



**BISHOP MCGUINNESS CATHOLIC HIGH SCHOOL
IS A SMOKE, ALCOHOL, AND FIREARMS FREE CAMPUS**

Last Revised 6/24/2020

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Bishop McGuinness Catholic High School

iPad Oath

- I will follow the BMCHS “Responsible Use Guidelines” for technology.
- I will follow Classroom Rules for the iPad set up by my classroom teacher.
- I will exclusively use apps and programs during class that are appropriate to the class assignment.
- I will bring a fully charged iPad to school every day.
- If I fail to bring a fully charged iPad to school, I am aware of the impact that it may have on my academic success.
- I will ask permission prior to recording audio and taking photos/videos of my classmates and staff members.
- I will think before posting to social media throughout the school day:
 - Who will see this?
 - Is it appropriate?
 - Will it damage someone’s reputation?
- I will not text or play games during instructional time.
- I will not delete or tamper with profiles or configurations on the iPad.

A PRAYER FOR BISHOP MCGUINNESS CATHOLIC HIGH SCHOOL

O God, giver of every blessing,
Through your son, Jesus Christ,
Our Savior and Lord,
You call us to be your people
And gather us into your Church.

In Blessed Pier Giorgio Frassati,
You give us an example of a faithful
Follower of Christ.
You made him a servant of the poor,
A young person who knew the joy
Of leading others to you.
By the help of his prayers,
Make Bishop McGuinness High School
A place of blessing, a school in your service.
Guide the administration, inspire the teachers,
Protect and help our students.
Return the good our benefactors have done.
Teach us, Lord God, the gospel of your truth and
Never let us be far from you.

We make this prayer with Mary, the Mother of God,
And our patron, Blessed Pier Giorgio,
In the name of your son, Jesus Christ,
Who lives and reigns with you
In the unity of the Holy Spirit, God,
Forever and ever. Amen

MC GUINNESS STUDENT HONOR CODE

On my honor, I solemnly promise to abide
by the values expected of a Bishop
McGuinness Catholic High School
student. I will uphold my moral integrity
by being honest and respectful
to myself as well as to the faculty, staff,
administration and my fellow students
at all times. I will avoid situations
which would cause harm to myself,
my fellow students or my community.

CHAPTER 1

THE SPIRIT OF BISHOP McGUINNESS CATHOLIC HIGH SCHOOL

MISSION STATEMENT

As a Catholic community of faith, Bishop McGuinness Catholic High School (BMCHS) is dedicated to educating and developing the whole person, providing a moral, ethical and Christ centered compass for life. The teachings of the Church permeate the school's spiritual, academic and social life, forming a "Person for Others."

ANTI-DISCRIMINATION POLICY

Bishop McGuinness Catholic High School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission.

PHILOSOPHY

Bishop McGuinness Catholic High School is a coeducational college preparatory institution of the Archdiocese of Oklahoma City, providing a Catholic secondary education for students in grades 9 through 12. As an extension of the family, the school community is dedicated to the development of the whole person. Faith and values are integrated into all aspects of learning, living and service to others in order to stimulate students' spiritual, emotional, intellectual, social and physical growth. By studying both secular and religious matters, the school community applies knowledge toward a deeper acceptance of holiness from God, in accordance with the doctrines and structures of the Catholic Church. A multi-level curriculum provides a variety of educational programs that meet the needs of each student. Bishop McGuinness Catholic High School is available to students regardless of ethnic origin, religious preference or socioeconomic background.

INTRODUCTION

Bishop McGuinness is a four-year Catholic high school operated under the auspices of the Archdiocese of Oklahoma City. The admission standards, calendar, rules, regulations and procedures are determined by its administration under the guidance of a President/Principal. The operating principles are consistent with policies of the Archdiocese and the School Advisory Council. All policies and rules apply to the entire student body, including those students who have reached the age of 18. The Principal reserves the right to amend regulations in this handbook with reasonable notice to the families of students enrolled at Bishop McGuinness Catholic High School.

OUR ROOTS

Bishop McGuinness High School opened its doors as Catholic High School in 1950. The co-educational, secondary school was the result of the vision, planning and dedication to Catholic education of Bishop Eugene J. McGuinness. The forty acres bordering Northwest Fiftieth Street were, at the time, on the north fringe of Oklahoma City.

Eleven administrative heads have been appointed to lead Bishop McGuinness High School since 1950. These have included: Sister Mary Mercedes, R.S.M. (1950-1960), Sr. Mary Aloysius, O.S.U. (1960-1962), Rev. Ernest Flusche (1962-1964), Rev. David Monahan (1964-1971), Mr. Joseph Fleck (1971-1973), Mr. Henry Aaron (1973-1976), Dr. Rebecca Sullivan (1976-1980), Mr. Stephen Parsons (1980-1998), Mr. Frank Moore (1998-2000), Ms. Carolyn Henry (2000-2001), and Mr. David Morton (2001-present).

In 1951, the school adopted the colors of Kelly green and white and in 1955, the school selected "The Irish" as its official nickname with Clancy as the mascot. In 1959, Catholic High School officially became Bishop McGuinness High School in honor of the man who was responsible for the school's existence.

In 1960, the school received unqualified accreditation from the North Central Association of Colleges and Secondary Schools and the Oklahoma Department of Education. The school is also affiliated with the National Catholic Educational Association, the College Board and the National Association of Secondary School Principals. These affiliations, together with continual self-analysis, enable the school to maintain a quality program of secondary education consistent with its tradition.

The Bishop McGuinness Olympics were inaugurated in 1961, under the direction of the Student Council and has become a time-honored tradition, promoting unity and spirit among the classes as well as throughout the school. Many construction projects have taken place over the years. The east wing of the school and the gymnasium were either in progress or completed when the school opened its doors in 1950. The football stadium was completed in 1953, and the central office area and west wing of the main building were undertaken in 1957. The auditorium was added in 1960.

The gym was upgraded in 1984, a project which included the addition of the lobby area. In 1985, the Campaign for Excellence was launched and provided funding for stadium renovation; a state-of-the-art lighting and sound system for the auditorium; science laboratory upgrades; a track and field facility; classroom computer technology; air-

conditioning of the school and the establishment of a \$100,000 scholarship fund in memory of the bishops who had served the Church in Oklahoma City.

In 1991, a new wing connecting the original east and west halls was constructed and containing six classrooms, an art center, and offices for the Chaplain and Campus Minister. The construction of an English writing computer lab was completed in 1992. Technology upgrades transformed the school library into a media center in 1995. An indoor baseball facility and the Blessed Pier Giorgio Frassati Chapel were completed in the spring of 1998.

In the summer of 2004, donors provided funds to repair and update the exterior of the stadium and build an entirely new press box. The football field was named Connelly Field in memory of James Connelly, Sr., a father and grandfather of numerous BMCHS graduates and a major patron of the school. In 2005, Building Faith I Capital Campaign was launched to build the BMCHS education center. The new school opened on August 22, 2006 and was named The David Morton Education Center, in honor of the school's principal who was instrumental in the successful campaign.

In 2006, Building Faith II provided funds to construct a new gym and update the existing gym. Included in this improvement phase was the addition of a new weight room, locker rooms and coaches' offices north of the stadium. Both projects were completed in the spring of 2008. The gym facility was named the McCarthy Gymnasium while the stadium addition was named the Casso/Love Athletic Facility. The Casso, Love and McCarthy families have been long time patrons and faithful benefactors. Following the completion of the gym project, the stadium field house and stadium façade projects began and were completed in the fall of 2008. In the summer of 2010, a new concession stand was built south of the stadium and named "Sister Sanchez's Snacks," in honor of Sr. Stephanie Sanchez, CST, beloved longtime faculty member and number one Irish fan. In 2012, a new math and science wing was added to the north end of the school building. Named in honor of former Principal Steve Parsons, the addition provided 5 more classrooms and a 75-person multipurpose lecture hall. In the summer of 2012, new football stadium lights were installed, and the area underneath the stadium was totally remodeled providing offices, locker rooms, restrooms and storage for athletics. All of these capital improvements drastically changed the layout of the original campus.

The priests' house was part of the McGuinness campus until a tornado hit the structure in April of 1970. The house was razed and a storage garage eventually stood on the foundation for many years. Then in November of 2015, construction began on a \$2.1 million dollar All Girls Sports Complex. Named for McGuinness alum Vicki Luetkemeyer Connelly, the facility houses girls' cheer, pom, cross country, soccer and track. In addition, the facility also includes visitors' concessions and restrooms for teams and fans. In the summer of 2019 generous donations were received to update the baseball complex with a new entryway, plaza, concessions, press box, and grandstands. In addition, MidFirst Bank sponsored a brand new scoreboard, completing the updates.

In the spring of 2014, the Oklahoma City Energy Soccer Team entered into a contract with Bishop McGuinness Catholic High School and the Archdiocese of Oklahoma City. The agreement provided a place for the Energy professional soccer team to play its home matches on our football/soccer field from 2014 to 2016. As part of the agreement, Energy ownership agreed to make significant improvements to the football/soccer field and grandstands.

Bishop McGuinness Catholic High School has traditionally enjoyed the services of diocesan and religious-order priests as well as a variety of women's religious communities. Benedictines, Carmelites, Sisters of Charity of Leavenworth, Mercy, Divine Providence and Precious Blood, Dominican and Ursuline Sisters have served the McGuinness community over the years. In 1976, a small group of religious men, the Marianists, and in 1980, a Basilian priest joined the staff at Bishop McGuinness Catholic High School. In 1993, the Archbishop appointed a full-time priest to the staff. In the year 2000, the Archdiocese was no longer able to provide a full-time priest; however, the school was blessed with a part-time chaplain. The present faculty is predominantly composed of committed and dedicated laypersons serving the student body with a classroom student-teacher ratio of 20-1.

The Advisory Council of BMCHS was established in 1970. Two parent support organizations, the Parent-Teacher-Student Organization (P.T.S.O) and the Booster Club, work under the authority of the Council to promote and support school programs.

Students come from a variety of socioeconomic and ethnic backgrounds, a blend of cultures and heritages much like the world in which we live. The community atmosphere prepares students to live and work together successfully as adults. The school is dedicated to maintaining its student body diversity, keeping tuition costs affordable and offering financial assistance to qualified students.

Through prudent planning and investing by the administration and council, the school has been able to help students receive a quality Catholic education through the Work Grant Program. Donor generated scholarship and endowment funds, which have grown from the original Bishop's Scholarship Fund of \$100,000 to more than \$2,540,000 today, provide financial assistance. The school operates on a balanced budget. Capital improvements are funded in whole or in part through development efforts. Long range planning ensures resources will be available so McGuinness will continue to serve the community for years to come.

The school maintains a learning environment reflective of its mission, offering “excellence in education for the whole person” with a balanced emphasis on spirituality, academics and community participation. A chaplain challenges the students spiritually while a predominantly college preparatory curriculum challenges them academically with over 100 course offerings.

The REACH Program, Realizing Excellence, Achieving Competency in High School, serves the needs of students diagnosed with learning differences with three full-time certified special education teachers.

The Special Services Program was created in 2017 to address the needs of students who do not meet the qualifications for REACH but who struggle with specific learning issues. Admission into the program is determined by the Director of Special Services, Dr. Kylie Lyons (klyons@bmchs.org).

The Christian Service Program requirements, as well as a wide array of activities offered, provide students with opportunities to be responsive to the needs of others and become concerned citizens.

Annually, multiple students are selected to participate as finalists in the National Merit Scholarship Program. The average ACT and SAT scores of BMCHS students continue to be well above national, state and regional norms. The past several years, our graduates annually have been awarded grants and scholarships totaling more than \$4.5 million and more than 98% continue their education in colleges and universities throughout the country and abroad.

There isn't a better testimony to the success and impact of Bishop McGuinness Catholic High School than the percentage of graduates who appreciated their own McGuinness educational experience enough to want it for their children. Annually about one-fifth of our current families are considered multi-generational McGuinness alumni families. Alumni devotion and allegiance to the school is exemplified by alumni who return to teach at Bishop McGuinness and volunteer their time and services through lay coaching.

OUR PATRON

Blessed Pier Giorgio Frassati is the patron of Bishop McGuinness Catholic High School. He is a guide and intercessor before God for the Bishop McGuinness community. He was born near Turin, Italy, in 1901 and died in 1924. In those few years Pier Giorgio lived a full and faithful life. Not a great natural student, he had to work at his studies. Though his family was very wealthy, money was not important to him. Pier Giorgio's home life was not perfect and he had to deal with family problems. An excellent athlete, he skied, mountain climbed, and swam. Friends knew him as a great practical joker, a clown who always made life interesting. The most important part of Pier Giorgio's life was his love and faithfulness to God. He tried to share these gifts with others.

During ski trips and mountain climbing expeditions, he prayed and led others in prayer. Through his example he called others to share in his work with the poor—work that few knew about until after he died. A day in his life consisted of morning prayer, schoolwork, sports and work with the poor after school, family time, homework and prayer. Because he counted on Christ, he was able to lead others to God, serve the poor, and make God the center of everything—studies, family, sports, friends, and service. He lived an authentic life full of the joy of his faith, the companionship of his friends, and the humility of service.

When he died at age twenty-four from polio, probably caught from one of the poor for whom he cared, over 10,000 people filled the streets of his hometown for his funeral. No one knew how many lives Pier Giorgio had touched until that day. Stories of his service, his prayers, and his humor circulated and continue to be passed. His example and his prayers became part of many people's lives. Pope John Paul II beatified Pier Giorgio in 1990, a step that precedes potential canonization as a saint. In December of 1995 the faculty, students, and staff at Bishop McGuinness were polled and asked to choose a patron for the school. Pier Giorgio was chosen as a model because, to quote a student, “He would understand us.”

BISHOP MCGUINNESS CATHOLIC HIGH SCHOOL ACCLAMATIONS

These are said during school prayer and before/after games and assemblies.

May Jesus Christ be Praised. Forever and ever!

Where are we going? Toward the top!

Blessed Pier Giorgio. Pray for us!

OUR MOTTO

Just a short time before Pier Giorgio died, he sent a picture to a friend -- a picture of himself climbing a mountainside. On the back of the picture he wrote "Verso l'Alto" ("toward the top") as encouragement to his fellow climber. Those words also became words of encouragement to Christians as they strive to reach God's Kingdom. *Toward the Top* is the motto of Bishop McGuinness Catholic High School. These words serve as a reminder that all of us are encouraged to use the different gifts and talents with which we have been blessed by God so that together we can start building the Kingdom of God in this life. *Toward the Top* is not about competition; it is about reaching goals, reaching out to others and reaching out to God who loves us and wants us to be close to him.

V-I-C-T-O-R-Y

Onward McGuinness, Go green and white,
We'll cheer you on so fight Irish, fight!
Victors we will always be,
We're the home of the Irish, as you can see!
Onward McGuinness, go green and white,
We'll cheer you on so fight Irish, fight!
V-I-C-T-O-R-Y
We're the home of the Irish pride!

McGUINNESS SCHOOL SONG

We love you, our McGuinness,
Through the years your ideas will be,
A noble guide through time and tide,
Held high for all to see.

Hail, Hail McGuinness,
March onward! Is our cry,
Here's our salute in fond tribute,
All hail McGuinness High.

We praise you, our McGuinness,
If you win or you lose we'll see,
Your banner fly, McGuinness High,
In Irish Victory.

Hail, Hail McGuinness,
March onward! Is our cry,
Here's our salute in fond tribute,
All hail McGuinness High!

CHAPTER 2

SCHOOL COMMUNITY

The educational philosophy of Bishop McGuinness Catholic High School is the major determinant of policy, regulations, and procedures. Some operating and educational principles of the school are absolute and some have been established as a result of educational research, future projections, contemporary trends, and past experiences.

The students at Bishop McGuinness Catholic High School assume responsibility for cooperating with all policies, regulations, procedures, programs, personnel, and use of facilities and equipment. All students, regardless of age, must live under the authority of an adult who is the parent or legal guardian. **The school expects the complete cooperation of the parents or guardians of its students with respect to this responsibility. Students, as well as parents, who decide that the direction of the school is no longer acceptable for them, have the ultimate right to choose another school.**

This handbook is an attempt to delineate the fundamental policies, rules, regulations, and expectations of Bishop McGuinness Catholic High School to students as well as parents. Certainly, there will be many “common sense” policies that will not be included in its pages. The administration and faculty alike will assume the responsibility to rule on the propriety of individual incidents.

As a community of faith, we offer support to our families during good times and times of sorrow. If you have a joy or concern, a death, illness, prayer request or other need, please contact our Campus Minister, Ms. Kelly Allen at (405) 758-4515 or kallen@bmchs.org.

2020–2021 BMCHS Calendar

August 2020

Jul-31	New Teacher In-service @ BMCHS
3	New Teachers of Other Faiths (8:30 am @ CPC)
4	New Teachers – Safe Environment (1:00 pm @ CPC)
5	All Teachers New to Archdiocese (9:00 am @ CPC)
5	BMCHS All Faculty Retreat
6	BMCHS All Faculty In-service
7	9 th Grade Orientation (8:00 am to 3:00 pm)
10	10 th Grade Orientation (8:00–11:00 am)
10	11 th Grade Orientation (12:30–3:30 pm)
11	12 th Grade Orientation (8:00–11:00 am)
12	First Day of School
15	Mean Green Fling (7:00–9:00 pm; registration 6:30 pm)
15	Freshman Parent Party (7:00 pm; invitations to be sent)
18	9 th and 10 th Back to School Parent Night (6:30 pm)
20	All School Mass (9:30 am)
22	15 th Annual Trivia Night (5:30–9:00 pm)
25	11 th and 12 th Back to School Parent Night (6:30 pm)
28	Freshman Student Council Elections

September 2020

2	Club Walk-About
7	No School – Labor Day
9	Grandparents Day (7:30 am)
11	Beat Kelley Assembly (1:45 pm; AM in PM Schedule)
17	All School Mass (9:30 am)
22	12 th Grade Retreat @ CPC
24-26	Girls KAIROS
25	No School – Archdiocesan In-Service
28	7 th Annual Student Council Trivia Night (6:00–8:00 pm)
29	Parent Classroom Night (6:30–8:30 pm)

October 2020

2	Football Homecoming vs. Woodward (7:00 pm)
3	Homecoming Dance (8:00–10:00 pm @ Gymnasium)
4	OKC Memorial Marathon – Irish Alley
14	9 th –11 th PSAT (dismissal 11:00 am) / 12 th Career Day
15	10 th Grade Retreat @ BMCHS
16	No School – Fall Break
19	No School – Archdiocesan In-Service
22	All School Mass (9:30 am)
TBD	STS Placement Test (8:00 am to 12:00 pm)
30	Halloween/Canned Food Drive AM in PM (1:45 pm)

November 2020

1	Open House
11	Veterans Day Assembly (Extended HR @ 9:50 am)
12	All School Mass (9:30 am)
18	ASPIRE Test (9 th graders)
19	Canned Food Drive (morning drop-offs @ east entrance)
TBD	STS Placement Test (8:00 am to 12:00 pm)
23-27	Thanksgiving Break

December 2020

3 - 6	Boys KAIROS
TBD	STS Placement Test (8:00 am to 12:00 pm)
8	All School Mass – Immaculate Conception (9:30 am)
12	Christmas Dance (8:00–10:00 pm)
16, 17, 18	Finals
21–Jan. 4	No School – Christmas Break

January 2021

5	First Day of Spring Semester
14 – 17	Girls KAIROS
18	MLK Day (dismissal 1:05 pm) – Parade Downtown
24–30	Catholic Schools Week
28	All School Mass (9:30 am)
28 – 31	Boys KAIROS

February 2021

3	Rose Day @ State Capitol
9	Curriculum Night for Incoming 9 th Parents (6:30–8:00 pm)
10	10 th Grade ACT/College Day
10	11 th Grade Retreat @ Epiphany
15	No School – Teacher In-service Day
17	All School Mass – Ash Wednesday (9:30 am) Mass with Archbishop
19	Feeder Leader Day
22	Freshman Registration Night (1 st of 3)
23	Freshman Registration Night (2 nd of 3)

March 2021

1	Freshman Registration Night (3 rd of 3)
2	College Night
11	All School Mass (9:30 am)
15–19	Spring Break

April 2021

2	Stations of the Cross (9:15 am); dismissal 1:05 pm
4	Easter
5	No School – Easter Monday
8	9 th Grade Retreat @ BMCHS
15	All School Mass – Red Cord Mass (9:30 am)
17	Prom (8:00–10:00 pm @ Will Rogers Theatre)
19-23	Olympics Week
	Olympics Torch Run (7:30 am)
19	Olympics Blacklight Assembly (1:05 pm) Olympics Hoops for Homeless (2:00 pm)
20	Olympics Academic Bowl (1:45 pm)
22	Olympics Talent Show (1:05 pm)
22	MORP Dance (8:00–10:00 pm @ Gymnasium)
23	Field Day (ALL DAY)
23	Annual Auction (6:00 pm @ National Cowboy Museum)
25	OKC Memorial Marathon – Irish Alley

May 2021

3-7, 10-14	AP Testing
3	Awards Assembly (7:00–9:00 pm)
4	All School Mass (9:30 am)
11, 12, 13	Senior Finals
16	Baccalaureate @ St. John the Baptist, Edmond
17	Senior Robing
19	Graduation (7:00 pm)
24, 25, 26	9 th –11 th Grade Finals
26	Last Day of School
31	Memorial Day

*** Late Start Schedule every Wednesday — school starts at 8:30 am.**

BELL SCHEDULE

Regular Schedule (55 min)

Period 1	8:00 - 8:55
Period 2	9:00 - 9:55
Homeroom	9:55 - 10:05
Period 3	10:10 - 11:05
Early Lunch	11:05 - 11:40
Period 4E	11:10 - 12:05
Period 4L	11:45 - 12:40
Late Lunch	12:05 - 12:40
Period 5	12:45 - 1:45
Period 6	1:50 - 2:45

Late Start (50 min)

Period 1	8:30 - 9:20
Period 2	9:25 - 10:15
Homeroom	10:15 - 10:25
Period 3	10:30 - 11:20
Early Lunch	11:20 - 11:55
Period 4E	11:20 - 12:15
Period 4L	12:00 - 12:50
Late Lunch	12:15 - 12:50
Period 5	12:55 - 1:50
Period 6	1:55 - 2:45

Extended HR (50 min)

Period 1	8:00 - 8:50
Period 2	8:55 - 9:45
Assembly	9:50 - 10:25
Period 3	10:30 - 11:20
Early Lunch	11:20 - 11:55
Period 4E	11:25 - 12:15
Period 4L	12:00 - 12:50
Late Lunch	12:15 - 12:50
Period 5	12:55 - 1:50
Period 6	1:55 - 2:45

Special AM Mass (40 min)

Period 1	8:00 - 8:45
Period 2	8:50 - 9:30
Mass	9:30 - 11:05
Early Lunch	11:05 - 11:40
Period 3E	11:10 - 11:50
Period 3L	11:45 - 12:25
Late Lunch	11:50 - 12:25
Period 4	12:30 - 1:10
Period 5	1:15 - 2:00
Period 6	2:05 - 2:45

AM in PM Assembly (45 min)

Period 1	8:00 - 8:45
Period 2	8:50 - 9:35
Homeroom	9:35 - 9:45
Period 3	9:50 - 10:35
Early Lunch	10:35 - 11:10
Period 4E	10:40 - 11:25
Period 4L	11:15 - 12:05
Late Lunch	11:30 - 12:05
Period 5	12:10 - 12:55
Period 6	1:00 - 1:45
Assembly	1:45 - 2:45

AM Assembly (45 min)

Period 1	8:00 - 8:45
Period 2	8:50 - 9:35
Assembly	9:40 - 10:45
Period 3	10:50 - 11:35
Early Lunch	11:35 - 12:10
Period 4E	11:40 - 12:25
Period 4L	12:15 - 1:00
Late Lunch	12:25 - 1:00
Period 5	1:05 - 1:55
Period 6	2:00 - 2:45

PM Assembly (50 min)

Period 1	8:00 - 8:50
Period 2	8:55 - 9:45
Homeroom	9:45 - 9:50
Period 3	9:55 - 10:45
Early Lunch	10:45 - 11:20
Period 4E	10:50 - 11:40
Period 4L	11:25 - 11:15
Late Lunch	11:45 - 12:15
Period 5	12:20 - 1:15
Period 6	1:20 - 2:10
Assembly	2:15 - 2:45

Seven Period (45 min)

Period 1	8:00 - 8:50
Period 2	8:55 - 9:40
Homeroom	9:40 - 9:50
Period 3	9:55 - 10:40
Early Lunch	10:40 - 11:15
Period 4E	10:45 - 11:30
Period 4L	11:20 - 12:05
Late Lunch	11:30 - 12:05
Period 5	12:10 - 1:05
Period 6	1:10 - 1:55
Period 7	2:00 - 2:45

Short Day (40 min)

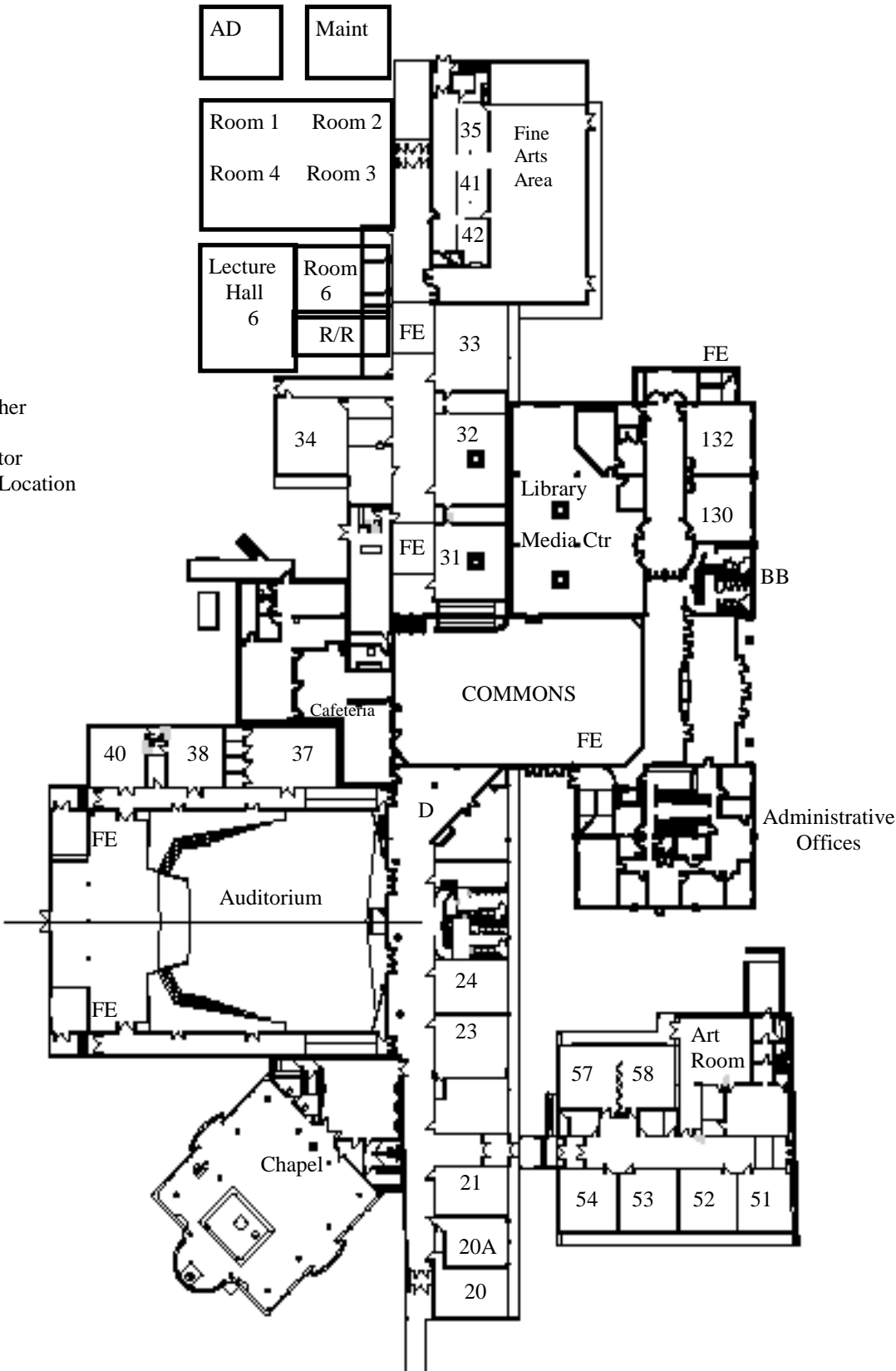
Period 1	8:00 - 8:40
Period 2	8:45 - 9:25
Period 3	9:30 - 10:10
Homeroom	10:10 - 10:15
Period 4	10:20 - 11:00
Early Lunch	11:00 - 11:35
Period 5E	11:05 - 11:45
Period 5L	11:40 - 12:20
Late Lunch	11:45 - 12:20
Period 6	12:25 - 1:05

Short Day w/Ext. HR (35 min)

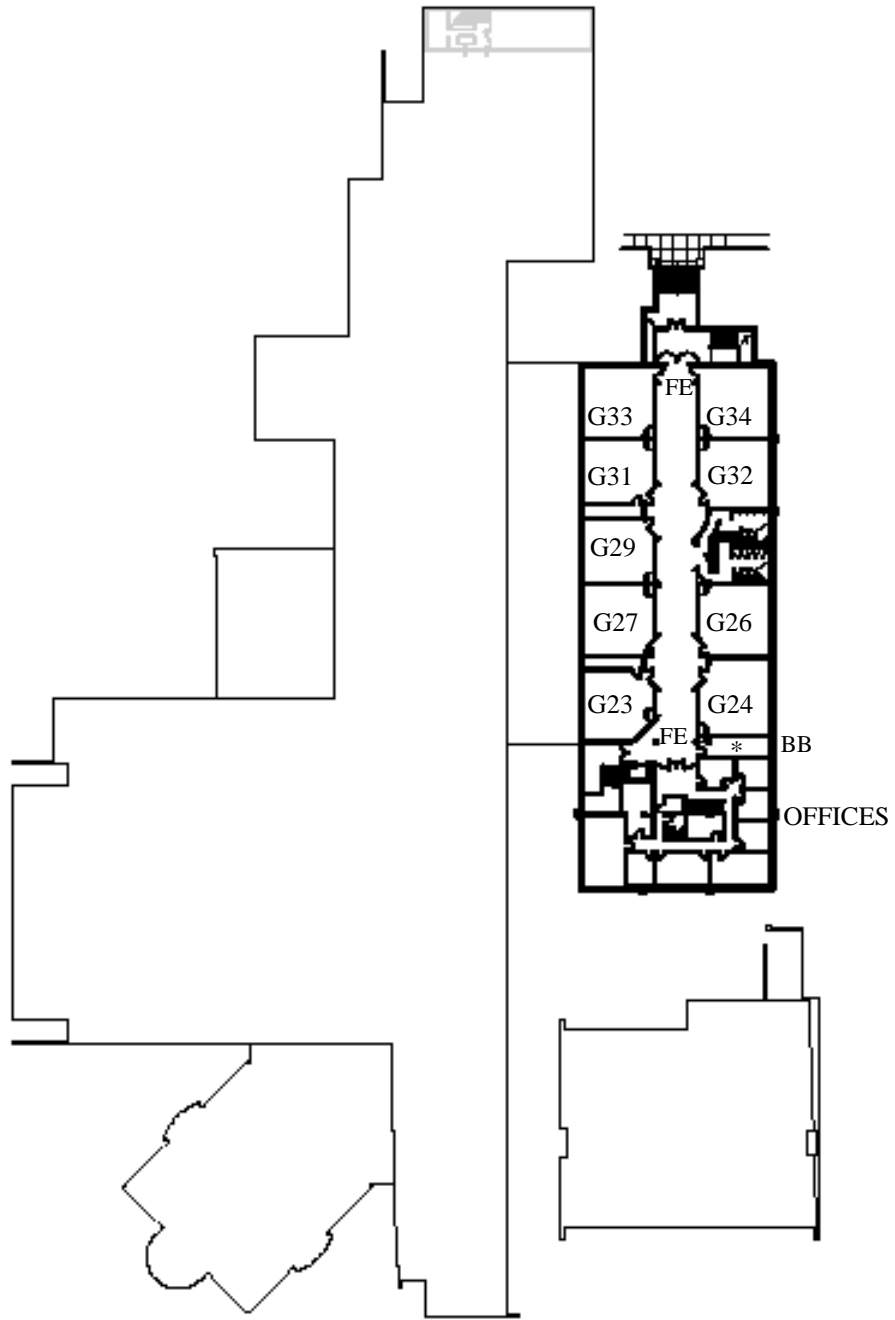
Period 1	8:00 - 8:35
Period 2	8:40 - 9:15
Assembly	9:15 - 9:50
Period 3	9:55 - 10:30
Early Lunch	10:30 - 11:05
Period 4E	10:35 - 11:10
Period 4L	11:10 - 11:45
Late Lunch	11:10 - 11:45
Period 5	11:50 - 12:25
Period 6	12:30 - 1:05

FIRST FLOOR & FIRE ESCAPE PLAN

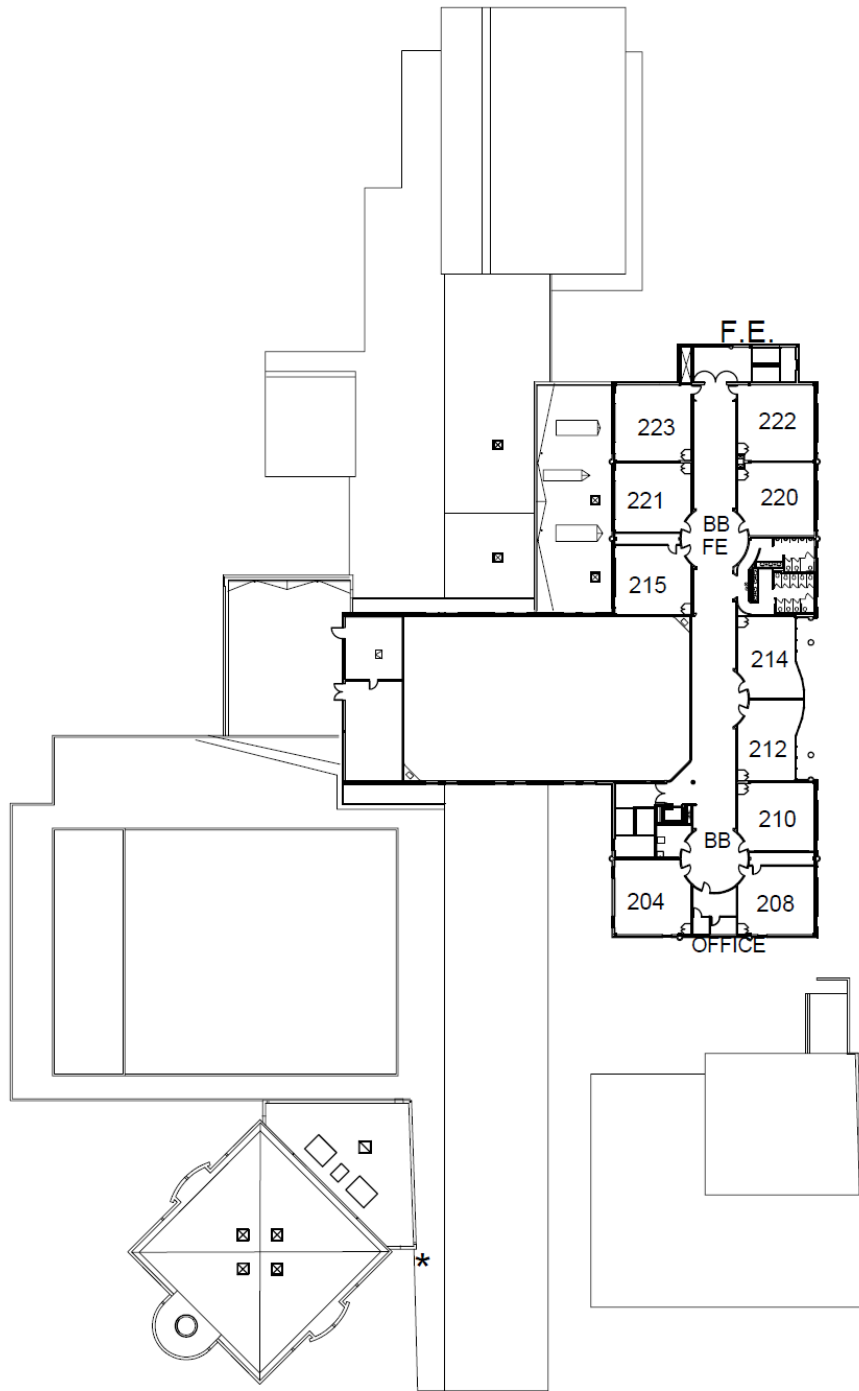
FE = Fire Extinguisher
 BB = Breaker Box
 D = Auto Defibrillator
 * = Emergency Kit Location



GROUND FLOOR



Second Floor



FE = Fire Extinguisher

BB = Breaker Box

* = Emergency Kit Location

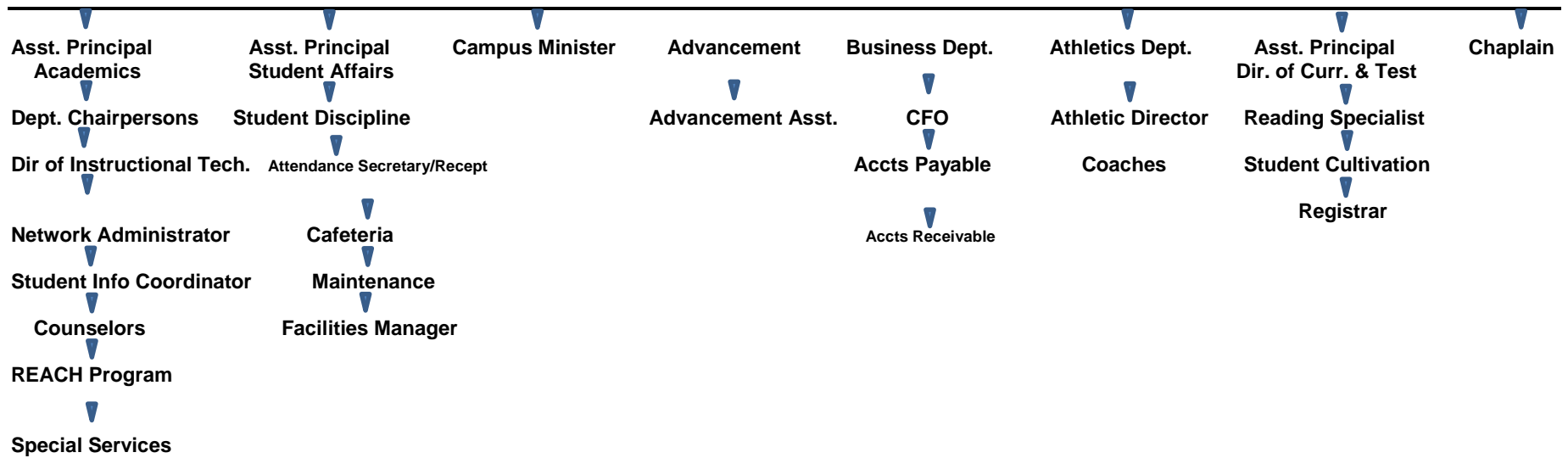
ORGANIZATIONAL CHART

Archdiocese of Oklahoma City

School Advisory Council

President - Principal

(Administrative Assistant to the Principal)



SCHOOL ADVISORY COUNCIL

The Advisory Council of Bishop McGuinness Catholic High School is an organization which provides for the progress and welfare of the school. The Council consists of twelve members who serve overlapping terms of three years. These members serve without financial compensation and are appointed by the Archbishop of Oklahoma City.

Council Members 2020-2021

Mr. Jeff Segell, Chairman
Mrs. Lisa Edmonds, Vice Chairman
Mr. Andrew Schmidt, Secretary/Treasurer
Mr. Bill Fankhauser
Mr. John Franks
Mrs. Amy Walters
Mr. Ben Williams
Mrs. Katie Newby
Mrs. Mariana Llanos
Rev. Rick Stansberry
Rev. Ray Ackerman

Ex-Officio Members

Dr. Diane Floyd, Superintendent of Catholic Schools
Mr. David Johnson, Archdiocesan Business Manager
Mr. Paul Lienhard, Past Chairman

School Staff

Mr. David Morton	President/Principal
Ms. Anne Hathcoat	Asst. Principal-Academics
Mr. Robert Epps	Asst. Principal-Student Affairs
Dr. Andrew Worthington	Asst. Principal-Curriculum Director
Mrs. Janet Ciupak	CFO/Business Manager
Mrs. Shelly Green	Administrative Assistant
Mrs. Mary Joyce	Advancement Director

2020-2021 FACULTY

<p><u>Theology Department</u> Mrs. Kelly Allen, M. Ed Mrs. Amy Frame, BA *Mr. Clyde Grover, M.Ed Mr. Peter McConnell, BS Ms. Ashley Minnich, BA Mrs. Sue Ryan, BS Sr. Stephanie Sanchez, MA Mr. Joseph Welch, MA</p>	<p><u>English Department</u> *Mrs. Marie Engel, BA, MBA Ms. Kathy Judge, BA, MFA Mrs. Kelly Matteson, BS Ms. Rebecca McKee, M.Ed Mrs. Kelli Miller, BS, M. Ed Ms. Christine Pankratz, M. Ed Mrs. Genieve Pezalski, M. Ed Mrs. Kelli Williams, M. Ed</p>	<p><u>Science Department</u> *Mrs. Julia Anderson-Holt, MS Mr. David Clark, MS Mr. Nicky Goff, BS Mrs. Jocelyn Perez, MS Mr. Bryan Pierce, BS Mr. Chris Ruesewald, BBA Mr. Adam Sermersheim, BS Mr. Trevor Swink, BS</p>
<p><u>Social Studies Department</u> Mrs. Jennifer Collins, MA Mr. Todd Farris, BBA Mr. Alex Genheimer, MS Mr. Matt Grover, BS Mr. David Hughes, MPA *Ms. Delaney Maguire, BS Mrs. Katie Troutt, M. Ed</p>	<p><u>World Languages Department</u> *Mrs. Taja Egert, BA Ms. Sheila Kruse, MA Ms. Ling Miller, BA Mrs. Lauren Peña, BS Ms. Kaity Sims, BA Mrs. Mayra Wood, BA</p>	<p><u>Mathematics Department</u> Mrs. Danielle Coats, BA Mr. Tyler Cunningham, BS Mrs. Diane Drum, JD Mr. Matt George, BS Mr. Marty Monigold, M Ed Mrs. Sally Schmidt, BS *Mr. Scott Stevenson, M. Ed.</p>
<p><u>Fine Arts Department</u> Ms. Kimberly Boross, MM Mrs. Allison McLemore, BFA Mr. Steve McConnell, M. Ed. Mrs. Jennifer Sokolosky, BFA *Mr. Brett Young, BFA</p>	<p><u>STEM Department</u> Mr. David Gilpin, BS Mr. Marty Monigold, M Ed</p>	<p><u>Electives/Practical Studies Department</u> Mr. Matt Avra, BFA Mr. Ryan Stringer, BS, M. Ed. Mr. Mark Veneklasen, M. Ed. *Dr. Andrew Worthington, PhD</p>
<p><u>Counseling Department</u> Ms. Courtney Gougler, – MA - 9TH Grade Counselor Mrs. Rebecca Damron, –M.Ed 10th and Director of Wellness *Mrs. Sandy Nedbalek – M.Ed 11th grade Counselor Ms. Veleecia Hearne – MA 12th grade Counselor</p>	<p><u>Advancement Department</u> Mr. Chris Braun, BS Mr. Richard Henderson, BS *Mrs. Mary Joyce, BS Ms. Katelyn Kelly, BS</p>	<p><u>Technology Department</u> Mr. Chris Braun, BS *Mrs. Rebekah Hightower, M. Ed. Mr. Josh Newport Mr. Trevor Swink, BS</p>
<p><u>REACH Program</u> Ms. Cassie Lynch, BA, M. Ed *Dr. Kylie Lyons, PhD Mrs. Samantha Watson, BA</p>	<p><u>Library/Media Center</u> Mrs. Rebekah Hightower, M. Ed</p>	<p><u>Campus Ministry</u> Ms. Kelly Allen, M. Ed Rev. Danny Grover, MDIV Sister Stephanie Sanchez, CST</p>

2020 – 2021 COACHING STAFF

Athletic Director: John Hamilton

Trainer: C. J. Fedor

Cheerleading

Head Coach: Mandy Gerszewski
Assistant Coach: Amber Freeman

Pom

Head Coach: Jamie Lane

Fast Pitch Softball

Head Coach: Vernon Maxwell
Assistant Coach: Jason Bass

Cross Country

Head Girls Coach: Trevor Swink
Assistant Coach: Matt George

Head Boys Coach: John Hamilton
Assistant Coach: Alex Genheimer

Football

Head Varsity Coach: Bryan Pierce
Assistant Coach: Kurt Baldwin
Assistant Coach: Ryan Stringer
Assistant Coach: Tim McFadden
Assistant Coach: David Gilpin
Assistant Coach: Shawn Bowman
Assistant Coach: Tyler Cunningham

Head 9th Grade Coach: Scott Stevenson

Volleyball

Head Coach: Kelli Miller
Varsity Assistant: Teddi Roy
JV Coach: Megan Janda
Freshman Coach: Mary Kate Roy

Wrestling

Head Coach: Shawn Bowman

Swimming

Head Coach: Mark Veneklasen
Assistant Coach: Chris Ruesewald

Boys Basketball

Head Varsity Boys Coach: Jake Brown
Varsity Assistant Coach: Brandon Collins
Assistant Coach: Tyler Frederickson
Freshman Coach: Jade Carter

Girls Basketball

Head Varsity Girls Coach: Richard Henderson
Assistant Coach: Erin Perkins
Freshman Coach: Michael Carrington

Tennis

Head Coach: David Gilpin
Assistant Coach: Tim Shanahan
Assistant Coach: Randy Robinson
Assistant Coach: Marcelo Puiggari

Golf

Head Girls Coach: Mark Veneklasen

Head Boys Coach: Gary Savely

Baseball

Head Varsity Coach: Jared White
Assistant Coach: Jason Bass
Assistant Coach: Carl Ganter
Assistant Coach: Corey Edwards
Freshman Coach: Jason Bass

Track

Head Boys Coach: Scott Stevenson
Head Girls Coach: Matt George
Assistant Coach: Bryan Pierce
Assistant Coach: Tod Perry
Assistant Coach: John Hamilton

Soccer

Head Girls Coach: Stephen Cummins
Head Boys Coach: Kal Okot

2020 – 2021 BOOSTER CLUB OFFICERS

President: Jamie Meyer
Secretary: Joshua Rich
Treasurer: Steve Morrow
Historian: Gabe Savely
Ticket Sales: Kay Wheeler & Ashley Bass
Volunteers: Suzy Lytle
Accoutrements: Heather Twombly
Concessions: Chas Rooks

SCHOOL SPIRIT INFORMATION

School Motto: Toward the Top
School Colors: Kelly Green and White
School Mascot: "Clancy"
School Team Name: "The Irish"

CRISIS RESPONSE TEAM

The role of the Crisis Response Team is to assist the Principal, Chaplain and staff of the school during periods following critical incidents. The responsibilities of the Response Team are temporary. Long-term follow-up after a critical incident is the responsibility of the St. Joseph Counseling Center, the Campus Ministry Team, and members of the Student Assistance Program. A “critical incident” is defined as a death by accident or terminal illness, suicide, a life-threatening accident or an illness of a student, faculty or staff member of BMCHS.

BMCHS CRISIS RESPONSE TEAM

David Morton	Principal
Anne Hathcoat	Assistant Principal
Bob Epps	Assistant Principal
Andrew Worthington	Assistant Principal
Trevor Swink	Administrative Assistant
Kelly Allen	Campus Minister
Sr. Stephanie Sanchez	Spiritual Leader
Fr. Danny Grover	High School Chaplain
Rebecca Damron	Director of Wellness/Counselor
Sandy Nedbalek	School Counselor
Courtney Gougler	School Counselor
Veleecia Hearne	School Counselor
Dr. Kylie Lyons	Director of REACH/Special Services
Dcn. Clyde Grover	Counselor Support
Shelly Green	Administrative Assistant
Jennifer Sokolosky	Attendance Secretary
Iva Owens	Registrar

SUICIDE INTERVENTION

Bishop McGuinness Catholic High School began suicide prevention education for all students in the fall of 2014. The training is conducted through the school’s Theology Department and addresses signs, procedures and protocol for helping yourself or someone in need of assistance.

SUPPORT ORGANIZATIONS

There are four supportive organizations that contribute significantly to the progress and growth of Bishop McGuinness Catholic High School.

School Advisory Council: provides for the progress and welfare of the school. The Council consists of 12 members who serve without financial compensation and are appointed by the Archbishop of Oklahoma City.

The Booster Club: operates to promote the growth and involvement of the McGuinness family in the athletic experience. It focuses on activities that revolve around the athletic program. Its influence and support benefit both athletic and extracurricular programs and events.

The Parent Teacher Student Organization (P.T.S.O.): regularly sponsors activities to increase communication between the various members who comprise the Bishop McGuinness Catholic High School community.

The Alumni Association: sponsors activities to increase communication between the school and its alumni. An advisory council meets from time to time to plan and implement the goals of this organization.

All the support organizations are influential to the success of the programs of Bishop McGuinness Catholic High School. Active participation in these groups is encouraged, welcomed, and needed so that they continue to develop. Information on the activities of these groups appears in the weekly *Irish Eyes*.

CHAPTER 3
GENERAL PROCEDURES AND INFORMATION

ATTENDANCE RULES

- **Attendance**

Bishop McGuinness Catholic High School is required by the State of Oklahoma, the Archdiocese of Oklahoma City and AdvancED® to provide the appropriate number of instructional days. Students are expected to be present and punctual for assigned classes and all other required events. It is impossible for the faculty to work with or give credit to students who are frequently absent. All absences that are not school related are recorded on your final transcript.

- **Excused Absences**

Excused absences may be either unexpected or anticipated. In the case of an unexpected absence, the parents are requested to notify the school office (842-6638) between 8:00 and 9:00 a.m. on that day and every day (in case of continuous absences). If it is impossible for parents to notify the school on the day of an absence, the student must present a note signed by a parent stating the reason for the absence. The school will notify the parent or guardian if their child has been reported absent and the school has not received a parent phone call. Usually this call will occur before 10:00 am. **The administration reserves the right to determine what is an excused or unexcused absence.**

For anticipated absences, a parent-signed note of explanation must be brought to the assistant principal at least three days in advance. The student then completes an out of school form and has this signed by his/her teachers. The form is then signed by his/her parent(s) and returned to the attendance office where it will be kept on file. If there is an unexpected or emergency situation that arises, the Assistant Principal may waive the out of school form. **Anticipated absences during the day must be preceded with a note from a parent/guardian, to the main office, to receive a Permit-to-Leave slip.** For doctor and dentist appointments, the student is required to return with a note from their doctor or dentist indicating that they kept their appointment.

With the exception of a school wide release, a note is required from a parent in order to release a student to attend a state competition. Parents may request their students be released to attend other extracurricular activities, **but it will be at the discretion of the administration whether the absence is excused or unexcused.**

The only excused absences permitted during final exam days are for illness, death in the family, or court summons. Students who miss class retreat days for reasons other than illness, death in the family, or court summons will be required to complete a project related to the retreat theme.

- **Extended Absences**

In the case of an extended absence, it is **essential** that the parents be in contact with an assistant principal or level counselor as to the nature and expected duration of the absence. Information regarding the nature of the absence will be shared with other school personnel only on a need to know basis. With regard to making up missed assignments, arrangements will be made according to the specific circumstances of the students involved, in consultation with the parents and the student's teachers. Extended absences of twelve (12) days or longer, may be addressed by a temporary withdrawal of the student, if warranted by the nature of the extended absence. **The administration, in consultation with the parents, reserves the right to determine the best plan of action with regard to any extended absence.** Any student returning to school after an extended absence must present written documentation with regard to the absence on the day of their return.

- **Make-up Work**

All missed assignments, quizzes, exams, etc., assigned on the excused absence day(s) may be made up for full graded value. It is the prerogative of the instructor to give an alternative assignment, quiz or test on the scheduled make-up day. In instances where the instructor may drop the lowest quiz or homework grade, the teacher has the option to use that excused absent grade as the drop grade. All grades should be made-up in a timely fashion. For example, a student absent for two days has three days (counting the day of return) to make up all missed work. Assignments given prior to the absence, but due during the absence are due on the day of return. Tests and quizzes are to be made up on the day of return after an absence if the first day missed was the day of the test. For example, if a student is absent on Tuesday and there is a test or assignment due on Wednesday, the student will be allowed to take the missed exam or turn in the assignment on Thursday. Tests and quizzes are to be made up on the day of return after an absence if the first day missed was the day of the test.

Teachers reserve the right to insist that a long term assignment due three or more weeks after it is assigned, be turned in on the due date even if the student is absent on the day the assignment is due.

- **Final Exams**

All students are required to take final exams. Second semester seniors may be exempt from full year course exams if they meet the specified criteria (see page 44). Students who miss the 8:00 am final exam may incur a penalty on the

afternoon final exam if the reason for the absence was not approved by an administrator. With the exception of an illness, death in the family, or court summons, all exams must be taken during the required time period. Final exams for AP courses are at the discretion of the instructor. (See pages 38-39.)

- **Unexcused Absence**

A parent always has the right to keep their child out of school or to take them out during the school day. **The school; however, has the right to determine if an absence is excused** or unexcused. An unexcused absence is recorded when no acceptable reason can be given for the absence. In the case of unexcused absences, tests and assignments that are due on the day of the absence become due on the day the student returns. The recorded grade is computed as 60% of the actual earned grade. An unexcused absence will result in disciplinary penalties.

- **Return to School after an Absence**

Following any absence, students may return to classes without the need for an admit slip. If an absence has been marked unexcused and the student has information that might change the absence to excused, it will be his or her responsibility to visit the Attendance Office sometime during the day to have it corrected. Students should always sign in at the front office when coming to school late or after an appointment. Likewise, students should always sign out at the front office anytime they are permitted to leave the school building. *Absences may only be contested for the prior six weeks.*

- **Off Campus Lunch**

Off campus lunch is a senior privilege. On certain special occasions, other students may be granted permission to leave for lunch. A written note from a parent requesting an off campus lunch privilege for their student must be brought to the office no later than the morning of the day of the lunch. The student is given a permit to leave slip and they must return before the beginning of their next class. Failure to return on time will result in an unexcused absence or tardy. Seniors who have not completed and documented their 90 Christian Service hours and/or are failing a class required for graduation by the end of first semester will have their off-campus privileges removed for second semester until they complete the requirements.

- **Tardiness**

Punctuality is an essential component of a responsible and respectful student. Any student who is not in their first hour scheduled class when the second bell rings is considered tardy and may only be admitted to class after first reporting to the Attendance Office to receive an admit slip. After four (4) first hour tardies (per semester), students are assigned administrative detention after school for one hour and parents are notified. After eight (8) tardies, the student will be assigned an In School Restriction. After ten (10) tardies to first hour, there will be a notification letter sent to the parents requesting a meeting with the Assistant Principal. A contract will be signed indicating that in cases where the student continues to be tardy, the student may be denied entry into class or may be suspended from school and loss of credit may result. Four (4) unexcused tardies in any class will be counted as one absence. The Assistant Principal for Student Affairs will make the final determination as to whether or not a tardy is excused or unexcused.

- **Excessive Absence/Irregular Attendance**

Students absent from school or from individual classes for more than eight (8) days in a given semester will receive a letter of notification. After ten (10) days, the parents and student must meet with the principal to determine if grade deduction is warranted. After twelve (12) days, the principal reserves the right to decide whether credit can be awarded. Truancy from school or an individual class or school activity (Mass, and/or assemblies, field trips, retreats, etc.) is a serious matter. Likewise, excessive tardies and irregular attendance without sufficient cause is a serious concern and may result in suspension. The school reserves the right to make judgments in these areas. If proper documentation for an excused absence is presented, the absence will not count for purposes of passing or failing a class.

- **Illness at School**

If a student becomes ill or is involved in an emergency situation where he/she must leave school, every attempt is made to contact parents for notification prior to dismissing the student. Only the Principal or Assistant Principals may give a student permission to leave the campus during class hours. If a student is too ill to attend class, he/she may spend up to one class period in the sick room. If the student is still too ill to go to class after this time, he/she will need to get parental permission to go home. When a student has a fever of 100 degrees or more, we will contact a parent to take the child home. Anyone listed on a student's registration form is allowed to check a student out to go home. However, the emergency contact will be called only for a true emergency.

Students should report to the office to make contact with parent/guardian. It will be necessary for the parent to enter the building to sign the student out, if the student is unable to drive home. Students may not drive themselves home unless a signed permission form is on file.

- **Prescription Medication**

For the safety of all our students, prescription medication on the Bishop McGuinness campus must be held in the medication safe in the Registrar's Office. Please note that the "campus" includes the parking lot as well as student lockers, backpacks or other personal belongings. Students with diabetes, severe asthma, and/or hyper-sensitive allergies are to keep medication for these illnesses with them.

Please notify the Registrar of any health conditions that your student has or if he/she takes any medications. This may be vital information in case of an emergency. If your student must take prescription medication during the day, we ask that the original bottle, which includes the doctor's name, type of medication, and prescribed dosage, be brought to the Registrar before school. If during the school day, your student needs to take the medication, he/she must go to the Registrar and ask for the medication at which time it will be dispensed only by authorized personnel. When the student no longer needs the medication, it must be picked up by the parent. Leftover medication will not be sent home with the student. The school is not permitted to dispense any over-the-counter medications (aspirin, pain reducers, anti-inflammatory drugs, cough drops, etc.) If a student is taking any over-the-counter medication, they are to keep it with them.

- **Immunization Policy**

Immunizations are required for all NEW students for the 2017–2018 school year. Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the 2017–2018 school year are accepted with their current immunization status.

Every new student enrolled in a Catholic school in the state of Oklahoma shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the forgoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma.*

Procedures for a Child Needing a Medical Exemption (or for students of continuously enrolled families prior to 2017-2018 school year)

Parents are required to submit a waiver request for immunization exemptions in writing (Oklahoma Department of Health Form #216A). Parents are referred to schools to obtain the forms. A physician must sign medical exemptions. Parents should then return the entire form to the school. School officials must review the form to ensure that it has been properly completed, is legible, and signed. A copy of the form or statement must be kept on file in the student's cumulative record and a copy must be sent to the Immunization Service for approval. Parents should be informed that their child might be excluded from school in the event of an outbreak of a disease for which their child is exempted.

Each exemption submitted to the Immunization Service is reviewed for validity and accuracy. If the exemption is determined to be invalid, the form or statement will be returned to the school along with a letter explaining the reason why the exemption is invalid. If the exemption is valid the form is returned to the school marked with an approval stamp. The Immunization Service does not keep a copy of the exemption certificate.

Oklahoma's immunization law does not require a new exemption form to be filed every year. It is the policy of the Immunization Service to accept exemption forms filed when the child entered the school system. Exemption forms should accompany children when they transfer between schools. Schools should not keep the exemption form of a transferring student. If a student transfers into Oklahoma schools from another state, an exemption form must be completed to comply with Oklahoma law. If an exemption form has been misplaced, a new form should be completed, but if an exemption form is on file, an additional form is not needed unless vaccine requirements change for the grade level of the child, such as when new vaccines are added for students entering the 7th grade to which the students does not have a previous exemption.

If a parent needs a copy of a previously filed exemption form, they must obtain it from the school. If a copy of the original exemption is not available, the parent must complete a new form. The Immunization Service does not provide copies of previously filed exemption forms for parents. The exemption process must be completed, approved and on file at the school prior to the first day of school or students will not be admitted. *See *Dignitas Personae* from the Congregation for the Doctrine of the Faith

- **Corona Virus/COVID-19**

The school and all of its students and employees must abide by the rules and regulations set forth by the State of Oklahoma and the Archdiocese of Oklahoma City regarding regulations outlined and necessary for the health and well-being of everyone in the community.

- **Meningococcal Disease and Meningococcal Vaccines**

Meningococcal disease is a rare but sometimes fatal disease, spread by coughing, sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, pens or pencils, or any other item the infected person touches with his or her mouth. Common behaviors of teenagers and young adults put them at an increased risk of contracting the disease.

Vaccines can prevent many types of meningococcal disease. The newest vaccine, Menactra or MCV4, is available, but not required, for high school students. College freshmen who will live in a dorm or other student housing are required to receive the vaccine. The vaccine does not protect against all types of meningococcal disease. However, 63 percent of the meningitis cases in 18–22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The school does not require the meningococcal vaccination, but it is highly recommended that students receive the vaccine.

- **Part-Day Absence**

If a student is to be absent from school for more than one class period of the school day, the student must complete an Out of School form. A signed parent note may be required for a student to leave the building unless the parent/guardian comes into the building to check out the student. **The school retains the right to decide whether the explanation of absence will excuse the student from school.** Please plan personal errands and appointments outside of school time. The Attendance Secretary issues a pass to leave the building and the student signs out in the Main Office when departing and signs in upon return. Students must never leave the campus without first reporting to the Main Office and obtaining permission. **Students returning from a doctor or dentist appointment must return with a note from the doctor or dentist.**

- **Effect of Absence on Activity Participation**

Students must be in attendance for a minimum of 3 periods during a day to participate in any school activity, athletic practice or scheduled athletic event.

- **Severe Weather Conditions**

In case of severe weather, BMCHS will have an announcement made over KFOR (4), KOCO (5), KWTW (9), KOKH (25) television stations, and KTOK (1000 AM) and KOMA (1520 AM) radio stations concerning the closing of school. Parents are encouraged to sign up to receive the Principal's Remind notifications regarding school delays, closings, or other pertinent school information. **Do not assume that once other schools have announced closings that Bishop McGuinness will necessarily follow suit.**

- **Off Campus Privileges for Seniors**

Seniors have the opportunity to be off-campus during designated times of the school day, notably lunch and during an off hour. They must have permission from their parents in writing on file in the office and the approval of the Assistant Principal of Student Affairs. Once permission slips are on file, seniors are expected to follow the procedures that are outlined by the Assistant Principal. Failure to follow the correct procedures, academic deficiencies, or disciplinary difficulties may result in the immediate removal of this privilege. Senior students with a deficiency in Christian service hours or failing grades may lose off campus privileges until those service hours are completed and/or passing grades are obtained. Leaving the campus outside of these guidelines and without permission is treated as a serious matter. **Any senior/student participating in a "Skip Day" will receive a zero (0) for all classes missed on that day. Any other punitive measures will be handled by the school administration.**

- **Field Trips**

Field trips are viewed as privileges afforded to students in order to extend and supplement the curriculum. They are not a right. Students may be denied participation in a field trip if they fail to meet academic or behavioral standards in the class participating in the field trip or in any other class that would be missed. Students will not be permitted to leave school for a field trip unless the proper field trip permission form provided by the school has been completed, signed by parent and student and turned in to the Main Office prior to the trip. Parents should sign this form after teacher comments are made. Permission to take part in a field trip should not be given over the telephone; only written permission suffices.

- **Pet Policy**

Individuals with a documented need for a service animal as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of animal encourages the learning process or specific, Church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

- **Visitors on Campus**

Students will never be allowed to have student visitors on campus without prior approval from an administrator at least one day before the expected visit. This policy prohibits brief visits for the delivery of lunch items on any occasion. All visitors must check in at the Main Office and wear a "Visitor's Badge" while on campus. Visitors will check out and return the "Visitor's Badge" before leaving the campus. Visitors on campus without checking in will be considered trespassers and subject to arrest.

UNIFORM GUIDELINES

School uniforms were introduced to the student body in 2002. **Uniforms allow our students to dress in a manner that demonstrates personal dignity, modesty and decorum.** There are several options that can be chosen. Students are not required to purchase every item listed.

* **Young Women's Uniform**

Shirt Option: A polo shirt with the McGuinness logo in either white or green only. In addition to other undergarments, either a plain white, green or gray undershirt without any logo or print of any kind may be worn under any uniform top, as long as its length does not exceed that of the uniform top.

Mock Turtleneck with the McGuinness logo, in white or green, to be worn with a uniform collared shirt or sweater item.

Skirt Options: Pleated approved BMCHS plaid, pleated gray, pleated khaki skirts only. **THE SKIRT LENGTH CANNOT BE SHORTER THAN THE TOP OF THE KNEE. SKIRT LENGTHS MUST BE BELOW THE FINGERTIPS WHEN STANDING UP STRAIGHT. SKIRTS MAY NOT BE ROLLED UP AT THE WAIST OR UNZIPPED.**

All girls should purchase khaki slacks. If a girl's skirt length does not meet the requirement mentioned under the Skirt Options above, the student may be required to wear slacks for a specific period of time.

Slack Options: Dress slacks with a flat or pleated front in khaki or gray with belt loops and a **belt**. Fashion slacks, hip huggers, capri pants, pants with outside stitched pockets as well as shorts are not considered uniform attire. Slacks must fit properly and may not have torn, split or frayed hems.

Socks: Young women must wear socks either white, black or flesh-tone with their shoes.

Leggings: Young women must wear **solid black or gray leggings, under their skirts**, starting on November 1 until the Monday following Spring Break. These leggings may be full length or ³/₄ length.

Shoes: Young women may wear low heeled, black or brown loafer or tie shoe with a closed toe and back OR closed toe and closed heel athletic shoes. **Sandals, flip-flops, slippers, boots, UGG boots, or clogs are not allowed.** Medical exceptions are only made by the Assistant Principal.

* **Young Men's Uniform**

Shirt Option: A polo shirt with the McGuinness logo in either white or green only. In addition to other undergarments, either a plain white, green or gray undershirt without any logo or print of any kind may be worn under any uniform top, as long as its length does not exceed that of the uniform top. **Shirts must be tucked in at all times.**

Mock Turtleneck with the McGuinness logo, in white or green, to be worn with a uniform collared shirt or sweater item.

Slack Options: Dress slacks with a flat or pleated front in khaki or gray with belt loops and a **belt**. Fashion slacks, jean cut, cargo, painter pants or pants with outside stitched pockets, are not considered uniform attire. Slacks must fit properly **above the waist** and may not have torn, split or frayed hems.

Shorts: Khaki or gray shorts with either a flat or pleated front with belt loops and a **belt** may be worn from the start of the school year until November 1 until the Monday following Spring Break. **Jean cut, cargo, painter, or shorts with outside stitched pockets are not allowed. Shorts must fit properly above the waist and may not have torn, split or frayed hems and cannot fit too tight.**

Socks: Socks are required and must be visible.

Shoes: Young men may wear low heeled, black or brown loafer or tie shoe with a closed toe and back OR closed toe and closed heel athletic shoes. **Sandals, flip-flops, slippers, boots, or clogs are not allowed.** Medical exceptions are only made by the Assistant Principal.

Winter Apparel: The following items may be added to, but not replace, the uniform during the winter months. Exceptionally cold weather may dictate the allowance of some outerwear as determined by the Assistant Principal. Students are encouraged to put their last name on all outerwear with a permanent marker.

McGuinness approved sweatshirt with the McGuinness logo and a uniform turtleneck or collared shirt. Team and club sweatshirts in either green, black, white or gray worn over an approved uniform top are also allowed and can be purchased through team or event participation or the Booster Club.

McGuinness Letter Jacket from any athletic apparel store.

Headwear: No hats, caps, stocking caps, bandanas or hoodies may be worn inside the building during school hours.

Jewelry/Accessories: Only black or brown leather or leather-like belts are to be worn with uniform pants. Jewelry should be worn in moderation and in good taste. Excessive ornamentation (heavy “dog chain” necklaces/chokers), wallet or key chains extending outside the pants are not acceptable.

Hair: Students must keep their hair neat, cleaned and combed. Any hair style or ornamentation that is outlandish, inappropriate, or gang-related, in the judgment of the Assistant Principal, is prohibited.

Body Piercing: Any body piercing that brings excessive attention to the student is **NOT ALLOWED.**

SPIRIT DAY ATTIRE: Students may wear jeans and an approved McGuinness spirit shirt or sweatshirt. Students may also wear approved uniform bottoms (skirt, slacks, or shorts) with spirit top. No leggings, shorts (unless uniform shorts), or sweats. Severely distressed jeans are not permitted.

FREE DRESS DAY ATTIRE: Students may wear non-uniform and non-McGuinness apparel as long as it fits within the following guidelines: shorts, dresses, and skirts can be no shorter than fingertip length, ladies may wear leggings as long as their shirt reaches thigh length or longer, no crop tops or muscle shirts, no sheer or see-thru shirts, no severely distressed jeans, and all printed apparel must be school appropriate and devoid of offensive words and/or imagery.

In Case of Questionable Attire/Grooming: The Assistant Principals have the final say regarding whether an article of clothing, jewelry, or style of grooming is appropriate. Any student considered inappropriately dressed or groomed may be sent home to change or denied admittance to class (as an unexcused absence) until the dress code infraction is corrected. Students may not drive themselves home to correct a dress code violation unless a signed permission form is on file. Repeated offenses will be subject to administrative detention and/or a parent conference.

FACILITIES AND SERVICES

- **School Buildings**

The school itself, including access to student lockers, is normally open from 6:30 a.m. to 5:00 p.m. on regular school days. In order to help Maintenance with the daily procedure of securing the building, all students remaining in the building at 4:30 p.m. are required to report to the school lobby area and may remain there until 5:00 p.m. A tutorial period will be held Monday-Thursday from 2:50 p.m. until 3:20 p.m.

The Main Office is open from 7:30 a.m. until 4:15 p.m. and the Business Office will be open from 7:30 a.m. until 4:30 p.m. each day. Areas that are maintained at the front desk of the Main Office include: announcements and notices for the public address system, attendance, checking in and out of school, field trips, and a lost and found department. The school does not assume responsibility for items lost or stolen anywhere on campus.

- **Security Officer**

An outside security officer (off-duty Oklahoma City Police Officer) will be on campus during the school day, and during designated school functions. The officer will work as an agent of the school. Their presence is designed to bring a higher level of security to the campus and our events.

- **Business Office**

The Business Office is accountable for school assets, revenues, payables, and payroll. The office maintains financial records for all departments, clubs and organizations within the school. Final budgets and internal controls are established and overseen by the Business Office.

- **Tuition and Fees**

- Tuition is charged at the full rate for all students and provides for a discounted rate for students indicated as participating members of one of the Catholic churches of the Archdiocese of Oklahoma City. Participating Catholic status is determined by the student's pastor and indicated by the pastor's signature on a current Parish Participation Form. Students will be officially enrolled upon receipt of all required forms and fees. A student may be dropped from school enrollment if the tuition fee is not paid on or before the 15th day following the due date. Grades and transcripts of the student will not be released until and unless all fees, tuition, assessments and other charges have been paid in full.

Late fees and/or interest may be charged on past due accounts. Late fees and interest rates will be determined by the business manager or Finance Committee and are due immediately at the time posted.

If a payment plan is selected for payment of tuition, a completed Automatic Tuition Payment Agreement must be submitted with registration documents. If BMCHS is notified by the Tuition Management Company that the agreement has been dishonored by non-payment or account closure, immediate payment in full is due to the school. Changes to payment arrangements must be approved in writing by the Business Office.

In the event a student withdraws or is dismissed from BMCHS, parent(s) may apply for a partial refund. Partial refunds may be approved at the discretion of BMCHS and will be prorated if approved. A return check fee in the amount of \$30.00 will be assessed for checks returned for non-payment.

- **Contacting School Personnel**

Parents who wish to speak with a teacher should email them. To find a faculty email please go to <https://www.bmchs.org/about-mcguinness/faculty-and-staff-directory/>. If you need to speak to an administrator, counselor or other school employee please call the school at 842-6638 and have the call directed to the person requested or to their voice mail. It is requested that parents call ahead to secure a time when the school employee will be available to meet.

- **Grievance Procedure**

When a student or parent wants to discuss an issue, the proper procedure is to first contact the teacher/coach whom the issue involves. If further discussion is needed, the student's counselor should be contacted. If these steps have not brought about successful resolution of the issue, an appointment with a school administrator may be requested.

- **Library Media Center**

The library media center is the school's location for academic study and research materials. Hours of operation are from 7:30 a.m. until 4:00 p.m. on regular school days. Both print and electronic materials are available. Fines at an established rate are charged for overdue materials. Each student is financially responsible when materials are not returned. Students must have a pass to access the library during class time.

Access to the BMCHS library network will not be provided to a student until an Archdiocesan Code of Ethics is on file. The library computers are for school-related work only. The library does not allow use of games, chat rooms, bulletin boards, personal email, inappropriate sites, and/or any other computer use not related to school. Recreational and personal use of the network is not permitted. The use of the computers on the BMCHS network is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.

- **Counseling and Advisement**

Counseling and advisement services are available to every student in the school. These services are available to assist the students with their academic, college, and career planning needs. Students should make at least one appointment with their grade level counselor each year to ensure they are meeting the requirements necessary to fulfill their personal and academic goals.

Students are also encouraged to visit with their counselor when they encounter social, emotional, or psychological distress. If a student's needs are beyond the scope of our counseling staff, the family will be provided with counseling service referrals near their desired location. The Director of Wellness will offer group counseling services throughout the school year, dependent upon the needs of the school community. Community wide seminars in areas of wellness and academic planning will be offered to parents and students.

- **Cafeteria**

The Cafeteria is operated for the benefit of students. A well-balanced lunch is offered at a reasonable price or students may bring their own lunch. Breakfast is served from **7:20-7:50 a.m.** daily. Lunch tickets are issued by the food service. Funding of a lunch account may be done at the cafeteria before school, during breakfast or at lunch at the cash register. Students may also pay cash for their purchases.

BMCHS works with the Oklahoma State Department of Health and Human Services to provide free and reduced meals to qualified families through the School Nutrition Program. Requirements for participation in this program include clearly communicating our policy for cafeteria account deficits for all students, whether or not they are enrolled in the School Nutrition Program. While children need healthy meals to learn, the school must also maintain a solid financial footing. When any student's cafeteria account falls to a \$10 balance, or below, cafeteria staff will verbally notify the student at the time of purchase so that they can bring money. High school aged students are responsible for notifying their parents of the balance due. The BMCHS cafeteria will extend a \$4.00 credit on the account as a courtesy until funds can be added to the account. When the student exceeds negative \$10 on the account, PowerSchool access will be barred until the account is brought current. (During this time, students may visit with teachers and/or counselors to review their grades and class status.) Once the student's cafeteria account is returned to good standing, it may take 24 to 48 hours for PowerSchool access to be restored. During first semester, accounts more than \$10 in the negative will be notified by text with instructions to sign up with an online lunch account balance account for easy payments and monitoring of the account, including low balance notifications. After Spring Break, any senior with a negative cafeteria account will automatically have their access to PowerSchool barred until the balance is resolved. Any negative balances at the end of school will be referred to the business office and the balance due will be applied to the student's billing account.

Students may not share their lunch card or ID with other students. Students may use their own lunch card to buy food for another student but must be present with that student to do so. Unauthorized use of another student's lunch card could result in loss of cafeteria privileges. Students are asked to put their backpacks at their table before entering the serving lines.

Everyone is asked to do his or her part in maintaining the cafeteria/commons area. Students must clear their own eating areas, deposit refuse in the containers provided, and return eating trays to the designated areas.

Food and drinks are not to be taken from the cafeteria/commons area. Students are to remain in the cafeteria only during their assigned lunch period. Seniors may use the cafeteria during an unscheduled period of the class day.

Bishop McGuinness Catholic High School participates in the National School Lunch Program. Applications are distributed at orientation each fall and are available in the Business Office throughout the school year.

- **The Chapel**

The Blessed Pier Giorgio Frassati Chapel is open to all for personal prayer and reflection. The Blessed Sacrament is present and a respectful attitude is expected from those entering the chapel. Mass and other services are celebrated throughout the year and on special occasions. Mass is held in the chapel at 7:30 a.m. or 3:00 p.m. on scheduled days for students, faculty, and parents. No food, drink, or gum is allowed in either the chapel or chapel foyer. Adoration and confession are available during the week.

- **Assemblies**

Students are to participate actively in the assemblies scheduled at the school. This break in the regular schedule provides an opportunity for experiences not available in a classroom. It is also an opportunity to exercise maturity and act in an orderly manner as a student body. Persons on the program are to be accorded proper respect. The appropriate conduct and response of students at assemblies ensure their continuance. While spirited behavior is encouraged at Spirit

Assemblies, it would be inappropriate for a more formal assembly such as a lecture or Mass. **No food or drink is allowed in the auditorium at any time.**

- **Announcements**

Announcements are made each day at the end of second and fifth hours. All morning announcements are to be emailed to the Principal's Administrative Assistant and Assistant Principal Mr. Epps, written and signed by a staff member in charge of the event being announced and turned into the Principal's Office no later than 9:00 a.m. After the morning announcements, students are free to go to their lockers or any organization meeting before 3rd hour begins. Afternoon announcements are to be turned in to the Administrative Assistant and Assistant Principal Mr. Epps no later than 1:00 p.m. Occasionally announcements are made over the public address system following the Morning Prayer/Pledge of Allegiance, before the closing prayer or at other times.

- **Lockers**

All school lockers have self-contained locks and minimal shelving. Students are not permitted to use wallpaper, paint, or make modifications that will damage or alter the lockers permanently. Those assigned a locker are accountable for the condition of the inside and outside of their lockers. Large amounts of money or items of personal value should not be brought to school. Students may not exchange lockers or permit others to access their locker. Lockers should always be locked when not in use. **The school will not assume responsibility for items missing from lockers. Students who jam their lockers or share their combination place themselves at risk of losing possessions.** Lockers remain the property of the school and may be inspected from time to time by school officials. Students are responsible for all articles found in their respective locker.

- **Parking Area**

Students may only park between two yellow lines in the designated areas listed in the handbook. Each car that a student drives to school must have a McGuinness issued parking sticker clearly visible on the lower right of the front windshield on the passenger side. The car must be registered yearly with the Assistant Principal of Student Affairs. The faculty parking lot, visitors' parking area as well as handicap areas are off limits to all students at all times. Students may never park in the fire lanes or on any grass areas. Repeated violations of parking rules may result in loss of parking privileges and/or, in certain circumstances, the car may be towed at the owner's expense. **Parking in the Shartel Shopping Center, adjacent neighborhoods or on Francis Street is not allowed.** Students are responsible for any contraband found in their automobiles on campus or at school sponsored activities. Refer to rule #18 under the School Conduct Regulations section.

- **Telephones**

The telephone located on the counter in the Main Office is for student use. Students are not permitted to use office phones for personal reasons. **Messages can be delivered during the school day only in cases of emergency. Because of multiple issues regarding cell phones, please do not contact your child on their cell phone during school hours.**

- **Lost and Found**

Students are urged to put their name with a permanent marker on all personal items. All lost and found articles should be turned in and claimed from the Main Office. At the end of each nine weeks, unclaimed items will be given to a charitable organization. After 24 hours from the time of confiscation, the school is not responsible for any unclaimed garments/outerwear deemed as being unapproved uniform attire.

- **iPads**

A student's iPad is their own property. Since every student in our school carries an iPad, it is imperative that each student places an identifying name or mark on their device. It is critical that each student protects the content of their iPad using a passcode that is not shared with other students. Each student is responsible at all times for the content and security of their iPad as well as to bring their device fully charged each day. Theft, inappropriate contents or intentional damage to any device will result in strict school consequences.

- **Hall Passes**

A student must have a hall pass signed by a teacher if he/she wishes to go from one room to another, to his/her locker, to the library, to any of the Administrative Offices, or to the restroom. A student may never be in the halls without a hall pass. Teachers are not permitted to excuse any student to the parking lot or off campus for any reason, unless approved by administration.

- **Oklahoma Driver's Permit**

Before a student can obtain their Oklahoma Driver's permit, they must secure a letter from the school documenting current enrollment and demonstrating reading proficiency at an 8th grade level. This letter can be obtained by completing a request form located in the Registrar's office or on the school's website at <https://www.bmchs.org/campus-life/student-info/request-for-drivers-permit-letter/>. Reading proficiency is determined on the results of the 8th grade placement test. If a placement test score is below the 8th grade level, or if a test score is not available, it may be necessary to take an

additional reading test to determine proficiency. If it is necessary to re-administer a reading test, this can be done through the Director of Curriculum and Testing. If a student applies for a letter and the student does not have the required reading score, the student will be contacted at their school email and a testing time and date will be arranged.

- **Insurance**

Bishop McGuinness Catholic High School carries supplemental accident insurance for students while at school or participating in school events. This is a supplemental plan and is not considered a primary policy. Benefits are limited. For further information contact the school Athletic Director, Registrar or Business Office. The school assumes neither responsibility nor liability obligations that result from injuries related to participating in the curricular or extracurricular programs at Bishop McGuinness Catholic High School.

- **Asbestos**

Bishop McGuinness Catholic High School continues to be in compliance with all Federal and State Asbestos Regulations. The inspection and subsequent management plan, developed in the fall of 1988, determined that we are in full compliance. A copy of the updated management plan is on file in our Business Office.

EMERGENCY DRILLS

- **Fire/Security Drill**

The signal for this drill is a wavering siren. The cause of this alert may be a fire in the building or a bomb threat. An administrator will make an announcement via the intercom, if possible, with explanation of the situation. Students are to follow the staff member in charge of the area in which they are in when the siren sounds. Since the cause of this alert may not be readily visible, it is imperative that all students move quickly and quietly out of the building according to the evacuation plan posted in each room or as directed by legal authority.

- **Tornado Drill**

Students will be directed to take tornado precautions via the intercom system. Students and teachers in the underground level of the building will remain in their classrooms. All other individuals in the building will report to the underground level of the building. Teachers will direct their students into classrooms until all classrooms are filled and then remaining students and staff are to sit on the floor. Gym/Stadium/Baseball Facility: If time does not permit safe evacuation of individuals to the underground level of the school building, assemble under the stadium.

- **Emergency Evacuation**

In the event of an emergency evacuation, students will follow the direction of the school administration. Evacuation will be to the stadium. Students are not to use cell phones or go near their cars for any reason until it has been determined that it will be safe to do so. On the command to evacuate the building, individuals on the west side of the building will exit out the north doors, individuals on the top two floors of the education building will exit out the east doors, individuals in the underground level of the education building will exit out the north door on that level, and individuals in the Theology wing will exit out the east doors in that wing. Students are to sit with their class (so as to allow attendance to be taken) on the running track as far to the north end as possible until further instructions.

- **Lock Down and Intruder Drill**

If an unauthorized person is in our building and we believe that a security risk is evident, an announcement will be made for all teachers to lock their classroom doors, turn off the lights, and keep their students still and quiet. Any student in the hallways, Commons or restrooms should report to the nearest classroom immediately. Teachers and students should remain in their classrooms until notified by administrators or security people that the threat no longer exists.

CHAPTER 4

ACADEMIC PROGRAM

INTRODUCTION

Bishop McGuinness Catholic High School is an Archdiocesan, co-educational high school offering a college preparatory curriculum for students with varied academic abilities. The school is dedicated to educating and developing the whole person spiritually, mentally and physically, providing a moral, ethical and Christ centered compass for life.

Academics is the essential core of a McGuinness education. A structured course of study helps students grow in their faith, clarify personal goals and provides 21st century skills necessary to pursue future endeavors successfully. With this in mind, an individual course of study is developed for each student at Bishop McGuinness Catholic High School based on God-given talents, academic policy of the school and guidance from the school's professional staff.

Bishop McGuinness Catholic High School is accredited by the State of Oklahoma, AdvancED® and the Archdiocese of Oklahoma City. BMCHS strives to meet and exceed all requirements outlined by the accrediting agencies.

ADMISSIONS

- **Ninth Grade**

Bishop McGuinness Catholic High School is open to all students who have satisfactorily completed the eighth grade, have the ability to follow a predetermined course of study, and have demonstrated exemplary conduct. **In the event of a waiting list, preference is given to children and siblings of current students and graduates, to Catholic students, and those coming from the Catholic and private feeder schools in the Oklahoma City community.** Bishop McGuinness Catholic High School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission.

All incoming ninth grade students must have successfully completed the eighth grade prior to enrollment at BMCHS and have taken the STS High School Placement Test to help determine the appropriate course of study. Additional placement exams or competencies in math, science, world language and computers will be required for upper level course placement. A copy of the student's official academic records including health records should also be submitted before final acceptance. Seventh-grade academic records including ASPIRE Test results are to be provided if available. Students entering from non-feeder schools must provide a letter of good standing from their previous school principal, assistant principal, or counselor after completing the eighth grade and prior to the start of freshman year. Discipline records may be checked on all non-feeder school applicants. Any eighth-grade student dismissed from a feeder school must apply for admittance to the ninth grade through the Assistant Principal over Admissions.

- **Proficiency Exams**

Incoming freshmen with middle school or high school credit(s) in Algebra 1 or a world language who want to enroll in advanced math or world language courses may be asked to take a proficiency exam regardless of the credit awarded. The exam will better enable the Department Coordinator, counselor and parents to assess the course of study pursuant to the student's goals. In cases where proficiency and benchmarks are not met, retaking the course for McGuinness credit may be recommended. A waiver must be signed by the parent and student, if the school's recommendation is not accepted.

- **Transfer Students**

All transfer students must complete the transfer student application packet and provide all required documentation (transcript, test scores, birth certificate, and immunization records, and Individualized Education Plan (IEP), if applicable) before they will receive an interview with a member of our administration or counseling staff. Students entering from a non-accredited school, including homeschool (accredited or non-accredited), may be required to take proficiency exams for course and grade placement. Credits from previous course work will be awarded at the discretion of administration, based on the state and school graduation requirements.

Students who wish to transfer from another high school will not be accepted during the senior year, unless the student is transferring from another Catholic high school.

- **Foreign Exchange Students**

BMCHS may accept foreign exchange students for a one-year cultural experience or as a transfer student seeking a graduation diploma. Students must be either referred through BMCHS families or organizations specifically providing foreign exchange services. Cultural exchange students who are *not* on a graduation track are not eligible to

participate in graduation ceremonies or receive a diploma. All transfer students from foreign countries or foreign exchange students will pay the foreign exchange student tuition rate and MUST carry or be covered by health care insurance. Students who are in the F-1 category and are applying to McGuinness to graduate must follow transfer procedures, including the interview, recommendations and review of previous academic performance and drug testing. Students must be fluent in English and may be asked to take an English proficiency exam before being admitted. Foreign exchange students must meet all graduation requirements for a McGuinness diploma including service hours. An I-20 will be issued only after the student is accepted and proper immigration and immunization documentation is submitted. Full tuition is due at the time of registration for both cultural exchange students and I-20 students. If a foreign exchange student withdraws from BMCHS, there will be NO tuition refund. There will be an additional application fee for I-20 submission. All inquiries will be directed to the Assistant Principal/Academics.

- **Testing Program**

All applicants for the ninth grade at Bishop McGuinness take the STS High School Placement Test. There is no fee to take the test. Additional placement tests to demonstrate required mastery of content will be required for upper level course placement. This additional placement test is required in math, science, foreign language and computer programming.

During high school students will take the following tests in school:

Freshman Year

Pre and Post Test
PSAT 8/9
ACT Aspire
National Language Exams (if student is enrolled)

Sophomore Year

Reading and Math Test if required
PSAT
Pre-ACT
National Language Exams (if student is enrolled)

Junior Year

Reading and Math Test if required
PSAT
National Language Exams (if student is enrolled)
ACT (Students register themselves and take off-campus at designated testing sites)

Senior Year

Reading and Math Test if required
National Language Exams (if student is enrolled)
ACT (Students register themselves and take off-campus at designated testing sites)

Students are required to take the ACT, which is offered on six Saturdays during the academic year. Counselors and the Assistant Principal, Director of Curriculum and Testing will help the student to decide when to take the assessment. Students sign up for the test at www.act.org. The school does not sign up individual students for the ACT. All students are expected to have taken at least one ACT by the end of their junior year.

The school psychologist may provide comprehensive services for students who exhibit academic challenges, including classroom observation, extended interviews and record reviews, academic intervention, rating scales, and psychoeducational testing (social/emotional, cognitive, and academic). A variety of assessments are utilized based on the presenting concern.

GRADUATION CREDITS AND REQUIREMENTS

All graduates of BMCHS must earn a minimum of twenty-seven credits. A full credit is awarded for successful completion of a two-semester course. In addition to academic requirements, students are required to complete a minimum of ninety (90) hours of Christian Service. The required courses with credit hours for graduation from Bishop McGuinness Catholic High School are listed below.

<u>Subject</u>	<u>Credits</u>	<u>Required</u>
Theology	4	.5 for each semester enrolled at BMCHS
English	4	One course each year – 2 semesters
Math	4	Must include Geometry and Algebra 2 (A math course is required each year)
Science	3	Two lab sciences including at least Biology and Chemistry
Social Studies*	3.5	World History, U.S. History, Government OK History & 0.5 Personal Finance
World Language	2	2 years in the same language
Fine Arts	1	
Practical Studies/ Electives	1	.5 elective
*P.E.	1	Must include one semester of Health and Wellness and one semester of P.E. or P.E. equivalent
Electives	4	
Total	27.0	

A maximum of 2 credits awarded for Physical Education or P.E. equivalent courses will count toward graduation requirements with Recreational Sports counting for .5 of the credit maximum. ***P.E. Equivalent; i.e., dance, cheerleading, pom, and all OSSAA sports.**

McGuinness does not offer early graduation options. Rising seniors who have completed 21 credit hours must take a minimum of six courses. Every attempt is made to provide sufficient variety in the academic program whereby students are challenged to meet their interests and achieve their individual academic potential. All 9th, 10th, and 11th grade students are required to take seven courses each semester in which a grade is awarded. Only students who have fulfilled *all* graduation requirements are permitted to participate in the graduation ceremonies.

- **Awards Ceremony**

The awards ceremony is held on the first Monday in May of each school year to celebrate students' achievements. Parents are notified prior to the ceremony if their student will be receiving an award.

ACADEMIC PROGRAMS

The academic program at Bishop McGuinness Catholic High School is a college preparatory program that seeks to prepare students to become successful in post high school endeavors. Through the testing program, counseling, teacher recommendations and consultation with parents, students are placed in courses which take into consideration the course objectives and goals, as well as the aspirations, academic skills, work ethic and maturity of the student. **Students are not necessarily placed in the same level in all subject areas.** Placement in a particular level is based on teacher recommendation, student's aptitude, performance and work ethic in the various disciplines.

- **Advanced Placement**

Advanced Placement (AP) is a nationally recognized college curriculum that offers our students the opportunity to do college work while still in high school. All AP designated courses are certified by College Board's yearly audit process as college level instruction. Students follow a prescribed rigorous curriculum, including summer reading assignments, to prepare them to make a qualifying grade of 3 or above on the AP exam given in May. Courses designated Pre-AP or Honors provide the academic foundation for students to achieve success in the Advanced Placement program.

Due to the nature of Advanced Placement (AP) courses the completion of core instruction takes place prior to the official date of the respective AP exam. From Spring 2017 AP teachers have the discretion to administer their final, weighted in accordance with the course syllabus, either at a date of their choosing prior to the official AP exam date, or on the regularly scheduled finals date in that subject area. The only exception to taking the final entirely are those 12th grade students in a two-semester

course who have an exemption due to holding an A or B on the final day of regular classroom instruction. There are multiple reasons for moving to this policy:

1. More timely and specific preparation that focuses students for the AP exam is possible.
2. Provides parity for students in multiple AP courses as often instruction is missed due to taking multiple AP exams in May.
3. Gives the student more incentive to do well on the second semester final as it is directly tied to their AP exam. Currently students lose incentive to put their best effort forward on the final as it is two or more weeks after their AP exam and they may do the bare minimum to hold the grade. Administering the final as part of the AP exam process will give more valid test results and improve reliability.

AP students who are directed to take a final prior to their official AP exam date are not required to attend school on the date and time of their regularly scheduled final in that subject.

- **AP Student Coordinator**

The role of AP Student Coordinator is to promote Advanced Placement to all students and provide information over the AP program. The AP Student Coordinator is available every lunch time (except 7-4) to answer questions, and help students liaise with CollegeBoard, alongside offering assistance to parents, and community outreach regarding AP success.

- **AP Scholars Awards**

The AP program recognizes students who have demonstrated high achievement in multiple AP exams. “AP Scholar” is designated for those students who receive grades of 3 or who receive an average grade of 3.25 or above on *all* AP Exams taken and a grade of 3 or higher on four or more of these exams. See the College Board website www.collegeboard.com for additional information.

The AP placement offerings at BMCHS include the following: See course descriptions for prerequisites to any of these courses.

<p>10th Grade AP World History</p>	<p>12th Grade AP US Government and Politics AP English Literature and Comp. AP Psychology AP Calculus AB AP Calculus BC AP Statistics AP Physics1 AP Physics C: Mechanics AP Biology AP Chemistry AP Macroeconomics AP French AP Latin AP Spanish Language & Culture AP Computer Science AP Environmental Science AP Art History AP Microeconomics</p>
<p>11th Grade AP US History AP English Language and Comp. AP Biology AP Chemistry AP Physics 1 AP Physics C: Mechanics AP Macroeconomics AP Psychology AP Statistics AP French AP Latin AP Spanish Language & Culture AP Computer Science AP Environmental Science AP Art History AP Microeconomics</p>	

Each college has its own guidelines for awarding AP credit. It *is the responsibility of the student* to contact prospective universities to determine what AP grade the university will accept and how many college hours will be awarded. For instance, an AP grade of 3 in AP English Language and Composition will give a student a credit for a 3-hour course in college freshman composition at our state universities.

Since these are college level courses, all students enrolling in AP courses **must have the recommendation of their instructors followed by a parent and student meeting with the level counselor.** Refer to additions perquisites for specific courses. Successful AP students are task oriented and proficient readers, who are able to prioritize their time and multiple commitments. Student should possess strong critical thinking, analytical and writing skills.

Students who want to enroll in a Pre-AP or AP course and have not been recommended by their instructor, must obtain a waiver from the Assistant Principal/Director of Testing and Curriculum.

- **College Prep Courses** All courses at Bishop McGuinness Catholic High School are college-preparatory. Curriculum has been developed to meet the needs of all students to be successful in the content area and provide instruction that meets the academic expectations of the student as they enter university. Critical thinking, problem solving, and skills needed to be a successful student are included in all curriculum. Further instruction is offered in certain math and English courses to give additional opportunities for growth in reading, writing and math literacy.

- **CLEP Program**

The College Level Examination Program, a College Board program, gives students the opportunity to receive college credit by earning a qualifying score on any of the 33 college exams offered. There are over 2900 institutions of higher learning that grant CLEP credit, but each institution sets its own policy. Students should check directly with the university to determine the university's credit-by-examination policy. More information can be found at clep.collegeboard.org.

- **Concurrent Enrollment**

Concurrent enrollment is a state supported program in which students may earn college credit by taking college courses on a college campus. Each college has its own entry level requirements for concurrent enrollment as well as requirements for continuation. It is important to note that students actually begin their college career with this program and the decision to begin concurrent enrollment should be taken seriously. The following McGuinness guidelines and policies apply to help navigate students to a successful concurrent enrollment experience:

Policies and Procedures

1. Only rising juniors and seniors are eligible.
2. All Christian Service Hours must be current.
3. Students cannot be in an active Disciplinary Agreement with administration.
4. Students must meet the GPA and ACT/SAT admissions requirements of their selected college/university.
5. Students may only enroll in college courses during the summer months.
 - a) The Oklahoma State Department of Education states, "A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours."
 - b) The department also states, "For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work." Therefore, the total number of courses required by Bishop McGuinness would prevent a student from concurrent enrollment during the school year.
6. College course credits will NOT fulfill any McGuinness graduation requirements.
7. College course credits and grades will NOT appear on a student's McGuinness transcript.
8. *Students* are responsible for any and all tuition costs, books, and fees required by their selected college or university.
9. The student's grade level counselor and an administrator are required to sign the student's concurrent form before they can enroll. The counselor and administrator reserve the right to refuse to sign the form, should the student not meet the qualifications listed.

ACADEMIC SUPPORT PROGRAMS

Tutorial – Each teacher holds tutorial Mondays through Thursdays from 2:50 to 3:30 p.m. unless otherwise communicated to the students. Tutorial is a required part of the school day for students directed to tutorial by their teacher, counselor or administrator. Tutorial takes precedence over athletic practice, games or other extracurricular activities. Teachers who are involved in school related extracurricular activities after school may schedule tutorial time before school or during lunch.

Math Lab – Math lab is held every afternoon from 2:45 to 3:30. A certified math instructor is available to help students. In addition, a math computer lab for math practice is available.

REACH PROGRAM – Realizing Excellence; Achieving Competency in High School

The REACH Program was established to offer support, guidance, and remedial methods to qualifying students with learning disabilities. Three special-education teachers provide small-group and one-on-one instruction. All students attend daily classes during regularly scheduled periods and use the same textbooks and materials as other students. Students are expected to complete the regular coursework with accommodations and modifications specific to their learning needs. Classroom teachers are notified about each individual student's learning needs.

Eligibility for the REACH Program is based on current testing (within the past three years) from a qualified examiner that reflects intellectual ability, academic achievement, and a documented learning disability, or a request for testing may be made and completed on site by the school psychologist. As part of the application process, REACH candidates should submit two letters of recommendation from a non-family member, addressing the student's character and work ethic. A determination of candidacy will be made, and an interview will be scheduled with the REACH Program Director and REACH teachers.

Two-Tiered System

In order to address the individual needs of students admitted to the REACH Program, a tiered system is available for accepted students:

Level 1. Level 1 REACH students enter the REACH program their freshman year (or as transfer students). Based on needs identified in psychoeducational testing, history of academic achievement, and recommendation from current school and REACH personnel, Level 1 students will attend REACH one time each day, with reevaluation at the end of each academic year to determine the needed level of support. These students will likely attend one class period of REACH their freshman, sophomore, and junior years, and then will move to “monitor” status, in which they will report to REACH during 6th period (typically senior off hour) one time weekly for the duration of the senior year. Progress will be monitored throughout the year, and decreased academic performances will merit full-time reinstatement to daily attendance of REACH.

Level 2. Level 2 REACH students enter the REACH program their freshman year (or as transfer students). Based on needs identified in psychoeducational testing, history of academic achievement, and recommendation from current school and REACH personnel, Level 2 students will attend REACH one time each day, with reevaluation at the end of each academic school year to determine the needed level of support. These students will likely attend one class period of REACH all four years of high school.

A review of student progress and suitability is conducted at the end of each semester, at which time a student may be placed on a Plan of Improvement if satisfactory progress and participation is not shown. *The REACH Director reserves the right to drop a student from the program if he/she is not meeting the guidelines set forth in REACH.*

If a student chooses to exit or is removed from the REACH program during the sophomore, junior, or senior years, the student will be required to pick up one or two years of World Language to satisfy credit requirements set forth by BMCHS. Freshmen REACH students will earn class credit and a letter grade through the REACH Contracted Study component. Students commit themselves to academic excellence while learning academic, interpersonal, and life skills, which requires preparation, cooperation, and consistency. Parents are expected to attend scheduled conferences; maintain consistent communication; and support the efforts of their student, the REACH team, and the student’s teachers.

SPECIAL SERVICES

Special Services is an academic support program designed for students with diagnosed learning differences or other qualifying health impairments who are not enrolled in the REACH program. Students who participate in this program receive the following benefits:

1. Special Service academic plan tailored to unique learning needs identified in psychoeducational testing or diagnosis of another health impairment that impacts academic progress.
2. Academic testing using research-based assessments to identify learning strengths and areas for improvement, the results of which inform development of the Special Service plan and provide a baseline for measurement of student progress.
3. Academic support through regular progress monitoring and student, parent, and teacher conferencing and collaboration.
4. Small-group instruction targeting the academic and nonacademic skills linked to strong student outcomes in high school and beyond in scheduled student workshops.

GRADING SYSTEM

Course curriculum pages serve as the benchmarks for content delivered in the classroom. Mastery of the objectives contained in the curriculum serve as a measure by which students are graded. Assessments are benchmarked to the curriculum. Students’ take a variety of formative and summative assessments to measure their learning. To ensure equity in assessment instructors use evaluative tools to continually develop reliable and valid methods of evaluation.

The explanations below are general guidelines and should be viewed in light of each instructor’s expectations and standards found in their course syllabus.

- **Grade A - (90% - 100%)** Indicates an excellent quality of work that is consistently superior in effort and performance. This student consistently meets deadlines. Students who receive an “A” grade exhibit intellectual curiosity and demonstrate depth of knowledge. Written and oral communication skills are extremely strong. The student has fulfilled all requirements as described in the course syllabus.

- **Grade B - (80% - 89%)** Indicates a high quality of work and a good mastery of the subject. This grade reflects above average achievement and some intellectual inquisitiveness and initiative. The student expresses his/her thoughts well and has fulfilled most of the requirements as described in the course syllabus.
- **Grade C - (70% - 79)** Indicates the quality of work and achievement is average, demonstrating satisfactory knowledge and application of the course material. Students should attend tutorial before exams to ensure knowledge of the material. Discipline, time management and communication skills should be reviewed. For college acceptance and success, a “C” grade is a minimal acceptable grade.
- **Grade D - (60% - 69%)** Indicates the student’s work and achievement are below average in his/her grasp of the subject matter. A “D” grade may suggest a sporadic work ethic, missed or late homework, and/or low tests scores. Student organization skills, communication skills or responsibility dynamics may also need to be improved. Students with a “D” on their progress report should be attending tutorial on a regular basis. For general college admissions criteria, a “D” in a core subject suggests below average college admissions rates.
- **Grade F - (59% or below)** Indicates either the quality of work and/or achievement in the subject matter is too low to award credit. An “F” grade suggests missed or late homework, and/or low test or lab scores. Student organization skills, communication skills or responsibility dynamics also need to improve. Mandatory tutorial is required until a grade of “C” is achieved. For college admissions, an “F” on a transcript adversely affects the GPA and would require an explanation on a recommendation form.
- **I (Incomplete)** - If work is not completed within 10 working days after the last semester final exam, the “I” becomes an “F”. No seniors are eligible to receive an Incomplete in the second semester of their graduating year.

GRADE REPORTING

- **Weekly Grade Reporting**

The Athletic Director will provide a grade report through PowerSchool for coaches, teachers and the administration on a weekly basis for students participating in OSSAA sanctioned event and students participating in school and other designated extracurricular activities. The Oklahoma “*No Pass, No Play*” rule applies, and any failing grade for the second consecutive week results in the student being declared ineligible to participate until the next weekly grade report is submitted. **BMCHS requires that all Christian service hours be up-to-date before a student can participate in athletics.**

- **Grade Point Average (GPA) and Class Rank**

Grade point average is a number that summarizes a student’s academic achievements.

The grade point average is derived from averaging letter grade number equivalents as follows:

<u>Regular/Basic Courses</u>	<u>Honors/AP Courses</u>
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

All students are ranked by percentages. For example, top 10%, top 25%, top 50%, etc. Students can request individual class rank from the Registrar. Under special circumstances a parent may request class rankings.

Teachers also have the ability to attach specific notations to individual assignments and/or specific grades for each student. An account remains active as long as the student’s financial obligations to the school are current with the Business Office.

Grade Report Distribution/PowerSchool

Bishop McGuinness uses the PowerSchool grading system to store and display grades. The program uses six-week reporting periods. Reports are mailed at the end of both the 1st and 2nd semesters. Each report reflects a student’s current grades and teacher comments. It also has information necessary for parents and students to access grades online at any time. The comprehensive PowerSchool student/parent portal is secure, easy-to-use and allows access to current grades, teacher email addresses, student attendance and the daily announcements. Teachers are required to post grades weekly and may choose to post homework assignments and schoolwork. Please email tswink@bmchs.org to setup your new parent account each year. Now that PowerSchool is updated you can look back and see your historical grades. GPA’s update after grades are final and at the end of each semester based on historical grades only.

School Operations – Return to Distance Learning

In the event the Archdiocese of Oklahoma City closes Catholic schools, or locally Bishop McGuinness Catholic High School is required to close students will return to Distance Learning.

Bishop McGuinness recognizes that Distance Learning is not the same as being in a classroom with a teacher, however when circumstances arise it allows quality instructions to continue for the benefit of student learning does offer options that support student learning. Research demonstrates the following benefits for Distance Learning.

- Encourage contacts between students and faculty in and out of classes.
- Learning is enhanced when it is more like a team effort than a solo race.
- Active learning is encouraged in classes that use structured exercises, challenging discussions, team projects, and peer critiques.
- Students need appropriate and timely feedback on their performance to benefit from courses.
- Learning to use one's time well is critical for students and professionals alike.
- Communicate higher expectations.
- Provide a diverse delivery system.

(Brew, 2008; Morris & Finnegan, 2008–2009; Palloff & Pratt, 2005; Young, Cantrell, & Shaw, 2001)

Schedule

Bishop McGuinness Online Distance Learning Program will move to an A-B block.

Teachers are required to post their assignment by 7:30am on the A day of each A-B cycle regardless of which day the assignment may be due.

Attendance

Attendance will be by student check-in on Google classroom. Students are required to check-in by noon. Grades should not be given for an attendance check.

Assignments Due

A day assignments are due in core subjects by 9pm on the A day.

B day assignments are due in core subjects by 9pm on the B day.

All non-core assignments are classed as electives and due by 9pm on the B day.

A Day Core Classes

A day core courses – due at 9pm on an A day – are listed below.

- English: English 1, Pre-AP English 1, English 2, Pre-AP English 2, American Literature, AP English Language, British Literature, AP English Literature
- Math: Applied Algebra, Algebra 1, Pre-AP Algebra 1, Algebra 2, Pre-AP Algebra 2, Algebra 3, Geometry, Pre-AP Geometry, Trigonometry, Pre-AP Calculus, AP Calculus AB/BC, AP Statistics
- Theology: The Bible, The Paschal Mystery, The Sacraments, Vocation, Jesus the Christ, The Church, Moral Life of Christ, Spiritual Development & Leadership, Sacred Scripture, Church History, Catholic Social Teaching, Ecumenism/World Religion

B Day Core Classes

B day core courses – due at 9pm on a B day – are listed below.

- Science: Methods of Science, Honors Methods of Science, Pre-AP Biology, AP Biology, Pre-AP Chemistry, AP Chemistry, AP Physics, AP Physics C, Physics 1, AP Environmental Science, Anatomy/Physiology, Studies in Medical Science
- Social Studies: Oklahoma History, World History, AP World History, US History, AP US History, US Government, AP US Government, Personal Finance
- World Languages: Latin 1, Latin 2, Pre-AP Latin 3, AP Latin, French 1, French 2, Pre-AP French 3, AP French, Spanish 1, Spanish 2, Pre-AP Spanish 3, Pre-AP Spanish 4, AP Spanish

If a course is not listed above it is classed as an elective and is due at 9pm on a B day. As all assignments should be posted by 7:30am on an A Day students with uneven schedules are encouraged to complete elective assignments on A Days as well as B Days.

Sample Schedule

Below is a sample schedule students can follow each day to stay on track. If families need to allocate resources, students can meet their seat-hour requirement as long as they check-in by noon and complete their assignments by 9:00 p.m. on the assigned day.

<i>Sample Schedule</i>		
	<i>A Day</i>	<i>B Day</i>
8:00 - 9:15 a.m.	Math	Science
9:30 - 10:45 a.m.	English	World Language
10:45 - 11:45 a.m.	LUNCH	LUNCH
11:45 - 1:00 p.m.	Theology	Social Studies
1:15 - 2:30 p.m.	Elective/Math/Study Hall	Elective/Science/Study Hall
9:00 p.m.	Assignments Due	Assignments Due

This schedule, one that requires assignments to be due at 9pm, has been set up for the following reasons.

For those students who have the family dynamic where multiple devices are available, and no additional child responsibilities exist, students can adhere to the set schedule.

For those students who have dynamic families that need to allocate resources, students can meet their seat-hour requirements as long as they check in by noon, and complete their work by 9pm.

Assignments

Every day there should be an assignment due and that assignment should carry a grade. The type of assignment will be instructor driven and can be varied in the scope, and expectations of the submitted work, depending on the sequence of the course. Examples of assignments could include:

- Quiz
- Free response
- Discussion board post
- E-mail interaction from teacher prompt
- Essay
- Project
- Any teacher directed assigned work with a student response

Assignments are due at 9pm on the A-B schedule discussed above.

Syllabus

Teachers will provide an addendum to the regular syllabus in the event of moving to Distance Learning.

Expectations

Students are expected to adhere to the acceptable use policy, student handbook, and addended syllabus in Distance Learning mode.

In all situations should only use their legal name when participating in any online meeting or forum.

REACH

In response to any Covid-19 related closure, Bishop McGuinness Catholic High School will continue to provide daily one-on-one support for distance learning to students through the REACH academic support program.

Honor Roll Recognition

Each semester, students who maintain a 3.7 or higher on a 4.0 scale earn recognition on one of two of the BMCHS Honor Rolls.

Pier Giorgio Academic Honor Roll

Any student who maintained a 4.0 GPA on a 4.0 scale for the previous semester will be listed on the Pier Giorgio Academic Honor Roll.

Principal's Honor Roll

Any student who maintained a 3.7 or higher on a 4.0 scale for the previous semester, but who did not achieve a 4.0 for that semester, will be listed on the Principal's Honor Roll.

- **Permanent Records**

The permanent record of each student is kept on file in the Registrar's office and contains all academic grades, results of standardized testing and all participation grades from extra-curricular athletic activities.

- **Release of Student Records**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Bishop McGuinness will provide the non-custodial parent with access to the academic records and other school related information regarding their student.

If a court order specifies there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

- **Schedule Changes**

In order to keep classes balanced and an optimal size for learning, schedule changes are done with a variety of considerations in mind. Students wishing to make changes to their initial requests, prior to the creation and release of their schedule in August, may contact their grade level counselor in person or by email to discuss and request changes. Any schedule change requests made after student schedules are released will abide by the following policies:

1. Complete the digital schedule change form provided by your grade level counselor.
2. Submit a completed course waiver or teacher approval (if necessary).
3. No schedule changes will be made during the first three (3) days of class each semester. After the three days, students will have two (2) additional school days to request changes. No student generated schedule changes will be made after the first five (5) days of class.
4. Any student who makes a schedule change request during the two day window, will be responsible for paying a \$30 schedule change fee.
5. Seniors who have a full course load and want to drop a course for a free hour must do so by Oct. 1st.
6. Only the senior counselor may change senior schedules.

Students who request to change from an AP course to an at-level course in August, may do so only if there is available space in the at-level class. Students may suffer academic penalties if summer reading/assignments are not completed. Students are required to take the summer reading exam before any class transfer can occur. Grades will be carried into the new class.

If a student chooses to change to a different class after receiving their summer reading exam grade, they must understand that their grade follows them to the new class. Students who drop a course after deadlines may be subject to a withdrawal grade (W) on their transcript.

- **Waivers**

Recommendations for class enrollment are based on test scores, student performance, work ethic, and teacher recommendations. Waiver forms are available from the Assistant Principal/Director of Curriculum and Testing. The waiver form needs to be signed by the student, parent, Department chair and curriculum director. If necessary, a parent conference will take place with the Assistant Principal/Director of Curriculum and Testing. Level counselors review all student placements. Students who waive into a higher level course must remain in that course until the end of the semester. After the first 6-week grading period, students may not change levels. If extraordinary circumstances arise, students can petition the administration.

- **Transcripts**

Three transcripts as well as a final transcript are sent at no charge for students currently attending Bishop McGuinness. There is a charge of \$5 for each transcript requested from persons no longer enrolled at BMCHS. Please allow a minimum of one full business day for processing. Each student must have a signed transcript release form on file in the Registrar's office before transcripts can be released.

The transcript will include a record of absences. All absences, except for those accrued due to an official school event, will be recorded. This includes both excused and unexcused absences

- **ACT/SAT/AP Scores**

Beginning with June 2015 ACT/SAT, student scores will no longer be recorded on the transcript. Scores should be sent directly to colleges and universities from the testing centers of ACT and SAT. For ACT, go to www.act.org and select SEND SCORES. For SAT, go to www.collegeboard.org and choose SEND SCORES. Likewise, AP scores can be sent to selected universities by going to the College Board website and selecting AP Scores/Send Scores.

- **Credit Recovery**

Rising 10th and 11th grade students who have failed a core class and have not remediated the course(s) over the summer, will be admitted back under strict academic probation. The academic probation will include a set date in which to recover the required credit before the end of the fall semester.

Rising seniors must have all 9th-11th grade courses completed before school begins in August. Any student who has not completed and/or remediated all required credits by this time will not be on track to earn the 27 credits required to graduate in May. Any rising senior not on the graduation track will be required to meet with their guardian(s), the senior level counselor, and principal before school begins to discuss a delayed graduation timeline.

For graduation purposes, a **limit of four** online (semester) courses through an approved online provider (or public-school sessions) will be accepted for remediation of McGuinness core courses. Math and theology must be remediated at McGuinness. For math there will be a summer course offered, and for theology a student will be re-enrolled into that class following the academic year.

- **BMCHS Summer School**

Any student who fails a semester course in math **MUST** attend summer school at BMCHS to recover the credit. Students who successfully complete the prescribed course will receive a D on their transcript instead of an F. The D grade will count in the student's GPA.

Online Credit Recovery

Students who fail an academic course(s) or do not receive course credit because of excessive absences may consider the option of enrolling in an online course(s). The online program selected must be reviewed and approved by the counseling department chair and an administrator before a student can enroll. Any credit recovery course or program not pre-approved by administration will not be accepted for credit. The school reserves the right to require ALL exams for online courses to be proctored at Bishop McGuinness. Students taking online credit recovery courses will receive transcript credit only for the courses completed with a passing grade. The final grade will not be calculated in the student's overall GPA.

- **Summer School**

Grade level counselors will provide information for public summer school sessions. Students taking summer school sessions will receive transcript credit only for the courses completed with a passing grade. The final grade **will not** be calculated in the student's overall GPA.

- **Academic Probation**

A student who fails two subjects in any single semester is placed on Academic Probation for the next semester. Each student will meet with a parent and his or her respective guidance counselor to construct a plan of improvement to be signed by all parties.

- **Final Exams**

All academic core courses have a comprehensive final exam each semester. This exam will count no less than 10% and no more than 25% of the final semester grade. **No finals may be given before regular exam dates. For extraordinary reasons, students may appeal to the Assistant Principal/Academics to take one or more finals after the end of the semester. In the case of extended illness, final exams must be completed ten (10) school days from the last scheduled final. Students must take the exams during their scheduled times. Students who miss the 8:00 am final exam will incur an academic penalty on the makeup exam. For extenuating circumstances, parents may contact the Assistant Principal of Academics.**

Due to the nature of Advanced Placement (AP) courses the completion of core instruction takes place prior to the official date of the respective AP exam. From Spring 2017 AP teachers have the discretion to administer their final, weighted in accordance with the course syllabus, either at a date of their choosing prior to the official AP exam date, or on the regularly scheduled finals date in that subject area. The only exception to taking the final entirely are those 12th grade students in a two-semester course who have an exemption due to holding an A or B on the final day of regular classroom instruction. There are multiple reasons for moving to this policy.

1. More timely and specific preparation that focuses students for the AP exam is possible.
2. Provides parity for students in multiple AP courses as often instruction is missed due to taking multiple AP exams in the first two weeks of May.
3. Gives the student more incentive to do well on the second semester final as it is directly tied to their AP exam. Currently students lose incentive to put their best effort forward on the final as it is two or more weeks after their AP exam and they may do the bare minimum to hold the grade. Administering the final as part of the AP exam process will give more valid test results and improve reliability.

AP students who are directed to take a final prior to their official AP exam date are not required to attend school on the date and time of their regularly scheduled final in that subject.

- **Senior Exams, Deadlines and Graduation**

Seniors who meet the following criteria in each *year long class*, may be exempt from 2nd semester final exams. Finals for all semester course must be taken.

1. A minimum of 80% grade average in the second semester with all assignments, papers and/or projects completed.
2. No more than five (5) absences during the second semester. This does not include school-related absences. Every four (4) unexcused tardies equal one (1) absence for the class.
3. Cannot be on either an academic or a disciplinary probation or an integrity contract.
4. All service hours must be completed.

It is imperative that students begin their senior year with all academic course requirements completed through their junior year. Failure to make up deficit credits during the summer, or to complete courses needed for graduation, will jeopardize a student's ability to graduate with his or her class.

In order to participate in graduation ceremonies, all Seniors must have completed and submitted all late work, projects and/or required course assignments, including service hours, to the appropriate instructor for grading *no later than 12 noon on the last day of class before final exams*. No senior may take an incomplete grade in a course. Any final grades for online courses must be in the registrar's office by April 15th. **Students who do not make this deadline will not be eligible to participate in graduation ceremonies which include the robing ceremony, baccalaureate and graduation.**

- **College Visits for Seniors**

Seniors are allowed three (3) college visit days during their Senior year. These three (3) days will be counted as school related absences and **WILL NOT** be counted against the total absences for exemption from 2nd semester final exams. For these absences to be exempt, the student must complete the necessary pre-arranged College Visit form prior to their departure and submit documentation to the Main Office from the college/university that an official visit occurred upon their return.

- **Valedictorian and Salutatorian**

The Valedictorian(s) is/are the graduating senior(s) with the highest weighted Grade Point Average (GPA). The Salutatorian has the second-highest GPA. If two valedictorians are named, the student with the next-highest GPA will be named Salutatorian. If the students' final GPA's are within one-hundredth of a point, each student will be recognized as valedictorian.

Beginning with the class of 2021, to be considered for the Valedictorian or Salutatorian designation at graduation, students must meet the general graduation requirements set forth for all Bishop McGuinness students; in addition, they must meet the following requirements:

1. Students who do not fulfill the requirements for graduation, as stipulated in the *Graduation Credits and Requirements* section of the Bishop McGuinness Catholic High School Handbook, will not be eligible for Valedictorian or Salutatorian at the end of their senior year.
2. Eligible students must complete a combined total of 20 credits of Pre-AP and AP level courses available at Bishop McGuinness.

3. 14.5 of the 20 Pre-AP and AP level courses must be from the 5 unit core (English, Math, Science, *Social Studies, World Languages). *.5 credits must include AP US Government.
4. STEM II, Yearbook, and Newspaper will not count towards the 20 total honors-level credits required for eligibility.
5. Students must complete at least 28 credits to be eligible for Valedictorian or Salutatorian. Students will not be eligible for an off hour their senior year, regardless of total credits earned.
6. To be named Valedictorian or Salutatorian, the senior(s) must have been enrolled at Bishop McGuinness for at least six consecutive semesters.

- **Gold Cord Achievement**

Seniors with a seven-semester GPA of 3.7 or higher (on a weighted scale) will wear a gold cord during graduation ceremonies in recognition of their academic achievement. **Beginning with the Class of 2017, gold cord recipients must have an accumulated 3.7 and a minimum score of a 22 on the ACT.**

CHRISTIAN SERVICE PROGRAM

We are all called to be “People for Others”.

As part of our Catholic identity, students are called to reach out to the poor, vulnerable, suffering, and marginalized through sincere acts of charity.

Service Hour Requirement

Students are to complete a minimum of 90 hours of volunteer service, as a graduation requirement. All required hours and hours counted toward Red Cord must be completed with a registered “Verso l’Alto Partner” organization.

All hours submitted must be volunteer hours for which the student has not received payment, is not a consequence of disciplinary actions, or for the completion of public/governmental programs.

A list of all approved service organizations can be found on the school website [here](#), or by contacting the office of Campus Ministry.

The following chart outlines the number of hours required by grade level.

Freshman year	10 hours
Sophomore year	20 hours
Junior year	30 hours
Senior year	30 hours

A student attending all eight semesters of high school at Bishop McGuinness would acquire the following cumulative totals, by the end of each school year.

Freshmen	10 hours
Sophomores	30 hours
Juniors	60 hours
Seniors	90 hours

Students that enroll after the first semester freshman year will be “gifted” service hours to bring them current with the required hours for the semester. Gifted hours do not count towards Red Cord totals. If a student has verified hours from a previous school they would rather use, they may substitute these instead.

Service Hour Eligibility

Students are expected to meet service hour minimum requirements throughout their career at Bishop McGuinness. Totals have to be met by the end of each semester to remain eligible for all extracurricular school activities.

By the end the first semester of each school year, students have to complete all previous hour requirements and one-half of the current total for the school year. All remaining hours for the year are required to be completed by the end of the second semester. Senior student are required to have all hours submitted by the end of their first semester of senior year.

Our digital system allows administration, faculty, and Coaches 24-hour access to the live service hour log. At the beginning of each semester, and periodically throughout the course of all extracurricular activities, student service hours will be reviewed. All students with insufficient hours will be considered ineligible for participation in all extracurricular school activities.

At the beginning of each semester, a one-week probationary period will be given to all students below the minimum requirement. At the end of the probationary period, students still below the minimum requirement will be restricted from participation in extracurricular activities. Students may practice with their teams but are not allowed to compete. Once a student reaches the minimum requirement, the student may resume full participation.

The following chart shows the minimum semester requirements for students:

	Beginning 1st Semester	Beginning 2nd Semester
Freshmen	0	5
Sophomores	10	20
Juniors	30	45
Seniors	60	90

Theology Class Grade

All service hour requirements will be reflected in each student's theology course grade. Students who acquire or accumulate more than the minimum for each school year will need to complete the following semester requirements for credit in their theology courses.

Freshmen:	1 hour each semester
Sophomores:	2 hours each semester
Juniors:	3 hours each semester
Seniors:	Full participation in the senior service project - Participation in the senior service project is also a graduation requirement.

Service Hours Online Registration

All student service hours will be registered for credit using our digital system. Students can log their submission on the school website under the [Campus Ministry](#) tab. Students will have to enter their school-issued email, a valid parent email, and contact information for a site supervisor. Parents and family members will not be recognized as valid site supervisors. Site supervisors need to be an authorized volunteer coordinator, or project coordinator recognized by the organization associated with the volunteer service. Students, parents, site supervisors, the Campus Ministry office, and our IT department will receive notification of every submission made to the school database.

Any student that submits falsified information will be subject to any or all of the following consequences:

- ~ Loss of Falsified Hours
- ~ Deduction of Hours - 10 hours for each falsified submission, this will take place from the student's approved total of recorded hours
- ~ Behavioral Contract
- ~ Suspension

If an honest error occurs, students are encouraged to contact the campus ministry office and make corrections.

Online access to the digital log will be shut down for 10 days at the end of the school year, for all of Christmas Break, and periodically during the school year for maintenance and information archival. Service hours completed during this time should be submitted once the online registry reopens.

Summer Service Hours

All enrolled students are welcome to accumulate service hours starting in the summer before their freshman year. Summer hours must be submitted prior to the end of the first six-week grading period for each school year.

Mission/Service Trips

Students may only be granted hours for time spent in direct service to others. No service hours are to be given for travel time, time spent sleeping, or recreation time.

School Service (Team Managers, Stage Productions, Kairos Leaders, Ambassadors, StuCo, etc.)

Students may submit a maximum of 50 service hours towards service to the school. While this is a valuable assistance to our community in a variety of ways, we encourage students to work with groups outside our community and reach out to others in need. As stated previously, we are called to reach out to the poor, vulnerable, suffering, and marginalized through sincere acts of charity.

Red Cord of Distinguished Service

All seniors who accumulate over 300 approved hours of service are eligible to apply for the Red Cord of Distinguished Service graduation honor. All applications will be reviewed by the Director of Campus Ministry and School Administration. All candidates selected for the honor will receive their Red Cord at the April All School Mass.

Verso l'Alto Service Award

The Verso l'Alto Service Award is named after words Blessed Pier Giorgio inscribed on a photo of himself climbing a mountain, and the words mean "Toward the Top." It's a reminder to us, to constantly strive for our highest goals and to work towards reaching the summit of eternal life. The Verso l'Alto Service Award will be given to the senior who has served the community in the greatest way over his or her four years of enrollment at Bishop McGuinness. This award is typically presented at graduation.

Blessed Pier Giorgio Frassati Award

All seniors who apply and are awarded the Red Cord of Distinguished Service will be considered candidates for the Blessed Pier Giorgio Frassati Award. This award is the highest spiritual honor a student can receive from Bishop McGuinness Catholic High School. It is awarded to a senior (or seniors) who best exhibit the characteristics and qualities of the life of Blessed Pier Giorgio Frassati. Blessed Pier Giorgio had an outstanding sense of humor, was active in Catholic service movements, protested injustice, valued family, enjoyed athletics, served the marginalized, encouraged others, and sought a deeper relationship with God. His motto, "Verso l'Alto" (Toward the Top) speaks to his desire to know and serve God at the highest levels. The award recipient(s) will truly be a "Person for Others". The award will be presented at Baccalaureate Mass.

Class Retreats

Students are required to attend class retreats for the year in which they are enrolled. Any student that is unable to attend, must be excused with parental permission. All students missing a class retreat are required to make up the equivalent experience/work. Students missing class retreats will meet with the Director of Campus Ministry to receive their make-up work.

COMPUTER ACCEPTABLE USE POLICY

• Purpose

Digital devices are valuable tools for education and our purpose is to encourage the proper use of computer-related technology including the Internet. Students and all users of digital devices have a responsibility to use these tools properly and in accordance with the policy below.

• Goals

1. Enhance student learning in all curriculum areas.
2. Use educational technology to deliver curriculum transparently and to engage students enthusiastically in the learning process through a variety of electronic tools.
3. Help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.
4. Enable them to work effectively with various computer/communications technologies.
5. Encourage critical thinking and problem solving skills, which will be needed in this increasingly electronic and global society.
6. Provide technology-rich projects for student-centered learning using digital teaching and learning tools.

• Responsibilities of User

With right of access to a resource comes the responsibility to use the resource both correctly and wisely. Along with access to digital devices comes the availability of material that may not be considered to be of educational value within the context of the school setting. Monitoring and controlling all such material is impossible. Bishop McGuinness Catholic High School expects students to properly use the Internet for educational research. On a global network such as the Internet, it is impossible to control the content of all available materials; therefore, any and all use of the network must be consistent with Bishop McGuinness Catholic High School's goals of education and research. In addition to internal school regulations, there are federal and state laws that apply to such use. Bishop McGuinness Catholic High School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility of users accidentally procuring material that is not consistent with the educational goals within our school. In addition, Bishop McGuinness Catholic High School has installed a web-filtering product on its network to help ensure users do not gain access to inappropriate content.

- **General Guidelines for Use of the Internet**

1. Only students who have parental permission may use the school's computers or personal devices to access the Internet.
2. Logins and passwords are provided for the individual while they are affiliated with BMCHS, users are expected to protect their password and not share this information with another.
3. BMCHS reserves the right to search any users account and/or iPad/computer.
4. No user may represent himself/herself as another individual or entity in electronic communication.
5. When interacting with the official BMCHS social media accounts, students should post responsibly to adhere to our Catholic values.
6. No user will trespass in another's folders, work, or files.
7. Student use of the Internet is limited to school-related projects and inquiries. Use of games and non-educational programs is prohibited.
8. Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal law. The user is deemed responsible to see that this does not occur.
9. Email accounts through the school's network will be restricted to safe, filtered, CIPA compliant accounts only.
10. Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
11. Any attempt to circumvent system security, guess passwords, or in any way gain access to secure resources, is forbidden.
12. School use of the Internet for commercial or personal gains or profit is not allowed.
13. Users will not move, repair, reconfigure, modify, or attach external devices to the systems, excluding USB flash drives, CDs, cameras, MP3 players, or flash memory with student projects.
14. The network administrators, principal, and faculty have the right to monitor all technology activities.
15. Installation of freeware, shareware, or other software (personal) is prohibited.
16. Any student attempt to circumvent the school's wireless filtering, such as creating a WiFi hotspot on a personal device is forbidden.
17. BMCHS students in grades 9 and 10 will not have access to non-academic iPad applications unless written consent is given by a parent or guardian to rhightower@bmchs.org.
18. Additional rules and restrictions may be added at any time.

- **User Etiquette for Internet and Digital Devices**

1. For reasons of personal safety, users will NEVER post or share with anyone, especially strangers, personal contact information about themselves or other people. This may include last name (student), address, telephone number, school address, etc.
2. Users will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
3. Users will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
4. Users will not use obscene/sexually explicit, profane, lewd, vulgar, rude or threatening language or pictures, nor will they, through means of the Internet or social media, harass, bully, or annoy any community users. (See Sexting Section on page 56-57.)
5. Users will not knowingly or recklessly post false information about any person or organization.
6. Users will not use the Internet or device specific apps for dissemination or publication of any material which jeopardizes the good name of our school, or which is harmful, libelous or offensive to members of the school community.
7. Users will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
8. The illegal downloading of copyrighted software for use on home and school computers is prohibited.
9. All iPads must remain closed and in a carrying case while in restrooms, locker rooms or any dressing area, due to the integrated camera.
10. Students are responsible for providing a school appropriate protective case for their iPad. Inappropriate cases will not be tolerated and will be confiscated.
11. Students will ask permission prior to recording audio and taking photos/videos of classmates and/or staff members. If a student is found to have secretly recorded or have taken a picture of another person without their consent, there may be consequences.

- **Education**

The education of students in all areas of user etiquette including appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response, are taught as part of the Digital Citizenship Program throughout the curriculum.

- **Accountability**

All users are accountable for their actions and for the loss of privileges if the terms and conditions of acceptable use are violated. Consequences can include:

Restricted network access, loss of Internet use, loss of use of school computers, disciplinary or legal action, including but not limited to suspension, expulsion, termination, and/or criminal prosecution by the school or other involved parties under appropriate state and Federal laws

- **Violation Of These Rules May Result in Any or All of the Above Consequences.**

Bishop McGuinness Catholic High School makes no warranties of any kind, whether expressed or implied, for Internet service, network connectivity, and network or data storage. Bishop McGuinness Catholic High School will not be responsible for any damage suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the user's risk. Bishop McGuinness Catholic High School specifically denies any responsibility for the accuracy or quality of information obtained through its network services. Bishop McGuinness Catholic High School Advisory Council or the Archdiocese of Oklahoma reserves the right to amend this policy.

- **Right to Amend**

Bishop McGuinness Catholic High School reserves the right to amend this policy at any Time. Notice of amendments will be posted on the school website.

- **Digital Citizenship**

Technology is a powerful tool that has changed the way we work and how we communicate with each other. It is important that our students understand the appropriate use of technology and social networks they use every day, especially within the context of our school community. As young adults in the digital age, each student should know and understand the school's expectations and the important principles of being a good digital citizen. Each year during orientation, information regarding digital citizenship will be presented to all students. This same information will also be presented to parents during the grade level back to school nights.

- **Freshman iPad Usage**

Bishop McGuinness Catholic High Schools will restrict all incoming freshmen iPads for at least the first semester of classes. This means that students will not be allowed to install Apps outside of the school profiles on their iPads. Bishop McGuinness is implementing this provision as a way to eliminate additional distractions such as texting, playing games, or social media Apps like Snap Chat or Twitter in the classroom.

CHAPTER 5

REGULATIONS FOR STUDENT CONDUCT

INTRODUCTION

The primary rule governing the conduct of all members of our school community is the *Greatest Commandment* of our Lord: “*You must love the Lord your God with all your heart, with all your soul, and with all your mind...and you must love your neighbor as yourself.*” (Matt. 22:37-40). Any conduct which undermines the growth of such loving harmony is rejected.

The staff at Bishop McGuinness is dedicated to helping students become more responsible for their own actions. The goal is to have students become more self-disciplined at school, at school activities, and outside of school.

DISCIPLINARY PROCEDURES

- **Classroom Detention**

Classroom detentions are assigned by instructors as natural consequences for continued inappropriate behavior or rule violations. These detentions are initiated and supervised by the classroom teacher. Students sign a “Detention Agreement” which indicates the time, date, and reason for the detention.

- **Administrative Detentions**

The Assistant Principals hold these detentions at their discretion. Infractions that result in an administrative detention include, but are not limited to, the following:

- Failure to attend assigned classroom detention
- Dress code violations
- Students removed from class for discipline
- Tardiness to first period
- In the halls without a pass
- In the parking lot without permission
- Failure to follow absentee procedure
- Littering the campus

- **Serving a Detention**

Administrative detentions run from 3:00 p.m. to 4:00 p.m., Mondays through Fridays unless otherwise announced. Detention is viewed as a natural consequence to inappropriate behavior. Students assigned to detention spend time in a study hall as directed by the assigned administrator on an individual basis. Students must serve their detention within two (2) school days of it being assigned. Failure to report for an assigned detention will result in additional days of after school detention or Saturday detention.

- **Suspension and In School Restriction**

Suspension at Bishop McGuinness Catholic High School means the student is out of school and will not attend classes or any extracurricular activities during the time of suspension. Out-of-school suspensions usually run from one to five days depending on the severity of the offense. Tests and assignments that are due on a day that a student is serving an out of school suspension become due on the day the student returns. The computed grade is recorded as 60% of the actual grade. Out-of-school suspensions are reserved for serious or major offenses or repeated violations of school regulations

In School Restriction (I.S.R) is for less serious offenses than those that result in an out of school suspension. This can occur when Administrative Detention does not change student behavior and a more serious punishment is warranted. When serving In School Restriction, the student will remain in a separate, isolated study area and will do assigned school work until the end of the school day. All work completed will receive full credit.

Specific penalties for Suspension and/or In School Restriction are listed under the School Conduct Regulations section.

- **Disciplinary Agreement**

A student who seriously compromises their own safety or that of others, or who is suspended during a semester, will be put on disciplinary probation for two semesters. Students who are on a disciplinary agreement may be subject to further restrictions regarding extracurricular activities such as running for an office, homecoming court, National Honor Society, graduation ceremonies, or athletic participation.

- **Expulsion**

Clearly the most drastic form of disciplinary action is to remove a student from the Bishop McGuinness community. Only the Principal has the authority to expel a student. Prior to an expulsion, the Principal meets with the parents and student to explain the reason for the expulsion.

Both suspension and expulsion are extreme measures that the school utilizes if a student fails to respond favorably to other measures or participates in behavior that is seriously opposed to the goals of the school. Students who are serving an out-of-school suspension or who have been expelled may not be present on campus or attend any school-sponsored activity.

SCHOOL CONDUCT REGULATIONS

1. Students shall conduct themselves with due respect toward one another and all school personnel at all times. Insolence, defiance, insubordination or refusal to accept the directions of any school personnel is a serious offense. **(Penalty:** Up to suspension for gross disrespect.)
2. The use or possession of a dangerous weapon including knives, guns, or an explosive compound is prohibited at school or any school function. **(Penalty:** Suspension to Expulsion.)
3. The use, sale or distribution of illegal drugs, alcohol, or other controlled substances at school or at any school function, is strictly prohibited. A school function is defined as any activity in which the name of Bishop McGuinness is used whether the activity takes place on school grounds or not. The possession of drug-related paraphernalia is likewise prohibited. In addition, students who demonstrate by their behavior that they are involved in the use of drugs or alcohol and who refuse help or will not agree to abide by the school's requirements (such as random screening) will not be permitted to remain in the school. The use or possession of tobacco, tobacco products, vaping devices, or vaping paraphernalia is prohibited on campus and at all school functions. **(Penalty:** Suspension to Expulsion. See guidelines on pages 57–58.)
4. Fighting between our students or between our students and others is prohibited on campus and at any school function. Students should be aware that the penalty for fighting will normally be imposed on all participants equally. Students are advised that if they are threatened, harassed or intimidated by anyone at school or at a school function, they should immediately report the matter to a teacher, administrator or security person. It is not acceptable to respond by hitting or engaging in other physical contact.

Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight.

During the school days, any behaviors that constitute immorality in talk or action and/or any conduct that is detrimental to the reputation of this school and its mission can result in suspension and/or expulsion. **(Penalty:** Detention, suspension or expulsion.)
5. Bishop McGuinness Catholic High School has a concern with students whose conduct outside of school or at a school activity brings discredit or harm to the name of the school or the reputation of its student body. Therefore, such conduct or behavior that is in opposition to our Catholic philosophy and moral standards could require a penalty or dismissal from the school. **(Penalty:** Dependent on the situation.)
6. Students may not leave campus between arrival at school and the end of the school day unless they have received a permit to leave campus from the Main Office, or are on a school supervised outing. Students may not go to their cars or be in the parking lot without permission from an assistant principal. Seniors who have off-campus privileges must follow the approval procedure outlined in September. Seniors may not be in their cars to listen to music or eat their lunch. **(Penalty:** Detention, ISR, or suspension - For repeated truancy, expulsion.)
7. Lying in order to cover one's own misdeeds or the misdeeds of others works against the mutual trust that should exist between teachers and students and is an offense against the school community. **(Penalty:** Detention, ISR, or Suspension. Lying in serious situations or refusing to furnish information during a school investigation can be grounds for expulsion.)
8. Hazing, intimidation, or initiations of new students, underclassmen, or students joining clubs or teams is prohibited. **(Penalty:** Detention, suspension or expulsion.)
9. Any type of harassment (such as sexual, racial, ethnic, socioeconomic, religious, bullying or threatening harm to themselves or others) directed at a student or group of students is strictly prohibited. **(Penalty:** Detention, suspension, or expulsion. See guidelines, pages 56–57.)

10. Social networking such as Facebook, Twitter, Instagram, Snapchat, etc. provide students with instant nonverbal communication access. The primary responsibility of monitoring appropriate use of this technology rests with the student's parent or guardian. As a Catholic school community of faith, inappropriate postings (comments, pictures, etc.) on any social networking site is in complete opposition of the overall mission of the school. The school may choose to become involved if such behavior causes a disruption in the daily life of the school. Individuals directly or indirectly involved in such action may be subject to **disciplinary procedures**. (See guidelines on pages 56–57.)
11. Students who repeatedly cause disturbances in class are liable to be expelled from the class, which may result in the loss of credit for the course. Similar problems in the library, chapel, cafeteria or other common areas or during a liturgy may likewise result in student's removal from that area as well as other disciplinary action. Students who are disrespectful or uncooperative when a substitute teacher is conducting class will be removed from the class and a parent will be notified.
(**Penalty:** Detention, removal from class or common area, ISR, or Suspension; parent notification.)
12. It is a serious offense for students to cause a disturbance or perform any act of vandalism on our campus or on the campus of another school. Theft, damage, vandalism or the deliberate destruction of the property of others or the school is a violation of the rights of others.
(**Penalty:** Dependent on the situation.)
13. The use of inappropriate, abusive or profane language is prohibited on our campus or at any school event. It is also unacceptable to engage in demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials.
(**Penalty:** Expulsion from the event; detention/suspension.)
14. Possession of pornographic or hate material, including the searching for such material on the Internet, is prohibited.
(**Penalty:** Detention or suspension; loss of computer privileges.)
15. Card games as well as gambling of any kind, including, but not limited to dice, coin pitching, athletic contest pools, are prohibited **on campus**.
(**Penalty:** Detention; confiscated money involved to be contributed to charity.)
16. It is a serious offense for students to harass faculty or staff members or to invade their privacy by disturbing them in their homes.
(**Penalty:** Suspension.)
17. No food or drink may be in the hallways, chapel, classrooms or auditorium. Teachers are not to allow food or drink in their classroom unless for a special occasion.
(**Penalty:** Detention.)
18. Students, of legal driving age, may not park in the student lot without a current parking permit clearly displayed. Parking is allowed only in areas designated for student parking.
(**Penalty:** Retraction of parking privileges for reckless driving on campus or for repeated parking offenses. Also, see page 34.)
19. Students are never to give their locker combinations to others. Only appropriate decorations are permitted inside lockers. Lockers are not to be jammed in any way that prevents their locking as this may permanently damage the locking mechanism. BMCHS is not responsible for lost or stolen items from lockers.
(**Penalty:** Detention.)
20. Use of electronic devices for educational purposes; e.g., iPads and computers, is required. Use of smart phones/cellphones is prohibited in the classroom, Mass and other religious ceremonies, unless required by the teacher/sponsor. Any electronic device used inappropriately will be removed from the student immediately.
(**Penalty:** Device will be confiscated for 48 hours. Second violation will result in confiscation until a parent meets with Assistant Principal.)
21. The use of an electronic device for unauthorized recording, filming or photographing in the classroom, restroom, or locker room is strictly prohibited. Any device used inappropriately for unauthorized recording, photographing or filming will result in removal of the device and deletion of the recording.
(**Penalty:** Device will be confiscated for the purpose of deleting the recording. Dependent upon the situation, the penalty may include detention, suspension or expulsion.)
22. Displaying good sportsmanship at athletic contests, intramural, or Olympics events is paramount to our mission. As a Catholic school, being humble in victory and gracious in defeat models our mission of being "A Person for Others." Students, parents, faculty, alumni and guests of McGuinness will be held to a high standard of sportsmanship.
(**Penalty:** Dependent on the situation.)
23. The Catholic Church believes and teaches that Christ is present in the Holy Eucharist. Irreverence toward the Holy Eucharist is irreverence toward Christ himself. Desecration of the Holy Eucharist is a most serious offense. Likewise, irreverent behavior during school liturgies is also a serious offense.
(**Penalty:** Dependent on the situation up to expulsion, determined by the Administration.)

BEHAVIOR TOWARDS OTHERS

All students at Bishop McGuinness Catholic High School are expected to demonstrate high standards of behavior. Students must show respect toward staff members and each other at all times. **Every person in our community at Bishop McGuinness Catholic High School has the right to feel welcome and respected in our school.** Students who violate Bishop McGuinness policies regarding bullying and harassment in any form shall be subject to disciplinary action which may include, but not be limited to detention, suspension or expulsion. Under certain circumstances, BMCHS reserves the right to contact law enforcement.

The school reserves the right to discipline a student for actions committed off campus during the school year if they have an adverse effect on a student(s) well-being or adversely affect the student(s) ability to function within the everyday environment of the school.

Bishop McGuinness Catholic High School is committed to providing a learning environment that is free from harassment in any form. Harassment of a student by another student, parent, volunteer, or employee is prohibited. The school will treat allegations of harassment seriously and will investigate such allegations in a prompt, discreet and thorough manner. Individuals will be informed of the investigation on a need-to-know basis.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment may also be subject to disciplinary action. Students found to have filed intentionally false charges will also be subject to disciplinary action.

Harassment occurs when an individual is subjected to treatment or environment that is hostile or intimidating because of the individual's race, creed, color, national origin, socio-economic differences, physical attributes, disability, gender, etc. Harassment will not be tolerated at any time during school, during school related activities, or otherwise involving Bishop McGuinness students. It includes, but is not limited to, any of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person;

Physical Harassment: Unwanted physical touching, contact, or assault; the deliberate impeding or blocking of movements; any intimidating interference with normal work or movement;

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words (including but not limited to text messages and social media posts, videos, or photos), drawings or gestures;

Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Such conduct has the purpose or effect of unreasonable interference with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic or athletic status or progress.

Specific examples of sexual harassment include, but are not limited to:

- A student making unsolicited sexual advances and propositions to another student;
- Any sexual advances and propositions made by an adult affiliated with the school toward a student;
- Using sexually explicit, degrading, or inappropriate words or gestures to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures which lack scientific, literary, or artistic value;
- Telling inappropriate or sexual jokes;
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

Reporting Harassment: Students are strongly encouraged to report harassment to the school counselors. If you feel you are the victim of harassment or have observed harassment, please report the incident using the [Harassment Complaint Form](#) found on the school website (must be logged into school Gmail account) or in person to a teacher, counselor, school staff member or administrator.

Cyberbullying/Sexting Cyberbullying is defined as willful harm inflicted on another person through electronic media. Any student who sends, solicits, or possesses sexually suggestive or explicit texts or partial or fully naked picture(s) of a person ("sexting") or attempts to be harmful or cruel to another student or individual by sending or posting offensive material (including words, videos, or images) using a cellphone, the Internet, or other electronic device, may be subject to disciplinary action. Bishop McGuinness reserves the right to take action on such incidents regardless of whether they occur on school property, during a school-sponsored activity, or completely outside of school. Serious incidents may be turned over to law enforcement authorities for prosecution.

- Students cannot take a picture or record any other student, staff member, coach, or teacher without their permission. There may be consequences if a student is found to have secretly recorded or have taken a picture of another person without their consent.

Responsibilities of School and Student:

The responsibility of Bishop McGuinness High School is to:

- Establish practices designed to create a school environment free from discrimination, harassment, intimidation, or bullying.
- Make all administration, faculty, staff, coaches, lay coaches, students, and parents aware of this policy and the commitment of the school toward its strict and consistent enforcement;
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment;

Students are responsible for:

- Conducting themselves in a manner which contributes to a respectful, safe school environment;
- Avoiding any activity or behavior that may be considered discriminating, harassing, intimidating, or bullying;
- Immediately discontinuing such conduct if he or she has been spoken to as one who is perceived as engaging in conduct that is discriminatory, harassing, intimidating, bullying, or unwelcome;
- Report all incidents of discrimination or harassment to a counselor, a faculty member, staff member, or administrator with whom they feel comfortable.

REPORTING

Regarding the filing of a claim of harassment and the resulting review, the following procedures will be followed:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student should report the harassment to a counselor, faculty member, staff member, or administrator;
- The student alleging harassment is asked to submit the [Harassment Complaint form](#) found on the school website. The claim will be reviewed thoroughly, involving only the necessary parties, and appropriate actions will be taken;
- No persons, including complaining parties and witnesses, who exercise their right to complain under this policy shall be subject to retaliation or the threat of retaliation in any form. Retaliation includes, but is not limited to, adverse actions directed against an individual on the basis of, or in reaction to the exercise of rights accorded by this Policy, that affect a person's advancement, scholarship or educational performance, as well as the person's social or emotional well-being.

CHEATING AND PLAGIARISM

As an academic institution, we are committed to modeling high ethical standards by challenging our students to understand, respect and embrace ethical and moral behavior in all facets of their lives. Cheating is taken very seriously because it is contrary to justice, academic integrity, the spirit of intellectual inquiry and the pursuit of knowledge. Cheating is defined broadly as any dishonest or unauthorized act that misrepresents achievement or gives an unfair academic advantage to a student(s). Plagiarism is considered a form of intellectual theft because information is copied from electronic or traditional sources and submitted as one's own without giving proper credit to the sources. A violation of academic dishonesty will be considered as a serious issue. Teachers will inform the Assistant Principal of Academics and call the parents. In addition, the following consequences will apply depending on the incident. They include but are not limited to:

1. Zero credit for the assignment
2. Reduced or failing grade
3. Suspension
4. Parent Conference
5. Probation or loss of membership in National Honor Society
6. Academic Probation
7. Signing a Probationary Integrity Contract for one year
8. Loss of college recommendation letters
9. Any appropriate combination of the above

Serious academic honor code violations such as stealing answer keys or tests, transmitting testing materials or answers via text messaging or the Internet, or other forms of cheating may result in loss of class credit, suspension, or expulsion.

DRUG AND ALCOHOL POLICY

Providing a safe school environment, and at the same time, promoting an atmosphere of health and wellness is critical to the philosophy and overall mission of Bishop McGuinness Catholic High School. As part of this mission, it is imperative that students and parents fully understand the consequences for drug and alcohol use, abuse and/or distribution. The

guidelines outlined below provide a way for the school to minister to its students and families by offering maximum support while maintaining a commitment to the community.

In light of this commitment, students attending Bishop McGuinness Catholic High School will be subject to:

1. Random drug and/or alcohol testing
2. Drug and/or alcohol testing for reasonable suspicion
3. Search of lockers and other student belongings by drug-detecting dogs and other means. Providence Canine Services has been employed by the school to deter students from bringing illegal substances onto campus. Students found to be in possession of illegal substances are subject to all Drug/Alcohol Consequences.

The cost of the random testing will be absorbed by the school while the cost of reasonable suspicion testing **may** be the responsibility of the parent/guardian.

Random Testing

• Collection Process

If selected, a student is required to provide a hair, **urine, or oral fluids** sample at the designated BMCHS collection site. **The sample required will be at the discretion of the school.**

If a *dilute sample result is received from the lab, **a parent/guardian will be asked to accompany their student to our partner testing lab for a follow up test within 24 hours of the notification.** If a second sample is dilute, it will be an assumed positive.

*Too much water consumed prior to collection.

A. Requirements for 1st Positive Result

All test results are kept in the strictest of confidence between the testing agency, the school's Director of Wellness and the Principal. The parent/guardian of a student is notified by the Director of Wellness if their student's test results are determined to be positive. Any student who has a positive test result is subject to the following requirements.

1. Student and parents or guardian will meet with the Director of Wellness to determine follow-up services. These services may include:
 - Assessment at Teen Recovery Solutions (TRS)-assessment must be scheduled within 2 weeks of meeting with Director of Wellness and parent or guardian must participate. Student and family will be expected to follow up with any recommendations made by TRS.
 - Attendance at a local student educational series deemed appropriate by the Director of Wellness. Cost of the program will be at the expense of the parent/guardian.
 - Counseling or peer support group-student may be asked to participate in counseling to address underlying causes of drug usage. Cost of counseling services will be at the expense of the parent/guardian.
2. The student will be subjected to a follow up urinalysis (UA) to be performed at the school by the testing agency unless directed otherwise. This test will occur approximately 30-45 days after confirmation of the initial positive, although the school reserves the right to test at any point if deemed appropriate. Results of this test are expected to return as negative or show diminished levels, indicating no further usage.
3. If a student is involved in athletics at the time they receive a positive test result, they may be required to obtain a doctor's release within a prescribed time designated by the Director of Wellness before being allowed to resume athletic activity.
4. The student may undergo additional drug testing at BMCHS throughout the course of the school year. Any testing done outside of school will be at the expense of the parent or guardian.

B. Consequences for 2nd Positive Result

Student and parents or guardian will meet with the Director of Wellness and Principal following 2nd positive result on follow up UA.

1. Student will be placed on a disciplinary agreement through the school to be in effect for the current and two following semesters. Agreement will outline requirements listed below.
2. Student will undergo regular testing for the duration of the disciplinary agreement. This testing will be performed at the school by the testing agency unless otherwise directed. Any additional testing performed outside of the school will be at the expense of the parent or guardian.
 - Subsequent test results must return as negative or show diminished levels when compared to most recent test result, indicating no further usage.
3. Student may receive a two day out-of-school suspension with no credit for missed work.
4. Student will be suspended from extracurricular school activities for a period of up to 10 days. Relevant coaches and activity sponsors will be notified.
 - Student may be subjected to additional consequences based on specific team or activity rules.
5. Further requirements including counseling, peer group, or other support services will be made dependent on specific needs of student.
6. Disciplinary agreement will specify that a 3rd positive may result in dismissal from school.

C. Consequences for Additional Positives

Students whose drug testing indicates no appreciable diminishing score or any “new use” may be immediately expelled from school by the Principal. Consideration for readmission the following semester will be based on a completed substance abuse plan, indices of continued recovery, recommendations from health professionals and personal interview with the student. Second semester graduating seniors who are on a drug and alcohol agreement to stay at McGuinness must have negative or diminishing drug scores (no new use) to participate in the BMCHS graduation, baccalaureate, and robing ceremonies.

Drug/Alcohol Policy at School Sponsored Events

The school reserves the right to randomly test all students at all school activities. If found in violation of the Drug/Alcohol Policy, the student’s parents will be immediately notified, level consequences will be applied.

Reasonable Suspicion Testing

Reasonable suspicion is a logical conclusion based on experiences, observation and firsthand knowledge of a student’s appearance, speech and/or behavior resulting in a sincere concern that a student may be involved with drugs and/or alcohol.

The following penalties apply to students who are under the influence or in possession of drugs/alcohol during a school day, on school grounds or during a school sponsored activity. Any student required by the school to take a drug test based on reasonable suspicion, and the results are determined to be positive by the testing agency, is subject to the penalties listed below.

A. Drug/Alcohol Offense Consequences

1. Two-day out of school suspension. No credit for missed work.
2. A Drug/Alcohol dependency assessment and consultation at Teen Recovery Solutions. The assessment must be completed within two weeks of request. Two sessions may be required. A parent is required to participate in the assessment.
3. Attendance at an appropriate student education series may be required and will be at the expense of the parent/guardian.
4. Suspension from all school extracurricular activities including practices and games for 15 days.
5. For a student to be readmitted to Bishop McGuinness Catholic High School, he or she will be placed on a disciplinary agreement for the remainder of the semester in which the offense occurred as well as the next semester. Any student on a disciplinary agreement for substance use or possession can be required to be tested at any time during the term of the agreement. Expenses for any of the above mentioned items will be the responsibility of the parent.

B. Drug/Alcohol 2nd Offense Consequences

Repeat offense of the drug and alcohol policy at Bishop McGuinness Catholic High School places the student in serious jeopardy of being able to remain a student at the school. The administration will meet with the student and parents to determine the nature of the offense and the subsequent action. If the student is allowed to return, he/she will be placed on a disciplinary agreement for the entire time he/she remains enrolled at the school. The agreement will include, but will not be limited to, regular drug testing, counseling with documentation and suspension from extracurricular activities for no less than 30 days.

TOBACCO/VAPING POSSESSION AND/OR USAGE

Bishop McGuinness Catholic High School recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that Federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property. It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will also apply to everyone providing service to the school.

E-cigarettes/vapor or other such alternatives to tobacco usage are not allowed on campus or any school sponsored event. Use of such items would result in the same consequences as tobacco use.

1. “School property” is defined as all property owned, leased, rented or otherwise used by Bishop McGuinness Catholic High School including but not limited to the following:
 - a) All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b) All school grounds over which the school exercises control including areas surrounding any building, athletic field, as well as all recreation and parking areas.
 - c) All vehicles used by the school for transporting students, staff, visitors or other person.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and any other kind or alternative to tobacco, such as vaping materials and devices that can be inhaled, smoked or chewed.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.
4. "Staff" includes, but is not limited to, full-time, part-time and contract employees.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Students are also prohibited from possessing tobacco, tobacco products or vaping materials in, or on, school property or at school-sponsored events. If students are found in possession of such items, they will be confiscated and disciplinary actions will ensue.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy may be asked to leave the school premises. Students violating this policy will be subject to tobacco possession and/or usage consequences listed below.

- **Tobacco/Vaping 1st Offense Consequences**
One day out of school suspension; disciplinary agreement.
- **Tobacco/Vaping 2nd Offense Consequences**
Multiple day suspension with no credit for work missed or expulsion.

Parents will be notified when a student is found to be in **possession** of tobacco, tobacco products, or vaping devices/materials. The items will be confiscated.

ISSUES OF SEXUALITY

The Catholic Church teaches that sexuality is a gift from God. It is in the context of marriage that sex can be expressed in a healthy, holy and wholesome manner. Any form of genital sex outside of marriage is contrary to the use of this gift and to the dignity of life itself. Inappropriate, public displays of affection are to be avoided.

- **Early Marriage**

The Sacrament of Marriage is a life-long commitment intended for mature adults. The school strongly discourages early or student marriage precisely because a great majority of these end in separation or divorce. The school is designed to serve the formation needs of young men and women rather than married couples. Therefore student marriage is strongly discouraged and may result in discontinuance of studies. In the event that a student from McGuinness intends to marry or is married, it is required that the student and his or her parents meet with the Principal regarding the feasibility of continuing their studies at Bishop McGuinness Catholic High School.

- **Pregnancy**

In the event of pregnancy, Bishop McGuinness Catholic High School will make every effort to provide support, understanding and compassion. In consultation with parents and students, the Principal will decide upon the appropriate manner for continuing with an uninterrupted high school program of studies.

If a decision is made to temporarily continue education apart from the school, a student may return and receive a diploma at graduation provided that all necessary requirements are met.

The same support, understanding and counseling provided our young women will also be provided a McGuinness young man who has participated in a pregnancy. Counseling will be provided in an atmosphere of respect, trust and confidentiality. If there is a question of whether a student is pregnant, the Principal reserves the right to require a statement from a physician as to the student's status before that student returns to school.

- **Abortion**

Bishop McGuinness Catholic High School strongly opposes abortion, the deliberate destruction of human life. The school will provide all available resources and nurturing support for a pregnant student out of respect for the absolute dignity of human life. Abortion is a serious sin against the Fifth Commandment of God, "You shall not kill." A member of the Catholic Church who has an abortion, as well as one who encourages or assists in one, is automatically excommunicated from the Catholic Church (Code of Canon Law c.1398).

In the event the school becomes aware that one of its students has willfully chosen to obtain an abortion, despite the school's support, the student will be dismissed from Bishop McGuinness. For the same reason, other members of the McGuinness student body, including the father, will be dismissed if they have helped procure an abortion.

- **Child Abuse**

This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

SEARCHES

The school reserves the right to search lockers, book bags, all electronic devices, any type of container, as well as automobiles driven onto the campus. Such searches are intended for the safety of Bishop McGuinness students and to ensure that contraband (such as drugs, alcohol, or weapons) are never brought on campus. Students assume responsibility for items discovered on their person, in their possession, in their vehicles, or in their book bags, purses, lockers etc.

DUE PROCESS

Bishop McGuinness Catholic High School subscribes to the democratic principle of due process. Teachers and administrators, before assigning detention or imposing other serious disciplinary actions, will provide the student the opportunity to be heard and to have explained clearly the reasons for the disciplinary action taken.

Students or parents who have grievances have a right to appeal if they feel they have not been dealt with fairly. The appeal for all grievances must go in order of the next in line of authority: Teacher, Assistant Principal, Principal, Superintendent of Catholic Schools.

CHAPTER 6

EXTRACURRICULAR ACTIVITIES

All students are strongly encouraged to participate in school sponsored extracurricular activities. Participation in these activities, however, is a privilege and not a right. Sponsors/coaches may have rules and expectations beyond those administered by the school as long as those requirements reflect the overall values established by the school.

Students who do not have the required Christian Service hours for their grade completed by the end of each semester will not be eligible to participate in any extra-curricular activities at the start of the next semester until the hours are completed.

The leadership of Bishop McGuinness Catholic High School strives to create a strong Catholic faith community for its students. Simultaneously, we work in partnership with parishes to foster the faith formation, identification with and active participation in parish life for our young people. The experience of Church lived out in the local parish is the primary ecclesial relationship. We recognize the importance of our young people experiencing Church in this most vibrant way. We encourage them and you, their parents, to participate fully in the life of your parish community. Bishop McGuinness Catholic High School is committed to facilitating this process.

School-sponsored activities such as school dances are structured to give students an opportunity to develop and practice appropriate social skills in a fun and safe atmosphere. Whether as a group, individually, or with a traditional date, the school encourages students to take the opportunity to attend these dances. The school has several dances in which a student may participate: the fall Homecoming Dance is open to all students, and the Christmas Dance in December is open to sophomores through seniors. **The Prom is a more formal affair restricted to juniors and seniors. This includes students who do not attend Bishop McGuinness.**

All parent consent forms and “out-of-school date forms” (if applicable) are to be signed and turned in at the time of buying the dance bid. All dances are subject to random drug testing.

SCHOOL SPONSORED DANCES

Bishop McGuinness Catholic High School is dedicated to developing the whole person. Providing a balance between physical, social, academic and most importantly, spiritual development rests at the root of our existence. Learning appropriate behavior, dignity and self-respect assists in developing responsible and capable adults ready to meet the daily challenges presented in our ever-evolving society.

Dance Forms

- All required paperwork must be completed by parents and students and returned to the appropriate school person on or before the required due date.
- Any student choosing to attend a school-sponsored dance must agree and be willing to follow all policies for the dance as outlined in the Parent/Student Handbook and on the permission form.
- Dance fees must be paid to the school designated person on or before the required due date.

Appropriate Dress

- Some dances will be theme or casual attire while others will require formal or semi-formal dress.
- The club or organization sponsoring the dance will always display samples of appropriate dress for the upcoming dance. There are items that would never be acceptable to wear to a BMCHS sponsored dance. These are, but not limited to the following:
clothing items that promote alcohol, drugs, gangs, profanity, tobacco or anything deemed inappropriate by the school. Girls should refrain from wearing halter or tank tops, items that expose the midriff or are barebacked. Off the shoulder tops, short shorts, athletic shorts, spandex pants, dresses or skirts shorter than mid-thigh should not be worn. Boys should refrain from wearing sleeveless shirts, tank tops or baggy pants.
- Formal dances are special occasions and all students are required to dress appropriately. Girls should refrain from wearing items with low or revealing neck lines, items that expose the midriff and backless dresses that drop below the waist. Long dresses with slits or short dresses that expose the upper thigh are not permitted. Also, dresses that are transparent should never be worn. Boys are required to keep their shirts on and buttoned throughout the entire dance.
- Any student choosing to dress inappropriately for a dance will not be admitted until appropriate clothing is obtained.

Types of Dancing

- Good judgment is required of all students in regards to styles of dancing. Moshing and slamming are not allowed. Any suggestive dance gestures or movements must be avoided.
- Students choosing to engage in inappropriate dance behavior will be removed from the dance floor and may not be allowed to attend the next school dance. Other disciplinary action may be taken as deemed necessary by the administration.

Safety Issues

- Faculty chaperones will be present at every McGuinness sponsored dance.
- A minimum of one off-duty police officer will be present during all McGuinness sponsored dances.
- Providence Canine Services will be present at every dance. Like at school, personal belongings, automobiles (owned or rented) are subject to search.
- All students are subject to random drug/alcohol testing before being admitted to a dance.
- Any student found under the influence or in possession of drugs or alcohol will be detained and released only to a parent or guardian. A meeting date and time will be set with the student and parent or guardian to determine appropriate consequences.

Outside Guests

- Many of our dances are closed to outside guests; however, there are some dances where guests from other schools are allowed. In the case of a BMCHS student bringing an outside guest, the McGuinness student who invited the guest must complete the appropriate guest form and return it to the dance sponsor on or before the due date. The outside guest may be subject to a random breathalyzer test before entering the dance. It is the duty of the hosting student to take full responsibility for their guest while attending any school dance.

Summary

Participating in any activity outside the school day is typically an option and not a requirement. Those students choosing to participate do so fully understanding that they must follow the guidelines outlined by the school for that activity. Administratively, it is our hope that all students will participate in as many outside of school hour activities as possible. It is through this participation that a student learns the social skills necessary to interact in society.

CLUBS AND ACTIVITIES

Specific academic requirements exist for participation in various activities. Information regarding specific eligibility standards can be obtained from individual activity sponsors. Students who do not maintain passing grades may be declared ineligible to participate in extra-curricular activities. A partial list of available extracurricular activities includes:

- **Academic Team**

Sponsors: Nicky Goff and Julia Anderson-Holt

The purpose of the Academic Team is to enhance the learning and intellectual pursuit of McGuinness students through academic competition. Any student is welcome to participate in practices. Only students who are academically eligible and have the required Christian service hours may compete in tournaments. It is possible for 9th and 10th grade students to earn a position on both the Froshmore team and the Varsity team.

- **Big Sis Lil' Sis**

Sponsors: Kylie Lyons and Genieve Pezalski

The objective of Big Sis Lil' Sis is to provide female mentorship for all incoming freshmen girls. It is the duty of our selected upperclassmen ladies to provide support, advocacy, and positive role modeling for the young McGuinness women so that they may live out the school mission of developing the whole person that will in turn, become a person for others.

- **BMCHS Ambassadors**

Sponsor: Courtney Gougler

The purpose of the BMCHS Ambassador program is to promote the spiritual, academic, athletic and overall student life of the school to prospective students and campus visitors. Members of the BMCHS Ambassadors are sophomore through senior students who complete an application and a training process. A minimum cumulative GPA of 3.0 is required with no F or D received in the previous semester. Three letters of recommendation are required, an initial interview and Leadership training.

- **Bowling Club**

Sponsor: Alex Genheimer

This activity provides an opportunity for students to improve their bowling techniques and engage in friendly competition. Meets against area high schools are organized by the Oklahoma High School Bowling Association and are held on Friday evenings or Saturday mornings. Practice is after school on Thursdays. All equipment is provided for the student courtesy of the bowling center and corporate sponsors.

- **CAMINO - Campus Ministry Organization**
Sponsor: Kelly Allen
Camino means “the way” in Spanish. “I am the way and the truth and the life.” (John 14:6) The purpose of this organization is to encourage students to explore their faith and develop their spiritual relationship with God. CAMINO provides leadership opportunities, creative expression, and spiritual inspiration through a variety of community, parish and school activities.
- **Clancy Club**
Sponsors: Kelly Miller, Veleeceia Hearne
The purpose of the Clancy Club is to promote school spirit. The club supports all school activities.
- **Diversity Club**
Sponsor: Diane Drum
The purpose of the Diversity Club is to celebrate the diverse student population at BMCHS, provide cultural awareness to the students and faculty, advocate for the voices of minority and diverse groups of students throughout the school, and overall, empower all individuals.
- **Economics Club**
Sponsor: Todd Farris
The Economics Club is a student-centered educational organization ideal for those interested in developing a better understanding for the reality economics plays in business, public policy, and government. Students will learn how a free market economy functions in society and will address important economic issues through field trips, club meetings and guest speakers.
- **FCA**
Sponsors: Katie Troutt, Kelly Allen
Fellowship of Christian Athletes or “FCA” works to further integrate athletics and faith life through various activities on and off campus. The club hosts multiple fields of faith, events in which have guest speakers talk after athletic events, and devotionals in and out of school led by student members. They are also in charge of Irish Alley at the Memorial Marathon. Meetings are held weekly during early lunch period.
- **Fine Arts Club**
Sponsor: Steve McConnell
This organization was formed to promote the visual arts. Members may be freshmen through seniors interested in learning more about the production and understanding of the visual fine arts. Members will attend scheduled monthly club meetings involving workshops, artist demonstrations, and museum visits.
- **French Club**
Sponsor: Sheila Kruse
The French Club gives the French student a taste of French literature, culture, and gourmet food. The club’s purpose is to give the student a broad view of French life beyond classwork.
- **Gaming Club**
Sponsor: Adam Sermersheim
The purpose of the Gaming Club is to provide students with opportunities for fun and fellowship through game play. Most meetings occur during the evenings and involve video games of various systems.
- **Glee Club**
Sponsor: Jennifer Sokolosky
Glee Club is an excellent way for students to share their music talent with others and have a lot of fun. There will be opportunities to perform at BMCHS events as well as outside of the school setting. All practices are after school and anyone is welcome to join.
- **Irish 4 Life**
Sponsor: Kelly Allen
The mission of Irish 4 Life is to establish an active, positive pro-life culture among the members of our community by educating on all life issues and by actively promoting the right to a dignified life for all persons (pre-born and born).

- **Irish Outreach – Integrity, Responsibility, Inspiring, Serving, Helping others**
Sponsor: Kelli Williams
Irish Outreach is a student-led and driven service initiative that is dedicated to improving the well-being of the surrounding community and encouraging each student member to be a person for others.
- **Junior Classical League & JCLNHS**
Sponsors: Kaity Sims
The Junior Classical League is an organization open to any student interested in Latin and the Classics. Members of BMCHS Latin Club are affiliated with the Junior Classical League at the state and national level. Members have the opportunity to participate in activities with other Latin language lovers at the school such as laser tag, toga bowling and an annual Halloween party. Members also have the chance to participate in state competitions like Certamen and to attend the state and national Conventions.
- **Knitting Club**
Sponsor: Laney Maguire
Students with knitting or crocheting skills come together to make hats and blankets for NICU babies as a service project. If a student has no prior skills, other students will teach them how to knit or crochet.
- **Math Club**
Sponsor: Diane Drum
The purpose of the BMCHS Math Club is to promote scholarship in and enjoyment and understanding of mathematics in high school students. All students are welcome to join.
- **M.E.S.S. - McGuinness Engineering and Science Society**
Sponsor: Nicky Goff
The McGuinness Engineering and Science Society is organized to provide students with additional opportunities for scientific investigation and research, and exposure to lecture, films, and field trips to scientific centers.
- **National Honor Society**
Sponsors: Kathy Judge, Katie Troutt
The Cum Laude chapter of the National Honor Society (NHS) recognizes those exemplary students who demonstrate excellence in scholarship, leadership, character, and community service.
Membership is open to qualified sophomores, juniors, and seniors (during the first quarter of their senior year).
Invitations for application will be given to students who meet academic requirements and who have not been on a disciplinary contract in the two semesters prior to application.
Students are invited to apply if they have attained a 3.6 or higher cumulative GPA on the weighted scale and have completed the Christian Service hour requirements for their grade level by the March application time in the second semester.
Beginning with the Class of 2017, the GPA requirement changed to a 3.7
The NHS Faculty Council determines selection based upon applications and faculty/administration recommendations in the areas of leadership and character.
Members who fail to demonstrate the minimum membership criteria or adherence to the guiding principles of NHS are subject to probation or dismissal as determined by the NHS Faculty Council. If, while a member of NHS, one should be placed on disciplinary contract, he/she will *automatically lose the privilege of wearing and NHS stole at graduation* and possibly their NHS membership.
- **Sociedad Honararia Hispanica (National Spanish Honor Society)**
Sponsor: Mayra Wood
This organization recognizes students who have shown achievement in the study of Spanish. Members must maintain an 89% or better average for three consecutive semesters. The Bishop McGuinness Catholic High School chapter is named “El Cordobes.”
- **National Speech & Debate Association**
Director of Forensics: Brett Young
The Bishop McGuinness Catholic High School chapter of the National Speech and Debate Association provides opportunities for students to compete in various speaking, acting, and debate events that will help facilitate development in their critical thinking and public speaking skills. The league chapter participates in OSSAA sanctioned tournaments at the local, regional, and state levels as well as various tournaments on the national circuit. In addition each year the Irish Forensic Speech and Debate team hosts a speech festival for all Bishop McGuinness feeder school speech and drama programs.

- **Peru Mission Trip**

Sponsor: Kelly Allen

The Peru Mission Trip takes place over the summer and is available to BMCHS students who want to experience a week-long, hands-on service opportunity at the Santisimo Sacramento Parish in Piura, Peru. The mission team, which is composed of students from Bishop McGuinness, teacher mentors, and adult chaperones, will meet beginning in October to prepare for the trip. Payment of a \$100 nonrefundable deposit will be required in September. Trip cost will vary based on the airline ticket cost. Need-based scholarships are available for participants in our work grant program.

- **Politics Club**

Sponsor: David Hughes

Members of the Young Politicians Club will work toward developing awareness and creating activities as they relate to civic duties.

- **Student Council**

Sponsors: Rebekah Hightower and Kaity Sims

The Student Council is a student government which acts as a representative for student voice on all matters curricular and extracurricular at Bishop McGuinness. Members of Student Council gain experience working with different members of the school community, including their peers, faculty and staff members, as well as with external community organizations. The purpose of Student Council is to promote student initiatives that will positively influence school culture. The Council's composition includes an executive board of nine Student Council officers, and a general board comprised of the executive board, all class officers and senators. Student Council hosts a variety of schoolwide events each year which include the Canned Food Drive, Feeder Leader Day, and Olympics week. Students interested in joining Student Council should attend an informational meeting at the end of March and participate in elections at the beginning of April.

- **Spanish Club**

Sponsor: Taja Egert

The Spanish Club offers Spanish students an exciting year full of fiestas and a taste of Spanish cuisine. Its purpose is to offer its members adventures in Spanish culture outside of the classroom and a chance to make new amigos.

- **Venturing Crew**

Sponsors: Danielle Coats and Chris Braun

Venturing is a coed youth organization within the Boy Scouts of America (BSA). Crew 530 is chartered by Bishop McGuinness Catholic High School and focuses on outdoor activities such as camping. Meetings and activities are youth-led with BSA-registered adult supervisors.

- **Youth Protecting the Planet**

Sponsor: Adam Sermersheim

YP2 is an environmental organization composed of eco-conscious students. YP2 helps create and support environmentally friendly programs and attitudes with the school community.

- **Class Activities**

Classes work as a unit to promote class spirit, sponsor various activities, and take part in Olympic competition.

Sponsors: 9th Grade – Amy Frame
Sally Schmidt

11th Grade – Sue Ryan
Rebecca McKee

10th Grade – Rebecca Damron
Peter McConnell

12th Grade – Christine Pankratz
Kelly Allen

INTERSCHOLASTIC ATHLETICS

Athletic activities are an integral part of Bishop McGuinness Catholic High School's ("BMCHS") educational program, however participation is reserved only for students who meet eligibility standards. The value of athletics is in the striving for individual excellence through competition—with oneself as well as the opponent—and the sacrifice of oneself for the team. A wide variety of competitive athletic activities are available. All students are encouraged to participate actively as team members, if possible, and/or as spectators. It is imperative that students, participants and other spectators conduct themselves in a positive manner at these activities. BMCHS takes great pride in winning, but does not condone winning at all costs and poor sportsmanship. Everyone who is a representative of BMCHS must exemplify good sportsmanship and mature behavior. All forms of support must be positive and directed toward generating enthusiasm for our program rather than detracting or tearing down the program of the opponent. The National Federation for High Schools sportsmanship standards are:

1. Show respect for self and others at all times.
2. Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. Prevent the desire to win from overcoming rational behavior.
5. Recognize and appreciate skill in performance regardless of team affiliation.

The values of good sportsmanship and high behavioral standards apply equally to all activity disciplines.

Although serious injuries are not common in our programs, it is impossible to eliminate all risks. Parents are to be aware that there exists, while participating in any practice or competition, the risk of minor injury, serious injury or even death. Participants have the responsibility to help reduce the chance of injury by:

1. Obeying all safety rules
2. Reporting all physical problems to their coaches
3. Following training rules
4. Following proper conditioning programs
5. Inspecting their own equipment daily
6. Reporting possible dangerous facility conditions

When parents or legal guardians and students sign the proper forms for participation, they assume the risks that arise from participation on athletic teams. The school assumes neither responsibility nor liability obligations that result from injuries related to participating in the curricular or extracurricular programs at BMCHS.

Bishop McGuinness Catholic High School carries supplemental accident insurance for students while at school or participating in school events. This is a supplemental plan and is not considered a primary policy. Benefits are limited. For further information contact the school Athletic Director, Registrar or Business Office. The school assumes neither responsibility nor liability obligations that result from injuries related to participating in the curricular or extracurricular programs at Bishop McGuinness Catholic High School. However, the Oklahoma Secondary School Activity Association carries a catastrophic injury policy that would take effect to help after a family's expenditures reach certain limits. If a family chooses not to use the school offered insurance program, then it is assumed that coverage is already available for the athlete(s) through other programs. Also, because of the possibility of injury, each athlete must have on file a medical sheet giving permission and/or instructions for treatment and information on who to contact if parents are not at the injury site and cannot be reached in case of an emergency. **A student will not be allowed to participate without information on file indicating medical coverage for them.**

OSSAA Scholastic Eligibility

BMCHS is a member of the Oklahoma Secondary Schools Activities Association and is subject to all its rules and regulations. Student eligibility can only be maintained by meeting the Association requirements, making every positive effort in all academic courses, and fulfilling additional requirements of the individual coaches. In order to participate, students must:

- 1) Maintain amateur status as an athlete.
- 2) Be passing the required courses at the time of participation.
- 3) Maintain eligibility relative to age and school district residency.
 - a) Students reaching their 19th birthday before September 1st will not be eligible for athletic competition.
 - b) For students entering the 9th grade - The rule states that a student living with their parent(s) or legal guardian will establish eligibility at a school when the student first participates in interscholastic athletics at the 9th grade level or above. The student must be a legal student and eligible in all respects. Simply stated, a student,

living with their parent(s), who attends school on the first day of their 9th grade year, is eligible for all athletic activities at all levels – Freshman, JV, or Varsity.

- c) For students entering any time after the beginning of school of their 9th grade year -
In most cases, these students will be able to obtain eligibility for Freshman or JV participation. However, depending upon each individual situation, they may or may not have immediate eligibility for Varsity competition. Contact should be made with the Athletic Department administration to determine eligibility. In certain cases, the OSSAA may require a hardship application to obtain varsity eligibility. The Athletic Department will assist a family in completing these forms.

At BMCHS eligibility is the responsibility of the student athlete. **A student will not be permitted to participate in athletic competition when failing academic course work; e.g. No pass-No play.**

Section 1 – Semester Grades

- a. A student must have received a passing grade in five subjects counted for graduation during the last semester in school.
- b. If a student does not meet the previous standards, participation may begin after the first six weeks of the next semester, if passing all subjects at that time.

Section 2 – Student Eligibility During A Semester

- a. Academic eligibility is checked on a weekly basis at the end of the school day on Thursday for eligibility the following week. Grade checks begin after the third week of school of each semester. The athlete must be passing each individual class to maintain eligibility. If an athlete has a failing grade, eligibility will be regained when the cumulative grade for the semester is passing. While academic eligibility is determined on a weekly basis, semester grades are considered separately for eligibility purposes for next semester.
- b. Once grade checks begin, a student athlete failing any subject(s) will be on probation for one week. During this time, the student may continue to practice and play in any scheduled event but will become ineligible to participate in succeeding weeks if failure in the same course or any course is recorded during the next week's grade check. **(A student may not be on probation two consecutive weeks)**. Once ineligibility occurs, the penalty begins on the Monday following the grade check that recorded the continuing or subsequent failure. Academic ineligibility continues until the following Sunday. The individual coach and academically ineligible student athlete are to arrange a schedule for practice sessions which best serves the needs of the student athlete to regain eligibility.

All significant parties who might influence a student athlete to improve will be notified in the event of an eligibility concern. This includes the student athlete, teacher, coach, Athletic Director and parents. The normal procedure for notification begins with the teacher notifying the student and reporting the failure at the proper time. The head coach for that sport then is made aware of the student's status by the Athletic Director or his assistant. The assistant principals and counselors are given a list of failures for that week. The head coach or his/her designated assistant is to notify the parents or guardians before practice time on Monday. Sometimes teams are gone from school on Friday and it may be Monday before parent notification can be accomplished. However, failure to notify does not postpone application of the penalties.

The Principal and Athletic Director are the only persons able to make exceptions concerning student eligibility. The Athletic Director will inform the coach when the athlete has regained eligibility.

Students will be encouraged to utilize the tutorial period during times of academic duress. Students must be in attendance at least three (3) out of the six (6) periods in the school day to be eligible to participate that day.

If a student drops a class after the first three weeks of the semester, he/she will be ineligible for a three-week period. A student regains eligibility at the end of the three-week period if he/she is passing all subjects. An exception is allowed for a student who is enrolled in an AP or honors level course and wishes to drop that course. A student dropping an AP or honors level course after the first three weeks of the semester may maintain eligibility provided that (i) the student had a passing grade in the AP or honors level course at the time of withdrawal; and (ii) the student enrolls in a non-AP or honors level course in the same subject.

Christian Service Eligibility

Ninety (90) Christian service hours are a graduation requirement and student-athletes will be expected to remain current during their four (4) years at BMCHS. At the beginning of each semester, a one-week probationary period will be given to all students below the minimum requirement. At the end of the probationary period, students still below the minimum requirement will be restricted from participation in extracurricular activities. Students may practice with their teams but are not allowed to compete. Once a student reaches the minimum requirement, the student may resume full participation.

	Freshman	Sophomore	Junior	Senior
1 st Day	0	10	30	60
1 st Day 2 nd Semester	5	20	45	90

Disqualification

OSSAA guidelines state, “A student who is disqualified during a game or contest because of a flagrant or unsportsmanlike conduct shall be ineligible until reinstated by the Principal.” It is recommended that a disqualified student forfeit the right to participate in at least one contest before he/she is reinstated by the Principal. A student whose flagrant or unsportsmanlike conduct consists of fighting, cursing or using foul language toward a game official will be automatically suspended from participating in a minimum of the next two regularly scheduled games or contests on the same level of competition that his/her team plays. Fighting is defined, but is not limited to, any player or non-player (bench personnel) striking an opponent with arm(s), leg(s), foot (feet), or other object(s), attempting to strike an opponent, biting, or instigating a fight by committing an act(s) that causes an opponent to retaliate by fighting related to an OSSAA sponsored activity in which the players and non-players are participating. The fighting rule will apply to pre-contest and post-contest sponsored activities. It is mandatory that all head coaches remind his/her team that fighting during the post-game hand shaking ceremonies or conducting them in an unsportsmanlike manner after the game will be severely penalized. The head coach and team will be subject to additional suspension penalties beyond the normal penalties imposed on fighting and unsportsmanlike acts that occur during the contest.”

Drug and Alcohol Policy

Each coach may invoke additional policies for their specific team concerning the use of drugs, alcohol and tobacco products. These policies may require additional violation consequences in addition to the school rules on pages 56–57. Consequences could include removal from the team.

Funding

The Athletic Department budget is partially funded from the general operating budget of BMCHS. Every effort is made by the department to cover basic expenditures. Funds are generated through gate admissions, tournament sponsorships, advertising in the All Sports Program, season tickets, athletic physicals, gym rental for grade school basketball and the sale of the annual athletic program. In addition, the athletic department sponsors the All-Sports Golf Tournament to increase funding for athletics. Particular sports use special events when possible to generate funds. These funds are placed into a sport specific activity account and may be spent for that sport’s needs at the discretion of the Athletic Director and Head Coach directly responsible for these events. Donations can also be made to a particular sport through the Development Office and a tax deductible receipt will be mailed to the donor. The Booster Club generates funds for the support of all teams through the sale of concessions, BMCHS clothing, other mementos and season tickets. Students are ordinarily responsible for the purchase of their own practice equipment. **THE ATHLETIC DIRECTOR, DEVELOPMENT DIRECTOR, AND PRINCIPAL MUST APPROVE ANY AND ALL FUNDRAISERS.**

Transportation

BMCHS owns several vehicles used for extracurricular activities. Many student groups, other than athletics make use of them during the school year. It is impossible to provide school transportation for all athletic teams at all times. Therefore, it is necessary to depend on the good nature and generosity of the coaches, parents and sometimes the students to have enough vehicles to see that all participants arrive at the event site. It would be impossible to have a quality athletic program for our students without this help. Due to liability concerns for the safety of all involved, it is necessary for students to have written permission on file, signed by the parent or legal guardian, in order to drive their own car, transport other students to an athletic event, or ride with another parent or student driver. The head coach is responsible for determining transportation arrangements and the selection of willing student athlete drivers. **Freshmen and sophomores are only permitted to drive to athletic events under special circumstances. Only with administrative approval are students allowed to drive to events outside the metropolitan area.**

If practices are located off school grounds (e.g. cross country, tennis, golf, etc.), student athletes and/or their parents or guardians are ordinarily responsible for transportation to practice sites at the designated time.

- For scheduled competitions, the head coach will make necessary travel arrangements that will many times include parents and students (when necessary).
- When school owned buses are used, athletes riding in them are covered by the school’s vehicle insurance.
- When students ride in a coach’s personal car, with parents or other students, the responsibility for insurance coverage falls to the owner of that particular vehicle. The school is aware of the parent’s generosity in accepting liability for transportation in many cases.
- There are times when the students are requested to meet at the site of competition. These times fall under the same basic criteria as practice site transportation and the school assumes no liability for transportation arrangements made by parents and students.

Parents must be cognizant that athletes need to be picked up from practice in a timely fashion or transportation home arranged with a car pool. Coaches should not have to wait an undue amount of time for athletes to be picked up.

Early Release

Field Trip Permission Forms are required any time a student athlete plans to leave campus due to a scheduled athletic activity, if most of a class will be missed. Note: leaving a few minutes early from their last class is an exception to this requirement. The form used for this permission shows details about the trip and requires parent signatures as well as signatures from each of the student's teachers along with their comments about the advisability of the student's absence from the class. Parents need to note these comments and contact the teacher if there are any problems with the student being absent. **Parents are asked to please not sign a blank form.** Student athletes will not be able to leave with the team if this form is not turned in to the Attendance Office prior to departure. Since coaches are not permitted to carry these forms with them on the trip, they need to be handled in a timely fashion and telephone permission will not ordinarily be accepted.

Concussion Policy

The Bishop McGuinness Catholic High School Administration recognizes concussions and head injuries may result from contact sports and can have serious consequences if not properly evaluated and treated. Therefore, consistent with state law, the school will inform and educate student-athletes and their parents/legal guardians of the nature and risk of concussions or head injuries, including dangers associated with continuing to play after a concussion or head injury through this policy and the distribution of associated informational sheets and forms. On an annual basis, coaches and team officials shall undergo concussion training provided by the CDC, the NFHS or a comparable program or resource.

On an annual basis and prior to a student-athlete's participation in any athletic practices or competitions, a concussion and head injury information sheet will be made available to the participating athletes. This form is available on-line at the school website. The student-athlete and their parents/legal guardians must sign to verify they have read the information sheet and understand the content and warnings. (See Athletic Forms below.)

Completed acknowledgement forms shall be returned to the Athletic Director prior to the student-athlete's participation in practice or competition during the school year. If completed on-line, they will be sent to the Athletic Director automatically. The student-athlete may not practice or compete until the form has been returned.

If the School's coaching personnel suspect that a student-athlete has sustained a concussion or head injury during practice or competition, the coach shall immediately remove the student-athlete from participation and direct the student-athlete to obtain a physical and mental status examination by a licensed healthcare provider. The licensed healthcare provider must be trained in the evaluation and management of concussions. The School shall not be financially responsible for any healthcare bills associated with the examination. After suffering a concussion, a student-athlete's physical and cognitive activities should be carefully managed and monitored by the licensed healthcare professional. Pursuant to Oklahoma Statute Section 24-155 of Title 70, any student-athlete removed from participation shall not be allowed to participate in practices or competition until he/she is evaluated by a licensed healthcare provider and received the provider's written release to return to participation, a copy of which shall be provided to the School.

After a student-athlete has sustained a concussion, he/she will enter into a "Return to Learn" protocol. Guidelines for teachers and relevant school personnel pertaining to student-athletes who are returning to the classroom after sustaining a concussion or head injury will be developed in accordance with current national position/consensus statements.

Prior to returning to participation after a concussion, a student athlete must complete a "Graduated Stepwise Return to Athletic Participation." In accordance with current national position/consensus statements regarding the gradual return to full participation after a concussion, the School's Athletic Trainer(s) will supervise the student-athlete through the "Graduate Stepwise Return to Athletic Participation." The School's Athletic Trainer(s) as a designate of the team physician will have final determination in a student-athlete's final return to play.

Equipment Return

At the conclusion of each season, uniforms and equipment must be returned in a timely fashion as specified by the head coach of that sport. When these deadlines are not met or if equipment is damaged or lost, financial liens will be imposed and records frozen in the Registrar's Office until equipment is returned or proper remuneration is made.

Athletic Forms

There are several forms required by the school and/or the OSSAA before participating in the interscholastic athletic competition. The required forms are now available online at <https://www.bmchs.org/athletics/forms/>. All forms may be completed online with the exception of the student physical form. Parents and students are encouraged to complete the forms online as a digital record is created when completed in that manner. These include:

- **Physical Form**

A physical must be administered after May 1st of the beginning calendar school year. It must be signed by parent, student/athlete and qualified physician and must show clearance by the attending physician.

- **Concussion and Head Injury Acknowledgement Form**

Concussions are a growing concern within the athletic community. This form provides a fact sheet of information concerning concussions and head injuries. The form must be signed by both the parent and student/athlete.

- **New Student Form**

The OSSAA requests that all parents of incoming students complete a current year new student participation form. Indication of any change of residence must be made so that any impact on eligibility can be determined. Please note that the form requires signatures from parent and student athlete alike. For example, a family may have moved to a new residence beyond the school boundaries of BMCHS and assume the student athlete is still eligible, when in fact they may not be without a ruling from the OSSAA Eligibility Committee. **Note: this form requires signatures from both the parent and the athlete.**

- **Transportation and Equipment Form**

This form sets parameters on transporting a student/athlete to away events. It also explains the school's position on transportation liability. The form must be signed by both the parent and student/athlete.

- **Medical Emergency Information Card Form**

This form is required and used by hospitals and other medical providers to assure treatment may be provided to an injured athlete if required and the parent or guardian is not available. The form must be signed by both the parent and student/athlete.

- **Sudden Cardiac Arrest Acknowledgement Form**

Sudden Cardiac Arrests are a growing concern within the athletic community. This form provides a fact sheet of information concerning concussions and head injuries. The form must be signed by both the parent and student/athlete.

Hazing

The negative hazing or intimidation of any student or students joining clubs or teams is prohibited.

Team Rules and Policies

The coach for each team may set rules and policies concerning behavior, sportsmanship, attitude, etc., for their individual team and consequences for violating the team rules or policies. Due to the nature of each particular sport and the differences between sports, rules and policies may vary from team to team.

Conditioning

The conditioning of athletes is in control of the coach in season. Summer conditioning should be shared by each of the athlete's coaches. During the school year when a sport concludes it's regular and post seasons the athlete is released to his/her next sport when all equipment is turned in. Students may participate in more than one sport per season with the consent of each coach and the athlete's parents.

Communication

A student's athletic experiences are enhanced through clear communication between coaches, athletes and parents. Coaches will dispense the following information (probably at a pre-season meeting of parents).

1. Handbook Issues
 - Minimum 3 classes per day
 - Academic Eligibility
 - Christian Service Eligibility
 - Drug and Alcohol Policy
 - Out of School Permission Forms
 - Equipment Return
2. Fund Raising
3. Transportation
4. Summer Preparation Programs
5. How to lodge a complaint
6. Tutorial Period
7. Practice Times
8. Lettering Criteria
9. Team Projects (i.e. ropes course)
10. Physicals
11. Necessary Forms or Paperwork
12. Trips

Information coaches expect from parents include:

1. All necessary paperwork prior to the beginning of the season
2. Notification of illness or injury in a timely fashion
3. Notification of scheduling conflicts well in advance

When there are perceived conflicts these issues are generally best resolved at the lowest level between player and coach. These areas of concern may include:

1. The coach's interaction with your child
2. Your child's interaction with others in the program
3. Ways for your child to improve

Some things are left to the discretion of the coach:

1. Strategy
2. Play Calling
3. Playing Time

If a meeting between the athlete and coach fails to resolve a problem, a meeting between the coach and parent may be scheduled. **Before or after a game is an inappropriate time to schedule a meeting with a coach, please wait and make contact the next day.** If resolution of the problem cannot be satisfactorily reached the next steps include:

1. Athletic Director
2. Principal
3. Superintendent

Attention! - Prospective College Athletes

The NCAA and NAIA have established a central clearinghouse to certify athletes' eligibility for Division I and II. Because the NCAA rules are often changed, please check with the Senior Counselor for more additional information.

Athletic Letters of Intent

Student athletes who have been awarded a college athletic scholarship and who will be signing letters of intent on the BMCHS campus must make arrangements through the Athletic Director at least one week in advance of the signing.