grade book.

The focus of our Catholic schools 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. At teacher discretion, circumstances may not allow for individual student retake. This may include, but is not limited to, situations that involve academic dishonesty or honor code violations.



Bishop McLaughlin Catholic High School (BMCHS) may add, 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 are available on the school website.