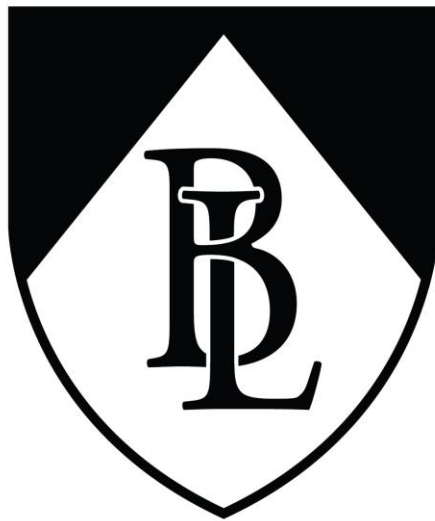


**BISHOP LYNCH
HIGH SCHOOL
STUDENT-FAMILY HANDBOOK**



SCHOOL YEAR 2024-2025

Dear Friar Families,

We are excited to welcome you to prepare for a new academic year at Bishop Lynch with the following Student-Family Handbook. The valuable information that follows will illuminate how our community is called to embrace a shared path for maximum growth and engaging experiences in the coming year. It is imperative, as we articulate these expectations, that you commit to becoming an active participant in cultivating an atmosphere of belonging and mutual respect. One of the greatest gifts that we share is the strength of our community as we are better together, and community calls us to a deeper commitment to conscientiousness, self-control, and the responsibility to care for others and all creation. Please take the time to read and review this handbook as we journey together this year.

Peace and Blessings,

A handwritten signature in cursive script that reads "Chris Rebeck".

Chris Rebeck
President

ADMINISTRATION

President	Mr. Chris Rebuck
Assistant to the President	
Principal	Dr. Chad Riley
Executive Assistant to the Principal	Mrs. Michelle Ishmael
Asst. Principal for Academics	Mrs. Rachele Piazza
Asst. Principal for Student Formation	Ms. Candice Barbosa
Chief Financial Officer	Mrs. Jaynie Poff
Chief Advancement Officer	Mr. Jim Urbanus
Director of Enrollment Management	Mrs. Molly Carter
Director of Guidance	Mr. John Sharp
Director of Teaching and Learning	Mrs. Lauren Caton
Director of Fine Arts	
Director of Campus Ministry	Ms. Laura Gauthier
Chaplain	Fr. Mark Garrett
Director of House System	Ms. Kristie Wainwright
Director of Athletics	
Campus Nurse	Mrs. Patty Barton
Director of Logistics	Mr. Donald Merkel
Director of Technology	Dr. Ron Steiner
Director of Transportation	Mr. Brian Abbett
Director of Facilities	Mr. McKay Braithwaite
Director of Communications	Mrs. Michelle Argumaniz

DEPARTMENT CHAIRS

Business/Computer	Mr. Clayton Nestor
English Language Arts	Mr. Joe Inman
Fine and Performing Arts	
Mathematics	Mrs. Kate See
Physical Education	Mr. Billy Clark
Science	Mrs. Clauthia Fields
Social Studies	Mrs. Amy Wheeler
Theology	Mrs. Petra Mehen
World Languages	Mr. Guillermo Rios

CONTENTS

<u>Chapter 1: History of Bishop Lynch High School</u>	7
• 1.1 History of our School	
• 1.2 Mission Statement	
• 1.3 Transmission of Culture	
• 1.4 Graduate Profile	
• 1.5 Creating a Culture of Belonging	
• 1.6 Daily Prayer	
• 1.7 Faithful Citizenship	
• 1.8 School Traditions	
• 1.9 Responsibilities of Parents/Guardians	
• 1.10 Confidentiality	
• 1.11 Applicability and Interpretation	
• 1.12 Statement of Non-Discrimination	
• 1.13 Use of BLHS Branding	
<u>Chapter 2: Academic Programs and Policies</u>	10
• 2.1 Statement of Integrity	
• 2.2 Learning Support	
• 2.3 Class Schedule	
• 2.4 Assessment and Grade Reporting	
• 2.5 Testing	
• 2.6 Parent – Student - Teacher Conferences	
• 2.7 Academic Eligibility	
• 2.8 Textbooks and Class Materials	
• 2.9 Homework	
• 2.10 Field Trips	
• 2.11 Summer School	
• 2.12 Grievance Procedure: How to Make an Academic or Disciplinary Complaint	
• 2.13 Academic Probation/Failures/Mandatory Study Halls	
• 2.14 Academic Dismissal	
• 2.15 Withdrawal from School	
• 2.16 Communication	
• 2.17 Commencement Exercises	
• 2.18 Off-Campus Courses	
• 2.19 Transfer of Credit	
• 2.20 E-Days	
• 2.21 Parental Access to Student Records	
<u>Chapter 3: Conduct, Appearance, Discipline</u>	17
• 3.1 Student Responsibilities and Expectations	
• 3.2 Insubordination	
• 3.3 Anti-Slur Policy	
• 3.4 Profanity/Language	
• 3.5 Hall Passes	
• 3.6 Authorized Access	
• 3.7 Absence without Permission (AWP)	
• 3.8 Use of Cell Phones	
• 3.9 Bullying/Cyberbullying/Harassment	
• 3.10 Sexual Harassment	
• 3.11 Fighting	
• 3.12 Public Displays of Affection	
• 3.13 Littering	
• 3.14 Dress-Code	
• 3.15 Liturgy/Assembly Behavioral Expectations	
• 3.16 Detention	
• 3.17 Saturday School	
• 3.18 Disciplinary Probation	
• 3.19 Suspension & School-Initiated Withdrawal	
• 3.20 Married Students	
• 3.21 Students Who are Becoming Parents	
• 3.22 Senior Privileges	
<u>Chapter 4: Attendance Policies and Procedures</u>	23
• 4.1 Attendance	
• 4.2 Tardiness	
• 4.3 Absences & Extra-curricular Activity	
• 4.4 Excessive Absences	
• 4.5 Homework during Extended Absence	

• 4.6 College Visitation	
• 4.7 Family Vacations	
• 4.8 Early Dismissal	
• 4.9 Items Brought/Delivered to School	
• 4.10 Lost/Found	
• 4.11 Contacting a Student during the School Day	
• 4.12 Bistro	
<u>Chapter 5: Student Health and Safety</u>	27
• 5.1 Closed Campus	
• 5.2 Emergency Procedures	
• 5.3 Security of Personal Property	
• 5.4 Student Lockers	
• 5.5 Search of Student Property	
• 5.6 Supervision of Students	
• 5.7 Student Drivers	
• 5.8 Parking Lot & Vehicles	
• 5.9 Drug, Alcohol, Tobacco, and Substance Use Policy	
• 5.10 Weapons and Dangerous Instruments	
• 5.11 Reports to and Cooperation with Law Enforcement	
• 5.12 Illness or Injury During the School Day	
• 5.13 Medication	
• 5.14 CareLink	
• 5.15 Notification Regarding Concealed Carry of Handguns by License Holders on DCCCD Campus	
• 5.16 Custody and Family Law Issues	
• 5.17 Pets or Animals on Campus	
<u>Chapter 6: Campus Resources</u>	33
• 6.1 Counseling	
• 6.2 Technology: Acceptable Use Policy	
• 6.3 Library	
<u>Chapter 7: Student Formation</u>	37
• 7.1 Campus Ministry	
• 7.2 House System	
• 7.3 Clubs and Organizations	
• 7.4 Dances	
<u>Chapter 8: Business and Financial</u>	39
• 8.1 Tuition	
• 8.2 My Kids Spending	
• 8.3 Returned Check Policy	
• 8.4 Financial Clearance Policy	
• 8.5 Development and Fundraising	
• 8.6 Reimbursement for School Costs and Attorney's Fees	
• 8.7 Costs Caused by Damage	
<u>Chapter 9: Athletics</u>	42
• 9.1 Bishop Lynch Athletic Code	
• 9.2 Parent Creed for Sportsmanship	
• 9.3 Absences and Concussion Protocol	
• 9.4 Athletic Teams at Bishop Lynch	
• 9.5 Athletic Award	
• 9.6 Conduct	
• 9.7 Discipline	
• 9.8 Ejections	
• 9.9 TAPPS By-Laws	
• 9.10 Facilities	
• 9.11 Friar Summer Fitness Program (Athletic Performance)	
• 9.12 Lockers	
• 9.13 Lost/Damaged/Stolen Items	
• 9.14 Quitting	
• 9.15 School Equipment	
• 9.16 Physicals	
• 9.17 Practice Regulations	
• 9.18 Team Expenses	
• 9.19 Team Meals	
• 9.20 Travel	
• 9.21 Travel Policies (Overnight)	
• 9.22 Participation	
• 9.23 Athletic Class Transfer	
• 9.24 Athletic Clothing and Gear	

ABOUT THIS HANDBOOK

This handbook is solely intended for the students and parents of Bishop Lynch High School. We have prepared this handbook to help familiarize you with the policies and procedures of BLHS. However, no single document can anticipate every issue that may arise. BLHS reserves the right to make decisions regarding the school community as needed. Additionally, BLHS reserves the right to amend, delete, suspend, or discontinue any part or parts of the policies in this handbook at any time without notice. This handbook supersedes and replaces all prior handbooks. This handbook is not a contract.

CHAPTER 1: HISTORY OF BISHOP LYNCH

[BACK TO TOP](#)

1.1 HISTORY OF OUR SCHOOL

WHAT IS A DOMINICAN?

Bishop Lynch High School began as a Dominican school, with priests and nuns of the Dominican Order acting as the first teachers. The Dominican Order - also known as the Order of Preachers - came into existence through the courage and insight of St. Dominic Guzman in the year 1216. Born in Calaruega, Spain, in 1170, Dominic's vision was to create a community of preachers, rooted in prayer, study, community, and service, educated and ready to preach the Gospel of Jesus Christ throughout the world. Today, the pope's theologian is always a Dominican. The Dominican Order was formally established in the United States in 1805, by Edward Dominick Fenwick.

WHAT IS A FRIAR?

The Friar - Bishop Lynch High School's mascot - is the name given to a Dominican priest. There are more than 850 Dominican Friars in the United States.

There are several schools in the United States that utilize the friar as their mascot, including Providence College in Rhode Island. But the school most closely associated with Bishop Lynch is Fenwick High School in Oak Park, IL. Named for Bishop Edward Fenwick, the school was originally founded as an all-boys school, and the priests who were invited to Texas came from Fenwick. Along with the Dominican Sisters of Sinsinawa, WI, the group founded Bishop Lynch High School as a co-institutional school where the priests taught the boys, and the sisters taught the girls.

WHERE DID WE GET OUR BISHOP LYNCH SHIELD?

The original Dominican shield is black and white and shaped to be reminiscent of a Friar's robe - white tunic and scapular with a large black cloak and hood. Each entity associated with the Dominican heritage utilizes the shield in its own coat of arms or logo. In the case of Bishop Lynch High School, the letters "BL" are inserted into the white center of the shield. Bishop Lynch High School chose black and white as the official school colors, as a consistent way of honoring the Dominican heritage.

WHAT DOES VERITAS MEAN?

The Dominican order was founded on three basic principles:

- 1) Laudare, Benedicere, Praedicare - To praise, to bless and to preach.
- 2) VERITAS - Truth
- 3) Contemplare et Contemplata Allis Tradere - To study and to hand on the fruits of study.

The Four Pillars of Dominican Life are Prayer, Community, Study and Service. At Bishop Lynch, we provide our students with opportunities to pray daily in all classes, at regularly scheduled liturgies, and through all things. We build community in our classrooms, on our sports teams, in our student organizations and through social events sponsored by the school. Our students study and excel in their classrooms with the goal of becoming people who will be able to influence the world for good through their love of knowledge. Service to others is a hallmark of Bishop Lynch High School, with ample opportunities to participate in group and individual service projects.

1.2 MISSION STATEMENT

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

1.3 TRANSMISSION OF CULTURE

Permeated by an evangelical spirit of authentic freedom and charity, Bishop Lynch High School provides a unique setting where everyone is aware of the living presence of Jesus Christ as evidenced throughout the daily rituals of prayer and sacraments, harmonious and friendly relationships, and curricular selections where faith and culture are intertwined in all areas of school life. Cultivating within students their intellectual, creative, and aesthetic faculties in order to develop the right use of reason, promote a sense of values, and encouraging just attitudes and prudent behavior, our school environment strives to hand down the cultural patrimony of previous generations, in particular a Christian anthropology which teaches that men and women were made in the image and likeness of God. Bishop Lynch High School will interact with students according to their biological sex as based upon physical differences at birth.

1.4 GRADUATE PROFILE

A graduate from Bishop Lynch High School:

Prayer

- Understands and embraces the importance of prayer in daily life as a pathway to a deeper relationship with God
- Understands and appreciates the teachings of the Catholic Church
- Finds prayer as an opportunity to see the reflection of God in others
- Cherishes liturgical and devotional prayer (such as the rosary) as the inspiration for service

Study

- Lives a life that reflects formation in the Catholic intellectual tradition
- Seeks God as the “the true, the good, and the beautiful” in all forms of study and inquiry
- Thinks critically and independently in the pursuit of Truth
- Manifests a love for lifelong learning and all things truly human
- Shows profound respect for the intrinsic dignity of every human person

Community

- Honors Dominican heritage and tradition with a joyful spirit
- Fosters authentic friendships and connectivity within the BL community
- Seeks the peace of Christ
- Recognizes and appreciates the diversity of individuals
- Communicates effectively and confidently

Service

- Demonstrates gospel values through daily living
- Seeks Christ-like service to others in our community and works for justice in the world
- Respects life as a gift from God and promotes stewardship of God’s creation
- Shows concern for the well-being of others, especially the vulnerable and disinherited

1.5 CREATING A CULTURE OF BELONGING

A primary goal of Bishop Lynch High School is that students learn to base human relations on the Catholic principles of justice, service, truth, and love. The highest priority is given to students’ spiritual, moral, intellectual, and physical development. Students grow in character through accepting responsibility, responding to advice and suggestions, and learning to accept school rules as expressions of mutual freedoms. Students, parents/guardians, and the school community mutually create a climate that is characterized by respect, personal integrity, pride in one’s work, and achievement. By registering at BLHS, students and their parents/guardians indicate their willingness to accept and observe the school’s regulations.

BLHS desires its students to understand that they are a part of a greater community that believes in the dignity of the human person. At BLHS, we hope to cultivate an intentional culture of belonging where students are able to learn the benefits of intentional listening strategies and purposeful dialogue.

This purposeful dialogue will help build the capacity for its community to speak with truth, curiosity, generosity, and courage about the prominent issues of our time and the everyday challenges that face students in a diverse community.

“Human persons are willed by God; they are imprinted with God’s image. Their dignity does not come from the work they do, but from the persons they are.” (St. John Paul II, On the Hundredth Year, no.11)

1.6 DAILY PRAYER

At the start of every school day, the BLHS community stands together to join in prayer. Starting our day in common prayer brings a sense of common purpose and focus to the day, uniting and strengthening our community in its Catholic identity. Morning prayer and prayer before lunch are times to offer prayers of blessing, hope, or thanksgiving to God for the sake of our community. Though we understand that some of our students and staff are not Catholic, all students are expected to remain standing during this time of prayer and reflection. Because we are truly called to prayer through our Dominican charism, it is important that all members feel welcomed to participate in the prayer life of the school.

1.7 FAITHFUL CITIZENSHIP

In *Forming Consciences for Faithful Citizenship*, the United States Conference of Catholic Bishops states:

“The Catholic call to faithful citizenship affirms the importance of political participation and insists that public service is a worthy vocation.”

As a matter of expression of our shared commitment to the common good of a society that is rooted in the dignity of each human person, the cultural norm at Bishop Lynch will be to stand for the recitation of the Pledge of Allegiance and/or the National Anthem. The action of placing hand over heart will remain optional for each individual.

All school-sponsored displays of national and/or state flags will be according to the official norms established for the respectful display of such flags.

1.8 SCHOOL TRADITIONS

SCHOOL MOTTO

“VERITAS”

SCHOOL COLORS

Black and White

SCHOOL MASCOT

Friar

SCHOOL SONGS

VICTORY MARCH

March, Friars, march down the field!
March, Friars, march men of steel!
We conquer our foes and wield
A fearless strength that reveals
Our loyal men never yield!
Fight, Friars, fight to the end!
Fight, Friars, fight 'til we win!
Fight for our colors, Black and White,
And for Lynch and victory.

ALMA MATER

We salute Bishop Lynch,
with our voices now we raise.
As we bring Thee a tribute
in this our song of praise.
Thy banners unfurl,
Thy Glory proclaim;
and we shall ever loyal be
who proudly hail thy name.
Then we come, Alma Mater,
paying homage at thy door.
May we always be worthy
to serve Thee evermore.

1.9 RESPONSIBILITIES OF PARENTS/GUARDIANS

In keeping with our mission as a Catholic high school, the administration, faculty, and staff of BLHS seek to work closely and cooperatively with our students' parents/guardians in support of their educational aims and goals. The nature of the relationship between the school and parents/guardians is a partnership. This relationship requires regular communication between the school and home that is characterized by mutual trust and respect.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of the student if the administration determines that the partnership is irretrievably broken.

PARENTAL DISCLOSURE OF STUDENT INFORMATION

To honor the partnership between Bishop Lynch and families, it is essential that parents/guardians provide school personnel with their student's information that may be relevant to the student's success and that could impact the safety and/or integrity of the learning environment for other students in the school community. Parents/Guardians are required to disclose such information at the time of application to BLHS. Failure to disclose such information at the time of application may result in dismissal of the student.

PARENTAL PARTNERSHIP, COOPERATION, AND BEHAVIOR

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with school employees, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration and educational programming of the school. Parents are expected to abide by the school's community norm of civility and respect for other members of the school community in speech and behavior. A community member's failure to meet these expectations demonstrates a loss of confidence in the school and jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's discretion, parental behavior of a parent or

legal guardian which fails to comply with these expectations or impedes the school's ability to meet its educational objectives or make a positive or constructive relationship impossible, may result in suspension or expulsion of a student, separate and apart from the student's conduct at any time during the school year. No refund of tuition or fees will be made if a student is required to withdraw or is expelled as a result of the actions of the student's parent or other legally responsible adult.

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, the school will provide the non-custodial parents with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the order.

The primary duty to educate belongs to parents. As a Catholic school, BLHS serves as an extension of the family and seeks to uphold and support the Christian values fostered in a family setting. In matters involving discipline, academics, or health, the school will only meet with parents and/or legal guardians.

In order to continue enrollment at BLHS, all students, whether having attained legal majority or not, must reside with their parents or with a guardian approved by their parents.

1.10 CONFIDENTIALITY

When authorized by members of the school's administration, certain student/stakeholder information may be shared with other employees at BLHS and the Diocese of Dallas. To protect the dignity, character, and the future of BLHS students, all school information about students and/or their school, civic or home life is held in confidence. This information will not be released to any individual or institution unless the request is in writing and the school authorities are fully satisfied that the requesting party has a right to it.

Unless a request to the contrary is made via the FERPA portion of the online registration, the school reserves the right to publish directory information that is not considered privileged (e.g., name, address, e-mail address, telephone number, age, height, weight, membership on a team, photograph, academic honors, etc.). The school follows FERPA Law stipulations.

1.11 APPLICABILITY AND INTERPRETATION

Students must be enrolled as full-time students at BLHS to participate in any academic, athletic or co-curricular program that is sponsored by BLHS. This handbook applies to and is binding for all students, parents, legal guardians, applicable family members, faculty, and staff of BLHS. In addition, each person who acknowledges his or her agreement to the contents of this handbook, either by written or electronic signature or by enrolling a student in the school, also agrees to abide by all the policies and procedures listed in the *Handbook of Policies and Procedures for Elementary and Secondary Schools* of the Catholic Schools Office and all other policies and procedures of the Diocese of Dallas. All parties are expected to comply with the contents of all applicable documents, policies, and procedures.

All interpretations of the contents of this handbook are reserved for the administration of BLHS.

1.12 STATEMENT OF NONDISCRIMINATION

BLHS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. BLHS does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

1.13 USE OF BLHS BRANDING

Use of the Bishop Lynch High School trade name, trademark, service mark, logo and other commercial symbols ("Marks") must be approved by the president or communications department. Placement of the Marks on brochures, posters, programs, apparel, websites, social media or other items for distribution to the public must be approved prior to reproduction. Bishop Lynch High School represents that it has the exclusive rights to the Marks and will pursue liability for any unauthorized use of the Marks.

CHAPTER 2: ACADEMIC PROGRAMS AND POLICIES

[BACK TO TOP](#)

BLHS is accredited by the Texas Catholic Conference Bishops Education Department (TCCBED). Bishop Lynch requires students to exceed the number of credits required to earn the Recommended High School Plan (RHSP) as defined by TCCBED.

Bishop Lynch is a Catholic high school with a college preparatory curriculum that embraces the Catholic intellectual tradition. The school is committed to providing its enrolled students with the opportunity to learn and grow in preparation for education in college and university. The entire school program is focused on the achievement of the graduation outcomes in alignment with the school's mission to "strive for excellence, seek truth, and work for justice in the world."

2.1 STATEMENT OF INTEGRITY

As a community that affirms the traditions and values of Christianity and the Catholic faith, BLHS expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators work together to maintain an atmosphere of honesty and respect for individual work and ideas in all areas of campus life. Personal integrity and responsibility to others are essential for building community and promoting social justice. Since we have a strong belief in the promotion of demonstrating integrity, any information withheld during interactions with parents and/or students from the application process and continuing throughout the partnership of all stakeholders may result in a school-initiated withdrawal. Behavior that disregards the importance of ethical academic conduct will be addressed in such a way that students will be made more aware of the moral implications of this behavior. Violations will be cumulative for the current academic year.

CULTURE OF INTEGRITY

A Bishop Lynch student is expected to grow as an ethical person informed by the teachings of the Gospel, respecting the dignity of self, others, and the learning environment. Behaviors such as lying, cheating, stealing, or condoning such behaviors in others do not reflect BLHS's culture of integrity. Every student is expected to respect classmates and all BLHS personnel, knowing that the benefits will lead to a community inspired by personal responsibility and commitment to one another.

Academic integrity violations contradict the virtue of justice and do not reflect the school's culture of integrity. Such violations may include, but are not limited to plagiarism, unauthorized use of any published or unpublished works (including SparkNotes, CliffsNotes, ChatGPT, AI, etc.), copying, giving assignments to someone to be copied, submitting another's work under one's own name, and giving or receiving information during and/or about a test, quiz, or examination. Any unauthorized use of cell phones or electronic devices during an exam will constitute a violation of the school's culture of integrity. Students may not share their work with other students unless specifically permitted to do so by the teacher.

ACADEMIC PROCEDURES

The classroom teacher assesses the situation and imposes academic consequences. Typically, this results in a grade of zero on the work in question. This applies to those who give information as well as to those who receive it.

DISCIPLINARY PROCEDURES

As soon as possible, the teacher reports the incident to the Assistant Principal for Student Formation who imposes any additional disciplinary actions. Disciplinary action may include Saturday Detention/School (which come with a financial assessment) or may result in school-initiated withdrawal of the student for multiple or severe offenses.

EXTRACURRICULAR ACTIVITY PROCEDURES

The Assistant Principal for Student Formation will initiate communication with moderators and coaches who may impose additional disciplinary actions. Those involved will cooperatively impose penalties fairly and consistently with the nature of the activities' rules, charters, and norms of the BLHS Handbook, athletic policies, N.H.S. Charter, House Constitution, club rules, etc.

2.2 LEARNING SUPPORT

BLHS seeks to support the learning needs of all students who have been admitted to the school. Resources may include, but are not limited to:

- Availability of Essentials classes in targeted content areas
- Access to a learning specialist in the Learning Center
- Math Success Center
- English Writing Lab
- Implementation of individualized accommodation plans
- Guidance department
- Learning Center
- Academic coaching
- Summer school

The Bishop Lynch Learning Center follows the College Board guidelines regarding the process for determining specific accommodations that are suitable for individual students. All accommodation requests should meet the College Board criteria.

2.3 CLASS SCHEDULE

Students are assigned an eight-period class schedule broken into four A-Day classes and four B-Day classes that alternate. The schedules may be found on the school website and in the student planner. Additional information can be found in the course description guide.

Liturgies and assemblies take place periodically throughout the school year. Wednesday schedules are to be utilized for club meetings, study halls, tutorials, test make-up, class meetings, liturgies, etc.

Special modified schedules are also used to accommodate specific events on campus. Please consult the master calendar on the school website for updates.

2.4 ASSESSMENT AND GRADE REPORTING

A new academic year begins with the first day of summer school. BLHS uses a semester grading system and an online gradebook. In lieu of progress reports and report cards being mailed, parents are encouraged to use the online gradebook regularly to keep abreast of their students' academic progress and documentation of any conduct issues and conferences with the Assistant Principal for Student Formation. Parents' network accounts are established each summer and instructions about using them are emailed to each family prior to the start of the school year. For questions about online access to grades call the Director of Technology at (214) 324-3607 x4149. Student report cards are mailed to parents after every semester.

Grades earned in a class will be reported as a numeric average in a range from 0 – 100, except for athletic grades, which will be pass/fail. PE, Athletics and Freshman Seminar earn *local credit* (satisfy graduation credit requirements but are not factored into the overall GPA).

During each semester, student learning will be assessed using a variety of assessment tools for determining semester and final grades in each course, which may include, but are not limited to, portfolios, essays/research papers, objective tests, quizzes, examinations, group projects and other alternative assessments. Parents should first ask their student to review copies of classroom assignments and assessments. When those copies are unavailable, parents may make reasonable requests of the teachers to view copies of the assignments and assessments. To maintain assessment integrity, the teacher may request that an in-person conference be scheduled to review the assignment or assessment.

2.5 TESTING

Freshmen, sophomores, and juniors take the national standardized tests in October:

- PSAT – 9th grade
- PSAT – 10th grade
- PSAT – 11th grade

Seniors independently register for SAT, SAT subject, and ACT testing.

SEMESTER EXAMS

Student learning will be assessed at the conclusion of each semester. Assessments may include final exams, performance assessments, or other forms of assessment. When final exams are given, the final exam schedule will be published in the student planner. Exams may only be rescheduled with permission from the Assistant Principal for Academics. Parents should email the Assistant Principal for Academics stating the reason for the request. Parents and students should be aware of exam dates and the period for review preceding semester exams and plan vacations accordingly.

SENIOR EXEMPTION PRIVILEGE

Senior students who maintain at least a 90 average and have had no major disciplinary actions taken (i.e., suspension, probation, academic integrity violation) during the semester may be eligible for an exemption from final exams when this form of assessment is used. Other forms of assessment do not qualify for the exemption. For full year courses, students may be exempted for the spring exam only.

2.6 PARENT-STUDENT TEACHER CONFERENCES

It is the school's goal to create a working partnership with parents and to foster open communication. Parents/Guardians are encouraged to contact teachers at any time to discuss a student's progress. (Teachers are best contacted using their e-mail address found on the website, on their course information sheets, and on the BLHS website.) Dates for parent/teacher conferences are published in the school planner and are posted on the school's website. Parents or teachers can arrange other conferences, as needed.

2.7 ACADEMIC ELIGIBILITY

To be eligible for participation/performance in any extra-curricular activity sponsored by BLHS, a student must be passing all classes at the end of any grading period.

Any student who receives a failing grade (<70) for the quarter or semester will be ineligible to participate/perform from the beginning of the new grading period until Progress Reports processed. If no FAILING GRADE is received ON THE PROGRESS REPORT in the failed course, the student may participate/perform again.

If the student does receive a grade below 70 on a Progress Report in the previously failed course, the student is ineligible for the remainder of the quarter. The student may continue practicing if not on academic probation.

A student must be passing the previously failed course in order to become re-eligible. If the student remains ineligible, he/she remains ineligible until the next eligibility period begins. If a student is no longer taking the course, he/she is still ineligible for the designated time.

If a student is on academic probation (two or more failures), recommendations will be made by counselors, coaches, moderators and the Assistant Principals for Academics and Student Formation as to whether the student may continue practicing in any given activity.

NOTE: Ineligible students may not participate or perform outside of practice in any way. They may not miss instructional time to attend overnight or weekday school-related activities. Ineligible students who miss events required for any course will be given alternative assignment

opportunities to be determined by the teacher of the class for which the event was missed.

2.8 TEXTBOOKS AND CLASS MATERIALS

Each student is responsible for acquiring all necessary textbooks, eBooks, and other classroom materials such as workbooks, calculators, and notebooks. The list of required textbooks for each class is made available on the course syllabus by the classroom teacher and on the BL virtual bookstore. These books may be purchased new or used from the school's supplier. Students are responsible for ensuring that they obtain the correct edition of each text when purchasing books.

2.9 HOMEWORK

The successful completion of homework is essential to student success at BLHS. Teachers use homework to reinforce class lessons, meaningfully extend classroom learning and/or encourage preparation for the following class period. Students should expect at least two hours of homework and review each night. Students are expected to study, complete homework and written work, and be up to date with all course requirements at all times. Homework assignments are ordinarily posted on *Blackboard*.

2.10 FIELD TRIPS

Field trips are a privilege and not a right. Students must wear their uniforms during any school day field trips unless otherwise instructed by the teacher and with the permission of the Assistant Principal for Academics.

Students receiving a grade lower than 75 in a class, in any one quarter, must have the approval of that classroom teacher to attend. Students must obtain the teacher's signature indicating approval for the absence.

A student's participation in a school activity or field trip does not excuse him/her from assignments/homework due on the day of a field trip or activity.

Students are responsible for obtaining any missed work/assignments. It is the student's direct responsibility to contact the teacher for missed work.

Ineligibility rules may apply to school sponsored trips including pre-planned and overnight trips. Students, teachers, and parents should be aware of the grades of those students affected in order to avoid ineligible status prior to the trip. Students and parents are advised to purchase trip insurance when applicable.

Parents and families who elect to participate in extracurricular trips that use third party providers/vendors and are not school sponsored assume all liability (including financial) if they choose to participate in such trips.

2.11 SUMMER SCHOOL (CREDIT RECOVERY)

A student who fails (a grade below 70) a required course or courses for either semester during the school year is required to recover lost credit by attending credit recovery summer school at BLHS. If a student fails a core course (Theology, English, Science, Math, Social Studies) in Credit Recovery Summer School, the student may be required to withdraw from BLHS at the conclusion of the summer school session.

2.12 GRIEVANCE PROCEDURE: HOW TO MAKE AN ACADEMIC OR DISCIPLINARY COMPLAINT

BLHS encourages students to learn the skill of self-advocacy. When a student and/or parent/guardian believes there are reasonable grounds for a complaint concerning an academic and/or disciplinary matter involving a teacher, the following steps are recommended and generally followed:

- Discuss the problem with your student first.

Present your observations and concerns to your student, ask a few questions to gain clarity, and then listen. If he or she presents the problem to you, ask him or her to give you as much information as possible. In either case, help your student to develop a strategy for meeting with the teacher.

- Encourage your student to talk with his or her teacher.

Students need to learn how to communicate with their teachers about their own grades. This promotes dialogue between the student and teacher and often provides students with confidence and a sense of control over their own affairs.

- Communicate with the teacher.

Talking with the teacher before contacting the student's counselor might provide you with the most immediate classroom update and give you the answers that you need to solve any problems or misunderstandings. E-mail is an excellent way to contact teachers who are required to respond to parent concerns within 48 business hours.

- Contact the guidance counselor and/or department chair.

The guidance counselors and department chairs work very closely with faculty and can help mediate issues between students, parents, and teachers. Counselors and department chairs serve as an advocate for your student both academically and personally.

- Contact the Administration.

When all other avenues above have been exhausted, the appropriate assistant principal will be happy to discuss the issue relevant to their areas of supervision. School administration personnel can be reached by phone or e-mail.

General Parent Concerns or Complaints

The Diocese supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

2.13 ACADEMIC PROBATION/FAILURES/MANDATORY STUDY HALLS

Any student who fails two or more subjects in any given marking period is automatically placed on academic probation. This requires a conference with the student's parents and counselor. Two or more failures for two consecutive marking periods warrant a conference with the student's parents, counselor, and the Assistant Principal for Academics, and could result in dismissal from BLHS.

Failures in the fall for all math, foreign language, chemistry, and physics classes can be recovered with a grade of 77 or higher in the spring to earn a "credit" on their transcript for the fall semester because they completed the spring semester with a high enough average that demonstrates they have more than made up the deficiency from failing the fall semester. If the student earns between a 70 and 76, the student only receives the credit for passing the spring semester and will need to complete summer school to earn the credit for the fall semester only.

Any student who fails one or more classes for any nine-week period will be placed in a study hall in place of late arrival/early dismissal until the end of a nine-week period when, if he or she is passing all classes, he/she will be removed from the study hall.

2.14 ACADEMIC DISMISSAL

Students who fail more than 2 courses in one year that are required for graduation may be required to withdraw from BLHS. Students will only be able to recover two 1-credit required classes in summer school unless approved otherwise by the Assistant Principal for Academics.

2.15 WITHDRAWAL FROM SCHOOL WITHDRAWAL PROCEDURE

Families who choose to withdraw a student during the school year may initiate the withdrawal process by contacting the Director of Enrollment Management. (Refer to 8.1 for the financial obligations of withdrawal).

2.16 COMMUNICATION

Email originating from the school branded email server will be considered both the official and primary means of communications. This means of communication will be used for school-wide announcements and information. Other sources of school information, while not primary, may include the school's website, school-owned social media platforms, and text messaging system.

2.17 COMMENCEMENT EXERCISES

A senior who lacks sufficient credit for graduation may not participate in graduation activities and will not receive a diploma until all requirements have been fulfilled. BLHS does not offer early graduation.

2.18 OFF-CAMPUS COURSES

Students attending BLHS may plan to attend part-time, enrichment courses at a second school or junior college. Approval from the Assistant Principal for Academics is necessary prior to enrollment. Courses that are required for graduation must be completed at BLHS or otherwise approved by the Assistant Principal for Academics. In circumstances where credit is granted from BLHS, grade(s) earned will not be included in GPA calculation.

2.19 TRANSFER OF CREDIT

Any credits transferred to BLHS from other academic institutions must have been earned at and documented by institutions whose accreditation status has been recognized by the Texas Catholic Conference Bishops Education Department (TCCBED).

2.20 E-DAYS

The Bishop Lynch E-Day program will be used on days when the campus is closed due to inclement weather or for other reasons deemed suitable by the administration. An E-Day will count as a full school day.

An E-Day alert will be sent to by email and will be posted on the school website, social media outlets, and the text alert system to remind families that students should be working from home on these days.

Expectations for E-Days:

1. BL faculty members will email assignments to their students via Blackboard Announcements and/or electronic gradebook by approximately 10 a.m. Students should check their email and Blackboard multiple times to ensure they receive all assignments. Students and parents should check to ensure email addresses are updated in Blackboard and the electronic gradebook.
2. BL Faculty members will answer questions regarding assignments by email, discussion boards, etc., during the school day until 4:00 pm.
3. Students should email/upload to Blackboard completed assignments to their teachers by the date and time designated by each teacher. Teacher instructions should be checked for specific instructions and deadlines.
4. All assignments that receive a grade will be entered into the electronic gradebook.

2.21 PARENTAL ACCESS TO STUDENT RECORDS

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee. In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge. The school will, when and to an extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers, and it is not the school's responsibility to enforce court orders. (See **Reimbursement for School Costs and Attorney's Fees** for additional information regarding school involvement in family custody disputes **or any legal matters**.) Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

CHAPTER 3: CONDUCT, APPEARANCE, DISCIPLINE

[BACK TO TOP](#)

3.1 STUDENT RESPONSIBILITIES AND EXPECTATIONS

Attending BLHS is a privilege. As part of the school's commitment to guide students toward becoming young men and women of competence, conscience, and compassion we fully expect our students to hold themselves to the standards reflected in the Catholic mission and philosophy of the school. Students are expected to conduct themselves responsibly and as members of a Christian community inspired by the 4 pillars of the Dominican charism.

BLHS will maintain a professional learning environment by operating in a culture of personal accountability and mutual respect based on the Golden Rule: "Do to others whatever you would have them do to you" (Matthew 7:12). Personal accountability will be manifest in terms of behaviors consistent with professional appearance, integrity, and decorum. Mutual respect will guide all interactions and relationships and be reflective of appreciation of our shared God-given human dignity as children of God. Corporate citizenship will be evidenced by our contribution to the common good of the school and the community beyond our walls.

General principles to live by include:

- Wear the prescribed uniform of the day appropriately and completely without embellishment.
- Be well groomed.
- If you make a mess, clean it up.
- Presence, punctuality, preparation, and participation are essential elements of learning.
- Visible ID cards contribute to a safe school environment for all students, faculty, staff, and visitors.
- Set high standards of personal conduct and expect the same for others. Act with absolute integrity "for there is nothing hidden that will not become visible, and nothing secret that will not be known and come to light" (Luke 8:17). Students are responsible for their actions and omissions, not their parents, friends, teachers, or coaches. Students are expected to act with integrity by accepting responsibility and the consequences of their actions.
- Civility, charity, courtesy, and Christian witness are fundamental principles to live by at BLHS.

A student who is enrolled at BLHS is considered a BLHS student at all times. A BLHS student is expected to behave, both on and off campus and during school and non-school hours, in a manner consistent with the school's core values. Any conduct either in or out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action, including suspension from competitive and extra-curricular activities, school suspension, and school-initiated withdrawal. Students and parents/guardians are expected to notify a school administrator within 24 hours if their student receives adjudication for any offense while the student is enrolled at BLHS.

To honor the partnership between Bishop Lynch and families, it is essential that students and parents/guardians provide school personnel with pertinent information that may be relevant to the student's success and that could impact the

Reflective of the school's mission and the 4 pillars the Dominican charism, each school day will begin with prayer, the Pledge of Allegiance, and school mission statement.

As an expression of our shared commitment to the common good of a society that is rooted in the dignity of each human person, the cultural norm at Bishop Lynch will be to stand for the recitation of the Pledge of Allegiance and/or the National Anthem. The action of placing hand over heart will remain optional for each individual.

All school-sponsored displays of national and/or state flags will be according to the official norms established for the respectful display of such flags.

Within the guidelines of the school and this Handbook, each teacher sets specific procedures, rules, and regulations for the classroom and the course.

All student infractions are for the entire academic school year. They do not reset at the end of each semester.

Final interpretation and application of regulations in this handbook are the prerogative of the Assistant Principal for Student Formation. Only reasonable assurance, not definitive proof, is required for the school to take disciplinary action.

3.2 INSUBORDINATION

Students agree to follow the rules and philosophy of BLHS. Willful disobedience or failure to comply with any reasonable request from a faculty or staff member is considered insubordinate behavior and may result in disciplinary action.

3.3 ANTI-SLUR POLICY

The BLHS community regards the use of slurs by students, school officials, and other employees as contrary to our Catholic vision and mission which calls us to respect the intrinsic dignity of others. This policy views the use of slurs against any person based on race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, financial status, disability, or ability as unacceptable behavior. Willful use of slurs of any type will be subject to disciplinary action on the part of school authorities and may result in suspension or school-initiated withdrawal.

3.4 PROFANITY/LANGUAGE

Use of profanity and/or offensive language does not reflect respect for oneself, others, or the professional learning environment at BLHS. Use of profanity and/or offensive language may merit a Saturday detention.

3.5 HALL PASSES

A student should always be prepared for class and spend the entire class period in the classroom. Bathroom breaks, water breaks, and trips to the lockers should be attended to before or after class. In the event of an emergency and/or other necessary school business, a teacher can issue a hall pass. Any student in the halls during class periods should have a hall pass or he/she will be directed to the Assistant Principal for Student Formation for disciplinary consequences.

3.6 AUTHORIZED ACCESS

Students are permitted only in areas where they have been authorized to be by a faculty or staff member.

Reflective of the Catholic identity of BLHS and community norms inspired by the 4 pillars of the Dominican charism, students are required to use restrooms and locker rooms that correspond to their biological sex. Students may not enter restrooms or locker rooms of the opposite sex without authorization by a faculty or staff member.

3.7 ABSENT WITHOUT PERMISSION (AWP)

For the safety of our students, the school must know where students are at all times during the school day. AWP is any unexcused absence from school, class, study hall, lunch, or service, for any length of time. In any instance of AWP, parents will be informed. The student may be subject to any of the following consequences: Saturday Detention (\$25 fee), Saturday School (\$50 fee), all schoolwork missed may receive a zero, per the Assistant Principal for Student Formation discretion. Subsequent violations of this policy may result in school-initiated withdrawal.

LEAVING CAMPUS

Once students arrive on campus, they are expected to remain on campus until the end of the student's scheduled school day. This policy applies to activity schedule days and exam days as well as regular school days. Students leaving early, with the permission of the attendance clerk (parent notification required), must check out using the kiosk in the attendance office or Welcome Center, which will automatically generate an e-mail notification to parent/guardian of the time the student left the campus. Students who are picked up by a parent at the Welcome Center must still sign the student out.

3.8 USE OF CELL PHONES AND OTHER PERSONAL DEVICES

Students are expected and required to exercise good digital citizenship and reflect the values of BLHS when using personal devices (for example, smart phones, tablets, laptops, etc.) on campus. Teachers may allow the use of electronic devices in the classroom for purposes approved by the teacher. To protect the integrity of the learning environment, it will be common practice for cell phones to be collected at the beginning of a testing period by the teacher and returned at the end of class.

Personal devices may be confiscated at any time for illegal or unauthorized usage. Students may be assigned detention, assessed a fine, and/or be required to have a parent retrieve a confiscated device. Students are required to comply with the school's Acceptable Use Policy (see Section 6.2). **Videoing or voice recording any member of the BLHS community without permission is not allowed anywhere on campus or during school sponsored activities (classrooms, bathrooms, cafeteria, outdoors, etc.) and will likely result in a disciplinary consequence.**

3.9 BULLYING/CYBERBULLYING/HAZING/HARASSMENT

Students at BLHS are expected to honor the dignity of others as children of God. Bullying, cyberbullying, hazing, and harassment violate this dignity and are acts that are prohibited at BLHS.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct and (i) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (ii) is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (iv) infringes on the rights of the victim at school; and includes cyberbullying.

Cyberbullying is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Hazing in any form is unacceptable within the BLHS community. Hazing is defined as any practice whereby one part of a group is made or asked to do something that is either against his/her will that the remaining part of the group is exempt from doing by virtue of seniority or other privileged status. Incidents of hazing, whether they take place on school property or not, will be met with a severe discipline response, at the sole discretion of BLHS.

This policy applies to:

- bullying that occurs on or is delivered to school property or to the site of a school-sponsored/related activity on or off school property;
- bullying that occurs on a bus owned or contracted by BLHS or vehicle being used for student transportation to/from school or a school-sponsored/related activity; and
- cyberbullying that occurs off school property or outside of a school sponsored/related activity if the cyberbullying (i) interferes with a student's educational opportunities, or (ii) substantially disrupts the orderly operation of a classroom, school, or school-sponsored/related activity.

Not all offensive conduct between students rises to the level of bullying. Conduct that may not constitute bullying as defined above still may violate expected standards of conduct and may subject the actor to disciplinary measures. A student who is found to have engaged in cyberbullying is in violation of the Technology Acceptable Use Policy and the behavior standards of BLHS. In such instances, actions taken by BLHS personnel may include notifying local law enforcement.

The school reserves the right to discipline a student for acts of bullying, cyberbullying, hazing, harassment, or retaliation against any person for making a report of bullying, cyberbullying, hazing, or harassment. Any student who engages in the harassment of another student which is substantiated will be subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and school-initiated withdrawal. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the school’s review of the incident. Students found to have filed knowingly false or frivolous charges of harassment may also be subject to disciplinary action up to, and including, dismissal.

Reports of bullying/cyberbullying/hazing/harassment may be made to a faculty or staff member by phone, email, or in person, or sent to administrative personnel through the BL CareLink:

<https://www.bishoplynch.org/bl-carelink#>

3.10 SEXUAL HARASSMENT

BLHS believes that all students have a right to a safe and healthy school environment free of all forms of intimidation or harassment. Bullying, harassment, and/or other threatening behavior by a student will not be accepted or tolerated at BLHS. Students engaging in such behavior, seriously or in jest or online, may be liable to disciplinary action up to and including suspension and/or expulsion.

Sexual harassment includes, but is not limited to, unwelcomed sexual touching or advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under a variety of conditions:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.

Written/Electronic: Suggestive or obscene photos, letters, notes, invitations, blogs, e-mails, online posts, text messages, tweets. Includes computer-generated posts online.

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Visual/Electronic Harassment: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters, picture e-mails, posted pictures, graffiti, or any other type of electronic messaging.

3.11 FIGHTING

Acts of violence, including fighting or aggressive behavior in any form, disrupt the safe and orderly learning environment of BLHS. Engaging in such actions is prohibited on campus and at any school sponsored event and will warrant consequences that may include detention, probation, suspension, or school-initiated withdrawal.

3.12 PUBLIC DISPLAYS OF AFFECTION

In order to preserve the formal educational environment of BLHS, students may not engage in public displays of affection. Failure to comply may result in disciplinary action.

If a student is engaged in any form of sexual activity on campus before, during, or after school hours or school-sponsored events, that student may be subject to disciplinary action, including school-initiated withdrawal.

3.13 LITTERING

One of the graduation outcomes for BLHS students is to become globally responsible citizens who exhibit care and respect for the environment. In order to reflect this goal, students are expected to keep the BLHS campus clean and graffiti-free. Trash is to be placed in the appropriate waste containers and students should use recycling containers for all appropriate waste. Every student is expected to do his or her part to keep the campus clean.

Students are permitted to have bottled water during the school day (reusable containers are encouraged but not required). Usage of bottled water during classroom time is at the discretion of the teacher.

Food and drink consumption and gum chewing are allowed only in authorized locations (cafeteria and atrium) to help keep our campus clean and pest-free. Fines are assessed according to the table below for the consumption of food and drinks and/or gum chewing in areas other than the cafeteria, atrium, or other locations authorized by school personnel. Persistent violations of these expectations reflect a lack of respect for the learning environment at BLHS and may also lead to Saturday detentions.

GUM AND FOOD FINE TABLE

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>5th Offense</u>
\$ 5.00	\$7.00*	\$9.00*	\$11.00*	\$15.00*
<u>6th Offense</u>	<u>7th Offense</u>	<u>8th Offense</u>	<u>9th Offense</u>	<u>10th Offense</u>
\$20.00*	\$25.00*	\$30.00*	\$35.00*	\$40.00*

**2nd -10th offense fines are in addition to all previous fines if not yet paid.*

****All fines can be viewed by parents/students under the “Conduct” tab on their FriarNet account. ****

3.14 DRESS EXPECTATIONS

Philosophy

The dress code at BLHS reflects the mission of Catholic education. Student dress will reflect the professional learning environment at BLHS and is designed to be an integral part of the BLHS educational experience. It serves to provide unity and equality among students and stands as an outward sign of the inner discipline necessary to achieve goals and to be successful. In addition to supporting the school's formal educational setting, the dress code is designed to assist the economic needs of students and families. Even when permission is given to suspend the dress code, students are required to dress in a manner that expresses respect and appreciation for the formal educational setting of BLHS. Any style of clothing that distracts from the learning environment or does not reflect the mission of BLHS is prohibited. It is the policy of BLHS that all students must follow the dress code expectations of their biological sex any time the student is on the campus or representing the school at school sponsored events. Uniforms must be purchased by the designated school provider. This uniform must be kept in good repair.

The dress code applies to the entire school day (from 8:15 am through the end of fourth period). Fines are assessed according to the table below for violations of the dress code. At the discretion of the Assistant Principal for Student Formation, a student may be asked to correct the violation before returning to class. Persistent violations of the dress code reflect a lack of respect for the learning environment and may lead to Saturday detentions or further actions, up to and including school-initiated withdrawal from school.

DRESS CODE INFRACTION TABLE

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>5th Offense</u>
\$15.00	\$20.00	\$25.00+ Saturday Detention and Email notification	\$50.00+ Saturday School and Mandatory Parent Conference	Will go before the Veritas board.

Student Identification Cards

As part of the school's culture of safety, students are required to wear the school issued identification card as a part of the school uniform. Having the student ID cards visible at all times produces a safer environment and increases the school's daily operational effectiveness. The ID must be worn visibly, via lanyard, around student's neck. The ID must be worn during casual Friday dress and other approved dress-down days. Student IDs may also be required to be presented at each school-sponsored dance. Students will not be able to move effectively from building to building during the school day without their ID cards. Students who neglect to abide by this safety policy are subject to a replacement ID fee and detention. A persistent lack of wearing the Bishop Lynch ID reflects a lack of respect for the safety of school operations and the learning environment and may lead to Saturday detentions and additional consequences, up to and including school-initiated withdrawal from school.

Casual Fridays

Every Friday, unless otherwise announced by the Office of Student Formation, will be designated a Casual Dress Day. This change in uniform is a privilege. Appropriate attire for these days includes:

- **A club, team, or BL polo shirt or button-down collared shirt purchased through the Locker.** All Friday shirts must be approved by the Communications Department. Uniform pants/skirts will be worn.
- Socks (same as a regular school day)
- Tennis / Athletic shoes (no: open toes, open backs, Crocs or similar footwear, slippers) as defined by the Assistant Principal for Student Formation

Infringement of these guidelines may result in a detention and possible loss of this privilege.

Body Piercing / Tattoos

Piercings of any kind (except for girls' earrings) are NOT allowed for participants in academic and athletic school functions or anytime during the school day. Students are not allowed to have visible tattoos, even if they have attained the age of legal majority.

Gym Shoes

Students who participate in a sport or in a P.E. class will be required to supply the proper type of sport or court shoe for the activity. Students will not be allowed to wear running shoes or any dark-soled or hard-soled shoes in the gym. AT NO TIME will inappropriate shoes be allowed on the floor of the gymnasium.

Boys Dress-Code

- Shoes:** **ONLY** black or dark brown dress shoes may be worn. The recommended uniform shoes are Sperry. The Sperry Topsider must be all black or black/brown two-tone. Sketchers or any other formal dress shoes must be solid black or solid dark brown to meet approval (Office of Student Formation reserves the right of approval of any footwear.) Shoes must be worn appropriately.
- Slacks:** Dress slacks, solid dark charcoal gray, purchased from one of the approved uniform providers. Pants must be in good repair – i.e., properly hemmed, seams intact, etc., and must be worn at the waist.
- Shirts:** Oxford-cloth dress shirt with button-down collar, long or short sleeves with no logos are acceptable. **Shirt must always be buttoned at the neck and neatly tucked in.** Shirt cuffs must be buttoned or neatly rolled. Underclassmen must wear white shirts; seniors may wear solid color white, light yellow or light blue if permitted. **Only white t-shirts without pictures or lettering may be worn under the dress shirt.** No pullover shirts are allowed, and no long-sleeved shirts may be worn under short sleeved shirts.
- Sweaters:** Sweaters must be purchased from approved uniform providers only. The style should be pullover with a V-neck. Sweaters and

- sweatshirts are to be worn as designed and not tied around the waist or neck.
- Blazers:** Plain black sports coat or blazer (BL patch optional) may be worn as acceptable outerwear. (Starting with the Class of 2025 all students are required to have a blazer.)
- Tie:** The BL necktie or bowtie, purchased from The Locker, is to be worn. The tie is to be secured at the neck, must be in good condition and not defaced. Any time a student opts to wear an oxford shirt, a necktie must be worn (including Fridays).
- Socks:** Socks are to be crew or knee-length, white or solid dark color. Both socks must match. School-approved socks may have a small logo (for example, a white sock may contain a small logo). All other requirements still apply. No-show socks are not allowed.
- Belt:** A black or brown dress belt is required.
- Earrings:** Earrings of any style, including but not limited to ear cuffs, gauges, etc. may NOT be worn at any BLHS academic or athletic activity in which the student is a participant or any time during the school day.
- Non-Uniform Days:** Guidelines for dress-down and other non-uniform days will be announced prior to those days. Respect for the learning environment will always be required.

Girls Dress-Code

- Shoes:** The CLASSIC SADDLE OXFORD or an all-white athletic shoe (minimal color may be allowed, no mid or high-top shoes, please check with the Office of Student Formation) are allowed. Shoes must be kept clean and in good repair. Shoes must be worn properly. No writing or artwork that deviates from the purchased state of the shoes is allowed.
- Skirt:** The BLHS plaid skirt purchased from one of the approved uniform providers is required. ***Skirt length must be no shorter than 2.5" from the to the top of the knee all the way around, with ample room for alterations.*** Girls may be asked to wear an alternative skirt if their skirt is too short, under the direction of the AP of Student Formation.
- Pants:** Girls' gray pants, purchased from one of the approved uniform providers may be worn, as an alternative to the skirt. The pants must be worn with a black belt and neatly tucked in an oxford-cloth shirt.
- Blouse:** A tailored oxford-cloth blouse with button-down collar, long or short sleeves is required. Underclassmen must wear white; seniors may wear solid color white, light yellow or light blue. Blouses must be of proper fit, and always tucked in neatly. Only the top button may be unbuttoned. Shirt cuffs must be buttoned or neatly rolled. Only white or off-white undergarments or white T-shirts without pictures or lettering may be worn under the blouse. No pullover shirts are allowed, and no long-sleeved shirts may be worn under short-sleeved shirts.
- Sweaters:** Sweaters are to be pullover purchased from one of the approved uniform providers. Sweaters and sweatshirts are to be worn as designed and not tied around the waist or neck.
- Blazers:** Plain black sports coat or blazer (BL patch optional) may be worn as acceptable outerwear. (Starting with the class of 2025 all students are required to have a blazer.)
- Socks/Tights:** Students must wear crew or knee-length, solid color black, white, or charcoal gray socks/tights. Only one pair of socks may be worn. Both socks must match. School-approved socks may have a small logo (for example, a white sock may contain a small logo). All other requirements still apply.
- Jewelry:** All jewelry must be in suitable taste. No long-dangling earrings.

Non-Uniform

- Days:** Guidelines for dress-down and other non-uniform days will be announced prior to those days. Respect for the learning environment will always be required.

Students are required to wear their blazers on "Blazer Days" (Mass days, days designated by club/team moderators, and other important occasions).

Purchasing the Uniform

Note: Uniform skirts, slacks, and sweaters must be purchased from the school approved uniform provider. Oxford-cloth shirts and blouses with button-down collar and socks may be purchased at the store of your choice. Ties may only be purchased from The Locker.

Cool Weather Attire

Only the official Bishop Lynch uniform sweater, blazer, BL sweatshirt, BL fleece pullover, BL windbreaker, or Bishop Lynch letter jacket may be worn. All outerwear must still be worn over the required uniform and may not be modified. Letter jackets may only be worn by the owner of the jacket.

Girls may wear black full-length tights. Sweatpants may not be worn as part of the uniform.

Holiday Sweatshirts

All BL branded holiday sweatshirts may be worn upon the return from Thanksgiving break through Fall end-of-semester exams.

Non-BL warm clothes: all non-BL warm clothes (jackets, sweatshirts, sweatpants, pajama bottoms, etc.) must be removed before the 8:10 am bell/ 9:00 am bell each day. Wearing these items between classes, during mentor time, or during lunches is not permitted and will result in a uniform infraction. Items may be worn after the dismissal bell at the end of the day

Blankets

With teacher approval blankets may be used in the classroom. Blankets may not be shared. They must not be visible in hallways or other common spaces. Blankets being used in violation of this will be confiscated and returned at the end of the day—a uniform infraction will be given.

Hair Styles

The hair of all students must be clean and well-groomed. **A hair style that is a distraction will not be acceptable. Students will be allowed 72 hours to correct any hair style that does not meet the required expectations.**

Hats are not to be worn inside the building during the school day this includes the hood on your sweatshirt.

Boys Hair Expectations

Hair must be one natural-looking color. All boys' hair must be combed and neatly cut. No designs should be seen in the cut. Hair should not extend below the top of the shirt collar in the back, and not below the bottom of the lobe of the ears on the side. The hair length must not extend over the eyes in the front at any time during the school day. Curly hair must be neat. Hats are not to be worn inside the building during the school day. Top knots and free-flowing ponytails are not permitted. Long hair should be clean and pulled back at the nape of the neck just above the collar in a well groomed bun.

Girls Hair Expectations

Hair must be a natural-looking color including extensions, highlights, and braids. Feathers, clip-ins, or any other artificial additions to hair are not permitted.

Hats are not to be worn inside the building during the school day.

Any exception to the required hair style must be presented in writing by the student to the Assistant Principal for Student Formation. In all cases, maintaining a professional learning environment will be the guiding principle.

Make Up/Nail Polish

In keeping with a professional learning environment, only girls may wear makeup and/or nail polish. Make up should be modest and in good taste, not distracting, and reflect a professional appearance.

Face masks/coverings

At times, students may be required by the school to wear face masks/coverings for health purposes. Students may also choose to wear a face mask/covering for health purposes. Subject to the interpretation of the Assistant Principal for Student Formation, all face masks/coverings must not be distracting to classroom learning, may not contain political slogans/images, and may not be offensive to others.

After Hours On or Off Campus School Sponsored Events

Dress attire for concerts, plays, dinners, parent and athletic club meetings, and other such settings should be appropriate, and not confused with casual dress. Students may dress casually for informal events such as school dances, athletic activities, and fine art rehearsals. Students must always wear shoes. Club moderators reserve the right to restrict the dress requirements for any sponsored event with the approval of the Assistant Principal for Student Formation.

3.15 LITURGY/ASSEMBLY BEHAVIORAL EXPECTATIONS

One of the school's learning outcomes is to develop students who are spiritual individuals who demonstrate knowledge and appreciation of Catholic faith and traditions and who respect diversity of religion and culture. Reflecting this goal, students' behavior at liturgies and assemblies is expected to be respectful and appropriate for the gathering. While loud, enthusiastic responses would be appropriate for some assemblies, such as Spirit Week, quiet and respect is expected at liturgies. Inappropriate conduct during Mass results in a minimum of a Saturday detention.

All students are required to attend mid-morning assemblies. All students in school during the last period of the day are required to attend afternoon assemblies. Those who have Late Arrival/Early Dismissal are encouraged, but not required, to attend early morning and afternoon assemblies unless attendance of the entire student body is specifically required by the Administration. Absence from assemblies by those required to attend will be considered absent without permission (AWP).

3.16 DETENTION

Detention will be held on Saturdays from 8:00 a.m. to 10:30 a.m. as assigned by the Office of Student Formation. Saturday school hours are from 8:00 a.m. - 2:00 p.m. A \$25 fee will be associated with Saturday detentions. Fines will be charged through the student's MKS (My Kids Spending) account. Detentions/Saturday schools may be assigned for any behavior, uniform, or appearance infractions outlined in this Handbook. The Assistant Principal for Student Formation may assign detentions or Saturday schools for reasons other than explicitly stated in this handbook, as determined by the circumstances of the perceived infraction. Staff members may assign students Saturday detentions or Saturday schools as warranted.

Detentions and Saturday schools are assigned via an email to student and parent by a staff member. It must be served for each infraction individually and not simultaneously for any two or more infractions. Detention and Saturday schools must be served on the date and time assigned by the Office of Student Formation. Any student missing detention or Saturday school will have to make up the missed detention/school and will be additionally assigned a second Saturday detention. Any student who accumulates three detentions in a semester will serve Saturday school and may be placed on disciplinary probation. Any student who has an unexcused absence from a Saturday detention or Saturday school is subject to suspension. Any student who accumulates three Saturday detentions in a semester is subject to additional disciplinary action and/or possible school-initiated withdrawal.

DISMISSAL FROM CLASS

Any student dismissed from class for disciplinary reasons is to report immediately to the Assistant Principal for Student Formation office and may be subject to Saturday detention/Saturday school. Teachers will notify the Office of Student Formation so they can expect the student.

3.17 SATURDAY SCHOOL

Saturday schools may be assigned for any behavior, uniform, or appearance infractions outlined in this Handbook. The Assistant Principal for Student Formation may assign detentions or schools for reasons other than explicitly stated in this handbook, as determined by the circumstances of the perceived infraction. Saturday school may also be used to address excessive absences (4 or more per quarter) and other issues including, but not limited to:

- excessive absences (more than four in a quarter)
- AWP
- issues calling for suspension
- repeated detentions
- senior's whose grades fall below 75 near the end of Fall or Spring semester (at the discretion of the Assistant Principal for Academics)
- other issues, at the discretion of the Assistant Principal for Student Formation

Saturday school hours are 8:00 am - 2:00 pm. Students must attend in proper uniform with sufficient academic resources (textbooks, notebooks, etc.) to keep them productively engaged for the duration. Students must bring lunch. A \$50 fee will be assessed for Saturday school. All fees must be paid prior to the administration of semester exams. Attendance at Saturday school is mandatory. Arriving tardy to Saturday school will result in an additional day of Saturday school. The student will be able to reschedule Saturday school once in a thirty-day period. Failure to attend will result in a parent/student conference with the Assistant Principal for Student Formation and the student's counselor before a student may be considered for readmission to classes. A student's failure to serve assigned Saturday school days due to excessive absences, AWP, or tardies may result in academic credits being denied due to insufficient attendance in any given subject. Failure to appear as scheduled may result in suspension from school or other additional disciplinary action. A parent and student conference with the Assistant Principal for Student Formation may be required before a student can be considered for readmission to classes. Students are ineligible to participate in any school-sponsored activities that occur during the same time as their assigned Saturday school.

3.18 DISCIPLINARY PROBATION

Disciplinary probation is a warning to a student and his/her parent(s) that a serious behavioral situation exists. The condition may either have evolved through a pattern of dysfunctional behavior or through a singular event that brings into question the student's privilege of attendance at BLHS.

Before the student may return to class, communication with the parent(s), student, and Assistant Principal for Student Formation is required. During the conference, the Assistant Principal for Student Formation will explain the situation, the duration of the probationary period, and the steps the student and/or parent(s) must take to improve the behavior. A student whose behavior does not show marked improvement during the probationary period will be asked to withdraw from BLHS. Any student placed on a disciplinary agreement must return the agreement signed by parents within 48 hours (about 2 days). After 48 hours (about 2 days) the student will not be able to return to school until the signed agreement is returned to the Assistant Principal for Student Formation.

3.19 SUSPENSION

In situations that involve the possibility of suspension, the Assistant Principal for Student Formation consults with other administrators and the student's counselor in order to come to a decision in the best interest for the student and the BLHS Community. Parents will be contacted by phone before a student is sent home. A suspended student may be readmitted to class following a conference with the student, parents, Assistant Principal for Student Formation, and the counselor. This suspension period may take place in or out of school at the discretion of the Assistant Principal for Student Formation. In addition to those instances in which suspension is specifically mentioned, any student who repeatedly violates school regulations is subject to suspension. A student must make up all assignments missed due to a suspension; work must be completed by the next class period.

In situations that warrant withdrawal, the Assistant Principal for Student Formation will communicate with the student and parents prior to the final decision.

3.20 SCHOOL-INITIATED WITHDRAWAL (EXPULSION) FOR DISCIPLINARY REASONS

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rest in the sole discretion of the chief administrator of a school and will be reviewed only as set forth in the *Handbook of Policies and Procedures for Elementary and Secondary Schools*.

General Grounds for Expulsion

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;
- e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child;
- p) Conduct that poses a serious safety risk to others during school-sponsored events, creates a disorderly school environment, or that significantly impedes the learning of students; and
- q) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Because students from Bishop Lynch remain students even while school is not in session, serious instances of off-campus misconduct may result in expulsion or school-initiated withdrawal. These serious instances of misconduct may include harassment, cyberbullying, violations of the Acceptable Use Policy, violations of the behavioral norms of the school or civic community, and any other such actions that negatively impact the school's reputation in the community.

Procedure for Appeal and Review of Expulsion

The chief administrator's decision shall be final and binding without right of further appeal.

Tuition and Fees

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, refunds are given in accordance with the school's withdrawal policy (See 2.15 Withdrawal from School).

Nothing in this handbook is intended to limit the ultimate authority of BLHS to suspend or expel any student in the sole discretion, that the conduct of the student or the student's parents undermines the peace, order or wellbeing of BLHS, threatens the safety or welfare of the students and/or staff or violates the mission, policies or standards of BLHS, as established from time to time, including without limitation, those outlined in this handbook.

3.21 MARRIED STUDENTS

BLHS has the expectation that all students are under the care and control of parents or guardians. Therefore, married students will not be enrolled. An enrolled student who marries is required to withdraw at the first appropriate date.

3.22 STUDENTS WHO ARE BECOMING PARENTS

The school community upholds the sanctity of all human life and is committed to students' welfare. A student who is becoming a parent is urged to meet with his/her counselor. At the appropriate time the Assistant Principal for Student Formation will confer with the student and his/her family concerning the school's expectations of the student and any way the school can be of assistance to the family and the unborn child. During this time, the student is expected to conduct him/herself in accordance with the dignity of parenthood.

3.23 SENIOR PRIVILEGES

Seniors, as the role models and leaders of the student body, are afforded several privileges, including lunch in the atrium, colored dress-shirts, 2nd semester college sweatshirts, senior dinner, Honors Convocation, and graduation, among others. Any senior student who fails to act in ways consistent with this leadership role may be denied any or all these senior privileges.

CHAPTER 4: ATTENDANCE POLICIES AND PROCEDURES

[BACK TO TOP](#)

4.1 ATTENDANCE

ATTENDANCE OFFICE 214/324-3607, Ext. 4111 attendance@bishoplynch.org

Importance of Attendance

Class attendance is directly related to academic success. In terms of learning, every absence counts. Making attendance a top priority is the first step to learning. Parents can assist the learning process by excusing their children only when necessary. The process of education cannot take place when a student is frequently absent from the educational setting. Therefore, the school wants to work with parents/guardians on this issue to encourage the absolute best for our students. We count on your support. A daily record of attendance to class is entered by the teacher indicating absences. Parents are required to notify the Attendance Office every time a student will miss any scheduled class time. Failure to notify the Attendance office in a timely manner may result in a student being considered absent without permission (AWP). Contact with the Attendance office can be made via e-mail or phone using the contact information above. Once a student arrives on campus, he/she may not leave campus, without written or verbal authorization from parents/legal guardians, unless he/she has permission from the Office of Student Formation and signs out in the Attendance Office.

Procedures for Absences - What to Do

If a student is absent from school, the parent or guardian should call or e-mail the Office of Student Formation (214-324-3607, ext. 4111; attendance@bishoplynch.org) on the day of the absence, between 7:45 and 9:00 am, and indicate knowledge and approval of the absence. On the day the student returns to school, the parent must send a note indicating the reason for the absence, which the student should give to the Attendance office between 7:30 and 7:55 am

Documentation for Absences

Students must have appropriate documentation for absences from school because of personal illness, family illness, family emergency, or for circumstances deemed appropriate by the Administration of BLHS. Any other absence will be considered absent without permission (AWP). A student who is absent for an extended period, whether due to an illness or injury, must submit documentation from a doctor's office to the Attendance office upon their return to school. Credit Recovery time will be implemented to make-up time missed for extended absences.

Medical Appointments

Should a medical/dental appointment need to be scheduled during school hours, parents are required to notify the school prior to the absence, and it is required that the student attendance office prior to first period on the day of the appointment. Additionally, the student must report to the attendance office before leaving school. The student is responsible for the material missed in his/her classes. The student must also submit to the attendance office a school note obtained in the doctor's office upon his/her return to school. Medical offices can fax appointment documentation directly to the school at 214-324-3600.

Illness

Any student who becomes ill during the day must report to the nurse's clinic. A parent or guardian will be notified if a student is too ill to remain in school. Students should refrain from contacting parents directly until the school nurse has been notified as to the student's condition. The school nurse will then decide the appropriate communication with the parent/guardian regarding the illness.

Arrival Procedure (Any time after the start of 1st period)

Any student who arrives after the start of first period for any reason must report to the Office of Student Formation or Main Entrance and check in with Student ID at the kiosk, which will generate an Absent/Tardy slip to be presented to the teacher as the student enters class. In addition, a notification email will be sent to parents to make them aware of the student's arrival time. If a student is to arrive late to class, a tardy slip from the Office of Student Formation signed by a staff member should be presented to the teacher as the student enters the class. Students may, on occasion, miss part of a class to see their counselor; however, arrangements should either be made prior to the beginning of the class period or after the student returns to class for the student to make up any missed classroom instruction or assignment.

4.2 TARDINESS

A student who is not in his/her seat when the bell rings is considered tardy. Students who are tardy arriving during the 1st period of the day receive either a tardy or absence as explained below. A student who arrives tardy to school more than 6 times in a quarter will be subject to Saturday detention (a \$25 Saturday school fee will be assessed to your student's account).

Arriving within the first 25 minutes of a class on a regular schedule day (and 15 minutes on half days) constitutes a tardy. Students who arrive after the first 25 minutes of their first class will be marked as absent from that class. Students may lose late arrival or early dismissal privileges due to excessive tardiness.

4.3 ABSENCES AND EXTR-CURRICULAR ACTIVITIES

On the day a student is absent from school (for reasons other than medical or dental appointments) the student is not allowed to participate in any school event (athletics, fine arts, etc.) after 3:40 PM of that day. A student is considered absent for any day on which he or she misses more than two class periods. Special exceptions may be given upon approval by the Assistant Principal for Student Formation or the Assistant Principal of Academics.

4.4 EXCESSIVE ABSENCES

In accordance with the Handbook of Policies and Procedures for Elementary and Secondary Schools of the Catholic Schools Office of the Diocese of Dallas, a student needs to be in attendance a minimum of 90% of the days the class is offered to receive the credit. On the block schedule, this means that each semester a student can only miss four days of a class DUE TO ILLNESS or PERSONAL BUSINESS before falling below the 90% Attendance Rule

Attending class is essential to student success. Making up assignments at home cannot replace the in-class experience of participating in discussion and other experiential learning activities.

Students will not be given credit for a class unless they are in attendance (or have made the time up through absentee remediation) a minimum of 90% of the days the class is scheduled to meet. This averages out to being absent no more than eight days per year. If a student drops below 90% but remains at least 75% (between 5-11 days) of the days the class is offered, after review of the circumstances, the student may still earn credit for the class by completing a plan (intended to meet the instructional requirements of the class) designed by the class instructor and approved by the Assistant Principal for Student Formation and Assistant Principal for Academics. Under most circumstances, students who drop below 75% attendance (i.e., after 10 days) will not receive credit for course work. Absences that are the result of legitimate BLHS curricular or extracurricular obligations (i.e., school sponsored athletic events, school sponsored field trips, 2 college visits- senior year etc.) do not count towards the total number of absences.

Appeal Process

If half or more of the absences are the result of one unforeseeable catastrophic event (illness, accident, etc.), the student may appeal to the Assistant Principal for Student Formation for a waiver to this rule. An appeal is unlikely to be granted for absences that are the result of choice (e.g., family travel).

Steps prior to the Class Communication Plan will be as follows:

To promote academic success, BLHS seeks to provide early intervention and communication regarding student absences. After four absences in the same class within a semester, the family will be contacted by the student's counselor to discuss student absences. After a student reaches 5 absences in a class, the student has fallen below the 90% threshold. A Class Communication Plan will be implemented as well as a meeting with the Class Communication Plan committee members. At 5 absences, Credit Recovery Time may be issued, and a fine will be assessed to the student's account. If the student reaches 11 absences (per semester), below 75% threshold, the student will not receive credit for that course.

Students and parents/guardians are encouraged to keep track of the number of absences and tardies that occur each quarter. Attendance is kept by class period, not in terms of whole or half days.

Absentee Remediation Plan

Days Absent per Semester per Class	Remediation Step
1-3	None
4	Attendance office notifies counselor and mentor Counselor contacts family
5-6	Parent Communication from Office of Student Formation Saturday detention \$25 fine assessed
7-10	Saturday school \$50 fine assessed
11	No credit earned Repeat Class or credit recovery possible

4.5 HOMEWORK DURING EXTENDED ABSENCE

If a student is going to be absent for 3 days or longer, the attendance office must be notified as soon as possible so that arrangements can be made for work to be accumulated for the student. When a long-term absence is anticipated, parents/guardians should contact the student's teachers as soon as possible to make appropriate arrangements for picking up the student's assignments. Students should also check their Blackboard courses for posted assignments and work they have missed during their absence.

Missed Assignments Due to Absence

Contacting the teacher regarding make-up assignments, completing assignments, or making up tests following an absence due to illness are the responsibility of the student. Students are encouraged to obtain all missed assignments from their teachers no later than the first day of their return. Students are expected to complete work that has been missed. The student has one day for every day absent to make up work starting with the day the student returns to school. Students should refer to their course expectations for specific information regarding make-up work for that class.

4.6 COLLEGE VISITATION

Junior and Senior students currently passing all courses, and who have obtained approval prior to the visit via the University/College Campus Visits form (available in the Attendance Office), are permitted to visit post-secondary institutions without penalty. Campus visits are limited to a maximum of two (2) days per school year, which will be designated as excused absences. Campus visits will not be permitted two (2) weeks prior to, and during first semester exams; **and not after the 4th quarter progress report date.** These excused absences will not become part of the four (4) cumulative absences. Juniors and Seniors must follow the correct procedure with a counselor to arrange for the campus visits and must return proper documentation to the Office of Student Formation. Proper documentation may include confirmation from the college Admission's office. Failure to follow the procedure will result in denial of the request or loss of excused absences. There may be extenuating circumstances in which a student requests a Friday off for travel, so student/family can tour campus on a Saturday or Sunday. Documentation may not be able to be obtained; however, parent communication in these instances can be required and deemed sufficient.

4.7 FAMILY VACATIONS

Family vacations are to be scheduled when school is not in session. The education and familial advantages of vacations must be weighed against the student's ability to rejoin classes without undue burden being imposed on the teachers and other students. While teachers often are willing to let students make up work, it is the students' responsibility to be ready to fully resume their classes upon returning. Students will not be permitted to miss or to reschedule a final examination to accommodate vacation plans.

4.8 EARLY DISMISSAL

Apart from school sponsored co-curricular activities, leaving the school grounds requires written permission in the form of an early dismissal slip. Since the school is legally responsible for students, only the principal, assistant principals, the attendance office, or school nurse can approve a student leaving the school during regular school hours, and then only with the prior notification by the student's parents/guardians. Early dismissal requests must be submitted to the attendance office via phone call or email (attendance@bishoplynch.org) from the parent or guardian before 9:00 am. For safety, security, and instructional reasons, early dismissal notices will be sent to the classrooms. Leaving school grounds without an early dismissal slip will be treated as being absent without permission and dealt with accordingly.

4.9 ITEMS BROUGHT/DELIVERED TO THE SCHOOL

Balloons, food, and gifts interfere with the learning process. Please do not bring these items into the classroom buildings. The administration does not encourage the delivery of these items during the school day. Any items of this nature will be stored in the attendance office until the end of the school day. To maintain a culture of safety on our campus, food delivery services, e.g., UBEREATS, are discouraged.

4.10 LOST/FOUND

The Lost and Found is located in the Office of Student Formation. Lost and found articles, such as books, clothing, purses, billfolds, keys, money, jewelry, eyeglasses, etc., are to be turned in to the Office of Student Formation. Unclaimed articles may be disposed of at the end of each semester. Students should inquire with the Office of Student Formation to claim lost items.

4.11 CONTACTING A STUDENT DURING THE SCHOOL DAY

If a student needs to be contacted during the school day, parents/guardians are to call the Attendance Office to request that a message be forwarded to the student in question. The school will make every effort to ensure that the student receives the message in a timely fashion. Please note that except in case of emergency, classes will not be interrupted for delivery of messages.

Students and their parents/guardians are responsible for notifying the Office of Student Formation immediately of any change of guardianship, address, or telephone number. These changes can be made via FriarNet. Keeping this information updated will help the school contact families in case of emergencies.

Please refrain from contacting students directly on their cell phone during the academic day as they should have those devices turned to the off position to maximize classroom instruction.

4.12 BISTRO

In order to respect the need for quiet for those classes in session during any lunch period, and those taking tests and studying in the library, students are NOT permitted in the classroom hallways during any lunch period.

Only the bathrooms in the atrium are available to students during lunch. No access to lockers is permitted once lunch has started. No student is to be in the classroom hallways during a lunch period without a hall pass from one of the Assistant Principals or bistro supervisors.

All persons using the bistro, atrium, student commons, or eating at the outside tables are expected to assist in keeping these spaces neat and clean. All refuse must be placed in the receptacles provided, separating those items to be recycled from items with food.

Students who are dismissed from the bistro after their lunch period should proceed directly to third period except for C-Lunch in which students are to stay in the atrium or administrative hallway until the passing bell rings for the next class.

No student is to "cut" in the lunch line; doing so will result in a Saturday detention. Students will be served on a first-come, first-served basis. Following are some simple rules of courteous behavior that will make the lunch period pleasant and relaxed.

1. Treat all bistro personnel with courtesy and respect.
2. Observe good dining room standards at the table.
3. Leave the table and surrounding area clean and orderly.

4. Place all dishes and utensils in proper area
5. Replace chairs and put trash in proper containers.
6. Do not leave the cafeteria eating or carrying food.
7. Students should always remain in uniform.

CHAPTER 5: STUDENT HEALTH AND SAFETY

[BACK TO TOP](#)

5.1 CLOSED CAMPUS

As a means of ensuring the safety and security of all school personnel, BLHS operates a closed campus. Normally, only enrolled students of the school as well as school employees are permitted on campus during the school day. Parents arriving on campus between 6:30 am and 6:00 pm will be required to wear a visitor's badge issued by reception at the front desk. Visitors must check in at the Main Lobby Reception desk at the entrance to the school in order to identify themselves, state the purpose of their visit and receive a visitor's pass before proceeding to their intended destination on campus. Visitors who fail to comply will be refused further access to the campus. Visitors found on campus without proper authorization will be asked to leave the campus immediately and may be subject to trespass charges. Supporting a shared commitment to community inspired by the 4 pillars of the Dominican charism and respecting the school's culture of safety, propping open exterior doors is prohibited at all times.

Parents/guardians of students who wish to meet with a teacher or other school official are subject to these provisions. In order to avoid unnecessary delays and attendant frustrations, parents/guardians wishing to meet with school personnel are strongly advised to schedule meetings in advance. This can be done either directly via e-mail, the school's voice mail system or by calling the Main Office and leaving a message for the person with whom you wish to meet.

Once students have arrived at school, they may not leave the grounds during the day without presenting written authorization from a parent/guardian and obtaining an early dismissal slip from the Attendance Office. In case of emergency, parent/guardian authorization may be given over the telephone. The student should retain slip if asked to present to security personnel in parking lot. Upon returning to school, a student who has left campus early must report to the Attendance Office (with appropriate supporting documentation, if this was not presented beforehand).

BLHS is a private high school. As such, it reserves the right to regulate the distribution of materials on its premises.

Any material that a student wishes to distribute at school or on the school property must not conflict with the mission of BLHS and must have prior explicit written permission and approval from the Assistant Principal for Student Formation and the Communications Department. The same procedure applies for any posters to be displayed.

5.2 EMERGENCY PROCEDURES

BLHS has adopted the "I Love U Guys" Foundation's Standard Response Protocol (SRP). The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. SRP utilizes clear common language while allowing for flexibility in protocol. Please refer to the **Appendix** of this handbook to view an outline of the SRP.

5.3 SECURITY OF PERSONAL PROPERTY

Part of the school's mission is to develop young men and women of conscience and to affirm moral values and ethical standards. As part of this goal, students need to be aware that theft will not be tolerated, but it is each student's responsibility to ensure that all personal possessions are kept secure from possible theft and/or vandalism. Valuables should be left at home. BLHS cannot and does not assume responsibility for stolen/vandalized possessions. Student laptops should not be stored in PE lockers or left unattended. The only lockers that should be used for storage of laptops are those in the main classroom building. If an item is lost or missing, students should meet with the Assistant Principal for Student Formation to complete a report that will begin an investigation.

Theft is a violation of the community's trust and therefore considered a serious offense. Students who are caught stealing in any form are subject to disciplinary action and possible school-initiated withdrawal. Students should take all precautions to protect their own property including purchasing and using locks for athletic lockers and not leaving any personal belongings unsecured in any areas of the campus.

5.4 STUDENT LOCKERS

All students may ask to be assigned lockers in the school corridors during orientation. Students may ask for a locker by email or in person in the attendance office.

Athletic lockers are assigned by coaches. Padlocks are required on campus lockers and athletic lockers that do not have built-in locks

School lockers are the property of BLHS. The administration reserves the right to open lockers if necessary to maintain the physical or moral integrity of the school environment.

Locker Procedure

Each locker is to be locked when not in use. Students should not give locker combinations to anyone; lockers must not be shared or traded.

Students may use their lockers any time between classes provided they are on time for each class. Use of the locker at any other time requires a hall pass from the classroom teacher.

Students will be responsible for paying for any damage to a locker. No scotch tape or pin-ups are to be placed inside or outside of the locker. If a locker is damaged or is not working properly, report it to the Director of Logistics.

5.5 SEARCH OF STUDENT PROPERTY

In order to prevent and determine violations of school policies and preserve a safe environment, BLHS reserves the right to inspect lockers, desks, electronic systems and other facilities provided for school use. BLHS further reserves the right to inspect student handbags, backpacks,

lunchboxes, packages, cars parked on BLHS property or leased by BLHS, and other items brought on campus or to school related, off-campus events. Accordingly, students should not have an expectation of privacy with respect to material brought on campus or to school related activities. BLHS reserves the right to confiscate material that it reasonably believes is in violation of school policies, poses danger to the student or others, or violates the law. Students responsible for the presence of such material will be subject to the school's disciplinary procedures and may be reported to the appropriate legal authorities. Should a student refuse to submit to a search, he/she may be suspended/expelled, or asked to withdraw from school. The school conducts random searches, using a K9 vendor service, as a deterrent measure against drugs and alcohol being brought onto campus.

Inspections: Students are expected to cooperate and participate in personal property inspections. Parents/guardians may not interrupt this process and will be notified after the search. Property subject to school violations will be seized and may be kept. The administration may also search a student's cell phone records, given reasonable suspicion, for photos, numbers, or text messages; these may be saved by the school.

5.6 SUPERVISION OF STUDENTS

The school's ordinary supervisory responsibilities cover the normal school day (6:30 am to 6:00 pm). Students who remain on campus while waiting for transportation should report to the designated After School Supervision room. The school cannot and does not take responsibility for supervising students arriving at or staying on campus outside these hours, except for those taking part in a school-sponsored activity conducted by an authorized staff member, such as an extra class or team practice/game. After school hours, students are the responsibility of the student's parents/legal guardians. Students should not loiter on campus after school hours. Families must plan to have students picked up at the end of the school day. If attending an extra-curricular activity or school sponsored event, students need to be picked up in a timely manner.

5.7 STUDENT DRIVERS

Verification of Enrollment (VOE) Forms for Driver's Licenses

VOE forms are completed each day. Students wishing to receive a completed form must request a form at the Attendance Office or the Welcome Center. Completed forms may be picked up by the student during regular school hours. The student must sign the form in the presence of the attendance secretary or receptionist.

5.8 PARKING LOT AND VEHICLES

On-campus parking is very limited. Only faculty, staff, seniors, juniors, and some sophomores (as space allows) are permitted to park on campus. All students wishing to park on campus should fill out a BLHS Parking Application on the school's website. The use of bus service and carpools is strongly encouraged. In order to ensure the safety and security of the campus, all cars parked on or near campus must be registered through the Office of the Director of Logistics. Students are required to park in their assigned parking spaces. Parking on campus without a parking sticker may result in a \$20 parking fine for each occurrence and the vehicle may be booted. The boot can be removed by contacting security.

Parking Sticker

All cars occupying an assigned parking spot must display an official BLHS parking sticker on the windshield. All students may purchase parking stickers for \$200 through the Office of the Director of Logistics. The cost of the parking sticker may be pro-rated throughout the school year. When all on-campus assigned parking spaces have been allocated, students will be given access to unassigned parking areas in the Second Baptist Church parking lot. Church parking is subject to the rules imposed by Second Baptist Church and BLHS and are subject to change. Any car parked on campus without a numbered sticker will be subject to a car boot. Car boots can be removed only by security personnel after a student ID is shown and the student is charged for parking in the unassigned space. Students who do not adhere to parking policies must comply with the infraction table below.

1st Offense	2nd Offense	3rd Offense
\$20.00	\$40.00+ Saturday Detention	\$60.00+ Parent Conference Saturday School

Please be aware that BLHS does not monitor off-campus parking on area public streets and discourages students from parking on surrounding neighborhood streets. Stickers that are lost or stolen may be replaced at an additional charge at the pro-rated rate of \$50 per quarter left of the school year.

Parking Lot Rules

The speed limit in the parking lot is a maximum of ten (10) miles per hour. Disruptive radios, honking horns, speeding, riding on the hood or outside of a car, or in the bed or a truck are prohibited and subject to disciplinary procedures. Failure to obey guidelines may result in the loss of parking privileges.

Skateboarding, rollerblading, scooters, and roller-skating are prohibited on the BLHS campus. All motorcycles, mopeds and motorbikes must be registered through the Director of Logistics and parked in the designated area.

Loitering in and around cars is always forbidden. A student in the parking lot during school hours without the permission of the Assistant Principal for Student Formation or the Attendance Secretary may be considered absent without permission (AWP) and will merit appropriate

disciplinary consequences.

All parking spaces in the school-owned parking lot are numbered. Students should park only in their assigned space. Failure to do so may result in loss of parking privileges.

Students parked improperly may be fined \$20 per day. Habitual offenders face disciplinary action and the possibility of having their car towed at the owner's expense.

5.9 DRUG, ALCOHOL, TOBACCO, AND SUBSTANCE USE POLICY

BLHS is a drug and alcohol-free school.

BLHS promotes through its mission an environment that is conducive to student safety and achievement at the highest level. The use/abuse, either on or off campus, of alcohol, illegal drugs, prescription drugs, look-alike drugs, and other substances that are intended to have an adverse effect on the mind or body can deteriorate such an environment of learning. Students who make a commitment to being part of the BLHS community must also make a commitment to being drug and alcohol free as well as participating in, protecting, and enhancing the learning environment.

The following procedures have been put in place for the protection of the BLHS community as well as the well-being of individual students.

The possession of illicit drugs on campus or at any school-related function is a felony in the State of Texas. The possession, sale, purchase, use, consumption and/or evidence of the use of alcoholic beverages, marijuana and/or other non-prescribed drugs is strictly prohibited on the property of BLHS, or at any activity in which the school is represented away from the property. Correspondence received by the Assistant Principal for Student Formation from Law Enforcement Agencies may fall under this policy and are subject to the same consequences as stated below. Students' vehicles may be searched if there are reasonable grounds to believe that drugs or alcohol may be present in the vehicle.

Any violation of this regulation will be considered one of a serious nature, thus serious consequences will result and are listed below. Students possessing, consuming, selling, or distributing illegal drugs on campus or at school-related functions may be required to withdraw from BLHS. A conference with the student, parents, Assistant Principal for Student Formation, and counselor will be required.

BLHS may employ a canine detection service in order to ensure that drugs, alcohol, and explosives are not present on our campus. If a dog alerts to the presence of contraband in the locker, bag, vehicle, or other possession of a student, the school expects the student to cooperate in showing that none of these elements are present. A student who fails to cooperate jeopardizes the school-parent/student relationship and parents will be called and asked to gain the student's cooperation.

In order to help in the identification of students who may be experiencing difficulties with drugs and alcohol and to encourage students who have not experimented with drugs and alcohol to remain drug and alcohol free, urinalysis-based drug screening will be employed in the following ways:

All participants in extra-curricular activities including but not limited to athletics, band, choir, TAPPS Academic, etc. will be screened at an unannounced time during the time of their participation in that activity or sport.

Any student who has registered a vehicle and/or will be a student driver on or off campus at any time during the course of the school year may be chosen randomly to submit to a drug screening during the school year. The safety of all students who drive themselves or others is of the utmost importance.

BLHS reserves the right to drug test any student who exhibits behavior or performance that would give reason to believe that they may be using or abusing drugs and alcohol.

Opportunities for Intervention

The welfare and the safety of the students who are identified as having any issues with drugs or alcohol will be required to conference with the Assistant Principal for Student Formation, Guidance Counselor, and parents in order to determine what actions will be necessary to remain a part of the BLHS community. If continued student enrollment is recommended, a probation or conditional enrollment status will be granted for a period of no shorter than two academic semesters and may extend for the remainder of the student's years of enrollment. Students may be subject to assessment from an outside drug/alcohol counselor and/or successful completion of a drug and alcohol program or other educational/recovery recommendations from a licensed professional approved by Guidance and the Administration of BLHS. The intervention team of the Assistant Principal for Student Formation and Guidance Counselor will monitor any follow-up educational/recovery recommendations.

Consequences for Violations of the Drug and Alcohol Policy

Violations of the Drug and Alcohol Policy can occur through a positive drug screen or any other evidence of possession or use of drugs or alcohol at school, school-sponsored activity, or any activity outside of school that clearly identifies the student as a part of the BLHS community. The following consequences will be used to provide a student with the opportunity to recover from the actions/decisions that led to the violation of the drug and alcohol policy:

- \$300 fine
- Assessment/Educational commitment – Outside counseling assessment if necessary and successful completion of a selected C.A.R.E. program or any recommendations from outside counselor
- Probation/Conditional Enrollment for at least two academic semesters up to the remainder of time enrolled at BLHS
- Additional and frequent drug screening during the probation/conditional enrollment period at the expense of the parent.
- Suspension of extra-curricular activity or sport for a percentage of competitions as determined in the Athletic Handbook.
- Attendance, if deemed appropriate, a Saturday School.
- Additional Drug and Alcohol Screening may be urinalysis and/or hair testing.

- BLHS and its Administration reserves the right to require students to submit to school designated drug screening at the parent's/legal guardian's expense, to ensure the moral and physical integrity of our students and campus. Entrance to and exit from school sponsored events may require submission to an alcohol-detection device.

PARAPHERNALIA/TOBACCO/VAPE USE

Our desire is for students to abide by and uphold Bishop Lynch's Student Honor Code as it states, "He/She will continue to grow in respect for the dignity of self, others, and their environment through an increased awareness of their behavior." For this reason, we at BLHS believe in maintaining a drug-free community. Students are not permitted to smoke, dip, or use any smokeless tobacco products (e.g., vapes/e-cigarettes) while on the school premises or during school-sponsored events nor are they permitted to have these materials in their possession. E-cigarettes, hookah pens, vapes, etc. are not permitted on campus or at any school function on or off campus. In addition, possession and/or use of e-cigarettes by a minor violates state law. All such devices are considered paraphernalia. Any student in possession of such paraphernalia on campus will receive at minimum a one day out-of-school suspension. Students will receive a maximum of 70 on any missed tests or assignments due on the day of suspension. Additional violations may result in serious disciplinary action, multiple day suspension and/or expulsion from school. Should a student be found with a vape that contains a controlled substance the school's drug policy will apply.

5.10 WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon: (a) on the school grounds at any time; (b) off the school grounds at any school-sponsored activity, function, or event. Any student possessing a weapon or an object that looks like a weapon or wielding any object or instrument in a hostile or violent manner or in a manner that disrupts the orderly learning environment of the school is subject to disciplinary action, up to and including but not limited to an immediate school-initiated withdrawal.

5.11 REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT

Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests. From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible. If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult agrees that the school is under no duty to do so.

5.12 ILLNESS OR INJURY DURING THE SCHOOL DAY

Any student who becomes ill during the day must report to the nurse's office/school clinic. Students who come to the clinic during class must have a pass from their teacher. If, based on the assessment of the student's symptoms, it is determined that the student does not need to go home, the student may rest in the clinic for up to thirty minutes and then return to class. If it is determined that a student needs to go home due to illness, the parent/guardian will be called to pick up the student or give consent for the student to leave school and go home. A student will not be permitted to leave campus without consent from their parent/guardian. Injuries that occur during the school day or during any school-sponsored event are to be reported to the teacher, coach, or supervising employee immediately, whether the student considers the injury significant or not.

5.13 MEDICATION

Only necessary medication for chronic illnesses or acute conditions may be given at school. All medication should be given outside of school, if possible. Unless otherwise recommended by the student's physician, three-times-a-day medications should be given before school, after school, and at bedtime for optimal coverage. If necessary, prescription or OTC medication can be given at school under the following conditions: If

medication is needed for the student to remain in school, and if circumstances dictate that a necessary prescription medication must be taken during school hours.

Self-Carry Medications

Students are permitted to self-carry **only** the following medications during the school day, with parental and physician consent, and with appropriate documentation on file in the nurse's office/school clinic: Metered-Dose Inhalers, Epinephrine Auto-Injectors (Epi Pen, Auvi-Q, etc.) and Diabetic supplies. Parent/guardian is encouraged to provide the school nurse with a second metered-dose inhaler or epinephrine auto-injector, if available, to be stored in the clinic for the student as a back-up.

Prescription and OTC Medications

Students **are not** permitted to have any other medications in their possession, over the counter (OTC) or prescription, while at school. All medications must be stored and administered only in the nurse's office/clinic.

If circumstances dictate that a necessary medication must be taken by the student while at school, the parent must submit appropriate documentation: a Prescription Medication Permit Form for prescription medications; or an Authorization to Administer Over the Counter Medication Form for OTC medications.

Prescription medications must be prescribed by a doctor, dentist, or nurse practitioner. Prescription medication must be in the pharmacy labeled bottle. OTC medications must be in the original bottle or packaging and labeled with the student's name. The parent/guardian or high school student is responsible for delivering medications to the nurse, along with the appropriate forms. For prescription medications sent with a student, the parent/guardian must notify the nurse in advance of the number of pills/doses sent with the student and the nurse will verify the amount upon receipt. All medications sent with a student should be given to the nurse promptly upon arrival to campus. Unused and/or expired medications must be picked up by the student or parent/guardian when no longer needed or at the end of the school year. The school nurse will dispose of any unused or expired medications that are not picked up.

High school students are responsible for remembering to come to the clinic for regularly prescribed medications.

Only the school nurse and/or the high school student or parent may perform nebulizer treatments in school. Non-medical school personnel are not permitted to administer this treatment.

Students with Asthma, Anaphylactic Allergies, Diabetes, and Epilepsy must have a specific action or management plan on file in the nurse's office/school clinic. These plans may be used in lieu of the above-mentioned Prescription Medication Permit Form. It is the responsibility of the parent/guardian to notify the campus nurse if their student is diagnosed with the above medical conditions to ensure that appropriate documentation and policies are communicated and sent from the school nurse.

5.14 BL CARELINK

Reflective of its mission as a Catholic school and inspired by the 4 pillars of the Dominican charism, BLHS is dedicated to care and concern for members of the school community. The school is committed to the physical, mental, and spiritual well-being of all our students. The BL CareLink on the school website may be used to anonymously report concerns that the BL administration and guidance department should be aware of, including anything that may need to be properly investigated or addressed.

Emergencies should be reported to 911 and/or your local police department. Submissions to the BL CareLink are checked during school hours only.

5.15 NOTIFICATION REGARDING CONCEALED CARRY OF HANDGUNS BY LICENSE HOLDERS ON DCCCD CAMPUS

BLHS is in partnership with the Dallas County Community College District (DCCCD), a Texas political subdivision of higher education, to conduct dual credit courses for the benefit of students at BLHS. Participants in the dual credit program are hereby notified that the DCCCD, as a post-secondary institution of higher education under Texas law, is subject to those provisions of Texas law (Tex. Gov't Code 441.2031(b), et al.) which permits the concealed carry of handguns by license holders in those areas of DCCCD property where such concealed carry of handguns is not prohibited. As such, students may at times be in areas of DCCCD property where the concealed carry of handguns is permissible.

5.16 CUSTODY AND FAMILY LAW ISSUES

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant, original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the

school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders. Attorneys representing parents in custody disputes should not contact school personnel directly, including requesting the production of documents and execution of supporting affidavits for use in litigation.

Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding custody or other family court order or any legal matter or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

5.17 Pets or Animals on Campus

Pets or animals may not be brought to the school or school sponsored events without administrative permission.

CHAPTER 6: CAMPUS RESOURCES

[BACK TO TOP](#)

6.1 COUNSELING

The Counseling Center, located in Ferguson Hall, provides many services for students and their parents/guardians. Each student is assigned a counselor. Students are encouraged to make an appointment with their counselor when they have questions or concerns.

BLHS promotes the development of the total person which includes the safety and emotional well-being of every student. It is the policy of BLHS to contact the parent(s) immediately if a student displays or gives evidence of dangerous behavior including but not limited to self-harm behaviors and dangerous behavior to others. The parents will be required to take their child to a licensed mental health professional of their choice and to assume financial responsibility for an evaluation. Resources are available upon request. These are resources only and not intended to imply endorsement by BLHS.

The Counseling Department provides academic and personal counseling, college, and scholarship counseling. Students may use all the resources of the Counseling Center by appointment. The Counseling Department provides education and support services regarding adolescent issues (i.e., chemical dependency, mental health, communication, etc.) Students may self-refer through their counselors.

For the assignment of classes and counselors, counselors are not able to honor requests by parents or students for a specific teacher or counselor or to make schedule changes to change teachers. Students are assigned to classes based on their individual schedule needs as well as teacher/course availability. All students in grades 9-12 will be assigned to their counselor alphabetically by their last name and will remain with that counselor until graduation.

SCHEDULE CHANGES

Parents, students, teachers, or counselors may request a schedule change. Schedule changes requested by the student may not be presented after the first progress report of the semester. After that, only teacher-initiated schedule changes will be considered. No schedule changes may take place on the 8th or 9th week of any quarter, regardless of the initiated party. Unusual circumstances will be considered in the application of this rule. The following process must be followed in order to gain approval for any schedule change request:

1. Students must initiate a conference with a teacher to determine if there are any other options available to prevent the schedule change.
2. Dependent upon teacher response, the student can request a meeting with the teacher and counselor to evaluate and determine the best course of action.
3. If the schedule change is in the best interest of the student, a "Schedule Change" form will be given to the student to present to all parties – teacher, student, parent, counselor, department chair - for their input and signature.
4. The completed form is returned to the student's counselor who presents the form for final administrative recommendations/approval by the Assistant Principal for Academics.

TRANSCRIPTS

Freshmen, sophomores, juniors, and seniors should see their counselor to request transcripts. Graduates will receive a final copy of an official transcript in the mail after graduation and an official copy will be forwarded from the registrar to the attending college as noted in our database.

PHYSICAL, MENTAL, AND EMOTIONAL HEALTH CONCERNS

Physical, Mental, and Emotional Health concerns that have been brought to the school's attention will be discussed with parent/guardian. At the discretion of the administration, the school may require an evaluation by a medical licensed professional for the student to return to school at the parent/guardian's expense.

Upon receipt of the evaluation, the school will review to determine enrollment eligibility as well as potential required protocols to ensure the student's safety, wellness, and continued academic success upon the student's return to campus.

Students with a substance abuse problem, eating disorder, or any other mental/emotional health issue, diagnosed or documented by a medical or mental health professional, will be required to successfully participate in a treatment program to maintain enrollment eligibility. A meeting will be held with the parent/guardian, student, administration, and school counselor to discuss appropriate treatment options and communication about that treatment center.

Withdrawal from or nonperformance in a required treatment program may result in a student's dismissal from school at the school's sole discretion. The school will collect all documentation and a re-integration committee consisting of an administrator, (school) counselor, school nurse, and an academic representative will decide about the student's participation and enrollment eligibility at school. The re-integration committee will review the particular circumstances affecting the student and take into consideration the school resources available and necessary to meet the student's needs while continuing to meet the needs of all students.

6.2 TECHNOLOGY: ACCEPTABLE USE POLICY

BLHS provides technology resources to students, faculty, and staff to promote the development of young men and women of competence, conscience, and compassion through an integrated academic, spiritual, and extra-curricular program. It is an expectation that BLHS's technology resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission, values, understandings, and beliefs of BLHS and the Diocese of Dallas.

BLHS will create an email address for each student to use. The school will use monitoring software on this school-owned address. The issued email address is the required method of communication between school personnel and students.

The BLHS *Acceptable Use Policy* applies to all technology resources including, but not limited to laptop computers, school desktop computers, mobile devices (i.e., Smartphone, tablets, etc.), video and audio equipment, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes and with good manners. Any user who violates this policy or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution.

BLHS has taken precautions to control access to controversial materials and has instructed students in the proper use of the Internet, electronic mail, and software. BLHS is not responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, or negligence of any kind incurred by users.

All school technology systems, information stored on them, and work performed are governed by this *Technology Acceptable Use Policy* and are subject to school supervision and inspection whether they reside on school owned computers or computers brought on campus by students. The system administrator(s) have access to systems and data within the BLHSNet. Individual usernames and passwords should be kept confidential and never shared with anyone including system administrator(s). BLHS reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, stored on laptops brought onto campus, or stored on its systems (including connections made from sites visited) to law enforcement officials or others, without prior notice. As the primary educators of their children, parents are expected to monitor the use of the computer, set limits, and discuss acceptable use of technology with their students.

General Terms and Conditions

Acceptable Internet Use – The use of the Internet and school accounts must be in support of education and consistent with the educational objectives of BLHS. Students are to report any misuse of the network to a faculty member (teacher or administrator). Misuse is considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at BLHS. Misuse also includes any conduct in and out of school that reflects negatively upon the reputation of BLHS. Misuse is considered any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited.

The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and other disciplinary action. In the classroom environment, the faculty member in charge will deem what is inappropriate use and his or her decision is final.

Netiquette – Students are expected to abide by the generally accepted rules of network etiquette.

- Be polite. Do not use inappropriate language. Students are representatives of our school community. A student may be alone on a computer, but what is written or posted can be viewed globally.
- Students will not send or post information, which disparages the reputation of BLHS, its faculty, staff, or any employee.
- Students will not email, IM, post to websites or Blogs, or text message inappropriate graphics, images, pictures, or video of employees of BLHS or fellow students.

Use of Social Media – BLHS respects the right of students, faculty, staff, and alumni to use a variety of social media to learn, communicate, and connect. As a college preparatory school committed to Catholic values, academic excellence, the safety of our students, and the advancement of our values, we expect that all members of our community will meet the standards written below in their use of social media.

BLHS provides technology resources to students, faculty, and staff in order to advance our mission through achievement of our graduation outcomes. BLHS expects that members of its students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of BLHS and the Diocese of Dallas.

Social Media is defined as any web-based or mobile technologies that turn communication into a dialogue. Social media takes on many different forms and uses a variety of technologies including blogs, Internet forums, wall postings, wikis, podcasts, picture-sharing, email, instant messaging, music-sharing, crowdsourcing, voice over IP, and vlogs to name a few. Currently, there are six different types of social media services: collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook), and virtual game worlds (e.g., World of Warcraft), and virtual social worlds (e.g., Second Life). Many of these social media services and technologies can be integrated via social network aggregation platforms (e.g., Facebook).

To promote respectful discussion within this forum, students, faculty, and staff are expected to abide by the generally accepted rules of network etiquette. You must be polite, courteous, and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Blogs and discussion boards often foster debate of an issue and users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, assume that social media participation will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Consider how much personal information to share, with the understanding that anyone can link this information to your name and publish it on the Internet. Students are encouraged to always exercise extreme caution when participating in any form of social media or online communications, both within the BLHS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire BLHS community and, as such, are subject to the same behavioral standards set forth in the Student/Family/Faculty Handbook (Handbook).

In addition to the regulations found in the Handbook, students are reminded that their behavioral expectations must align with the Mission and Philosophy of the school, which affirm the teachings, moral values, and ethical standards of the Catholic Church. Students are expected to abide by the following:

- To protect the privacy of BLHS students and faculty, students may not create digital video recordings or pictures of BLHS community members either on campus or at off-campus BLHS events for online publication or distribution that convey inappropriate or illegal behavior.
- Students may not use social media sites to publish information or remarks deemed to be disparaging or harassing toward BLHS community members or that convey illegal or inappropriate activity. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon members of our community.
- Failure to abide by this Policy, as with other policies at BLHS, may result in disciplinary action as described in the Handbook or as determined by the administration of the school. **Any such actions violating the school's social media policies will result in a minimum two-day out of school suspension (including from school activities) and may include additional consequences up to and including school-initiated withdrawal.** Upon return, the student will be required to sign and return a Conditional Enrollment Agreement to the Office of Student Formation. All agreements must be received within 48 hours. Students will not be able to continue with enrollment after the 48 hours have expired, if the agreement is not returned, signed by all requested parties.

Copyright – Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is against the mission of BLHS and will result in disciplinary action.

Security – If a student identifies a security problem on the Internet, he or she must notify a faculty member (teacher or administrator) immediately. Students will not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log onto the Internet as anyone else will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

Privacy – Students should not reveal or post his/her home address or personal phone number or that of any member of the school to anyone on the Internet at any time. Electronic mail is not guaranteed to be private. Students should not send anything that he/she does not want others to read.

Vandalism/Hacking – Vandalism or hacking will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. Vandalism includes, but is not limited to, destruction of hardware, software, and peripherals, and the uploading/downloading of games and viruses. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, willful damage to computers and peripherals, creation of computer viruses, or changing on-line materials without permission.

Digital & Mobile Devices – Digital and mobile devices that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of BLHS. Taking pictures, screenshots, videos, or recordings of faculty or staff members or other students without their knowledge is a violation of this policy. The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action.

Cyber-bullying & Cyber-harassment – Cyber-bullying and cyber-harassment is not tolerated at BLHS. Cyber-bullying is defined as "the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others". Cyber-harassment relates to a person's "use of a laptop or networked device to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature or threaten any illegal or immoral act." Students found to be engaged in cyber-bullying and/or cyber-harassment is in violation of the Technology Acceptable Use Policy and the Student Code of Conduct and appropriate actions by BLHS school staff and administration will be taken, including but not limited to notifying local law enforcement.

Laptops – As a requirement of attendance at BLHS, all students must have a school-approved laptop every day. Parents and students accept responsibility for the security of their laptops. BLHS accepts no responsibility for hardware or software including, but not limited to theft, vandalism, or intentional destruction both on and off campus. Students are responsible for maintaining their virus protection and setting the laptop to automatic update and scanning.

Students are expected to keep their laptops with them or locked in their classroom building lockers. Students are not to lock the laptops in their PE lockers. Students are expected to take their laptops with them to practice or store their laptops in their classroom building lockers during/after school events. Students taking public transportation should put the laptop and bag inside their backpacks. If the laptop is lost, stolen, or damaged beyond repair, the parent will be responsible for all costs necessary to repair or replace the laptop, not covered by warranty.

Students whose laptops become lost, stolen, or non-operational will be responsible for securing a loaner PC laptop provided by BLHS or their own temporary computer which meets the minimum system requirements necessary to run the BLHS virtual machine. It is the sole responsibility of the student to make sure that all school-related files are backed up regularly. Homework and projects lost due to this negligence will not be excused by teachers. **We strongly encourage students to back up all their work daily. BLHS provides 1 terabyte of cloud storage backup to all current students through their office.com account and recommends one drive be used to save any and all BLHS documents.** Students will not be granted work extensions for a failed laptop or lost or corrupted work. If a laptop needs to be reimaged, and it is determined that the need to reimage the laptop is a result of the student downloading materials or the addition of conflicting software or hardware, the student will pay a fee to have the laptop reimaged. The laptop will be reimaged to the original specifications of the school laptop.

We expect the behavior of BLHS students to be in compliance with our code of conduct; however, students who violate the policies jeopardize their continued enrollment at BLHS. Laptops can and will be scanned for inappropriate materials when brought to the Technology Support Center. Inappropriate materials will be reported to school administration and/or law enforcement agencies for disciplinary action. Additionally, Internet traffic on the school network is monitored for inappropriate behavior, surfing, and gaming.

BLHS assumes no responsibility for repairing laptops.

6.3 LIBRARY

Library Hours

The library will be open from 7:30 AM to 4:30 PM, Monday through Friday during the school year.

The library is open for student use before and after school, as well as during all class periods, unless otherwise indicated in the daily announcements. It is a center for serious work, research, reading, listening, viewing, or individual study. Any student whose behavior is not satisfactory will be sent back to the study hall or classroom. Flagrant or continual unsatisfactory behavior may result in loss of library privileges.

Library Use

- Students are required to show passes and sign in.
- Study hall teachers sending students to the library will list the students' names on a library pass, noting the date and time, and then sign the pass. The librarian will initial the list, which will be returned to the teacher for his/her records.
- Scheduled classes always have space priority over study hall students.

Due Dates/Fines/Exam Blocks

Library books are due at the end of each semester when checked. A student who loses a book, magazine, etc. must pay the cost of the item. Students who owe books to the library at the end of their Senior year will be blocked from taking final exams until such fines are paid.

Study Hall Library Passes

Students assigned to study halls who wish to use the library should go to study hall first. After attendance is taken there, the study hall teacher must write a pass to the library. Once in the library, the student must sign in and remain there for the time indicated on the pass. Any student coming to the library at any other time must also have a pass. Students must sign out of the library and return to study hall or class before the end of the class period.

CHAPTER 7: STUDENT FORMATION

[BACK TO TOP](#)

7.1 CAMPUS MINISTRY

The vision of the Department of Campus Ministry is to foster a culture of discipleship of Jesus. Campus Ministry oversees and facilitates the many dimensions of faith and Christian service at BLHS. These include liturgical services, retreats, charity drives, prayer services and service projects.

Service

In the Gospel of John, Jesus, the Servant, washes the feet of the disciples and says:

"I have given you a model to follow, so that as I have done for you, you should also do." (John 13:15). The greatest among us, became the servant of all, and laid down his life for his friends.

Service to others is an essential element of Christian witness and formation and provides experiential learning opportunities (learning by doing) so that we may "see the face of Christ" in others, develop a compassionate response to the needs of others, practice the virtues of charity and justice, and begin a lifelong pursuit of the common good recognizing in our sisters and brothers our shared God-given human dignity.

The mission of BLHS is founded on Catholic Tradition and on the Dominican heritage of scholarship and service and charges us to strive for excellence, seek truth, and work for justice in the world. Service to others is part of our responsibilities to our sisters and brothers, and service to others makes the BLHS mission visible in our world.

Service is a privileged opportunity to care for those in need as did the Good Samaritan on the road to Jericho.

The Heart of Saint Dominic Christian Service Program

Service is a hallmark of BLHS's total formational experience and is one of BL's four Dominican pillars. Our robust program will encourage students to perform meaningful and sustained service that is close to their hearts. The program will provide several incentives for students to make a positive impact throughout the wider community. In addition, there will be even more opportunities for students to participate in community service projects during the school day.

Student Retreats

Class retreats are an integral component of faith formation at BLHS. A retreat is a time to step away from the daily routine and withdraw from one's regular world as much as possible and be open to the prompting of God in one's life.

Retreats can be a privileged to encounter of spiritual significance in the life of a student, and through speakers, meditations, activities, and group interactions a student participates in a process of discovering how they might better, "Love God and Love Neighbor."

Spiritual formation is as important as academic development as we educate the whole child to "be the best version of themselves" and make meaningful contributions to the Common Good and to live the BLHS mission of striving for excellence, seeking truth, and working for justice in the world.

Attendance/participation at student retreats and completion of service hours are mandatory. Students who fail to attend/participate must make up the hours as determined by the Director of Campus Ministry and with approval by the principal.

7.2 HOUSE SYSTEM

The House System provides a comprehensive organizational framework for BLHS. The House System includes students, faculty, staff, parents, and alumni. Details about the House System at BLHS may be found on the school's website.

7.3 CLUBS AND ORGANIZATIONS

Students have the opportunity to join many cultural, service, academic, and social clubs during our annual Fall Club Fair. Membership is open to all BLHS students throughout the year. Students who express an interest in forming a club that revolves around an area of interest need to fill out a club application and turn it in to the Assistant Principal for Student Formation, which is available at the beginning of the school year. Participation is greatly encouraged so that students can enjoy the wide variety of extracurricular activities that BLHS typically offers. Clubs are funded largely in part by the operating budget and may not conflict with the mission of the school.

7.4 DANCES

BLHS strives to provide these events for the student body in a safe and supportive atmosphere. In order to ensure this, the following regulations have been established:

- All school rules, including the Drug, Alcohol, Tobacco, Substance Use Policy are in effect at all dances.
- Valid BLHS I.D. is required for admission for students.
- Guest passes, when allowed, must be obtained, and approved, in advance, from the Assistant Principal for Student Formation. Guests must be under 20 years of age. Guests must present a form of identification
- Students must be in school at least half the day to attend dances.
- Students whose behavior is inconsistent with the standards of the school, as determined by adult supervisors, will be asked to leave, and may be barred from future dances, including formals.

- Students whose manner of dance is inconsistent with the standards of the school, as determined by adult supervisors, will be warned once. The second occurrence will result in the student being immediately removed from the dance and the parent/guardian called to pick up the student and the student may be barred from all dances and formals for the rest of the semester.
- By their attendance, students and their guests agree to submit to the enforcement provisions of the drug and alcohol policy, including breathalyzers and searches. The consequences of drug or alcohol use will be the same as those in effect during the school day.
- Students must be picked up at the specified end-time for a dance. All students who are not picked up by that time will be charged a fee for every fifteen minutes the supervisory staff has to stay past that time.

CHAPTER 8: BUSINESS AND FINANCIAL

[BACK TO TOP](#)

8.1 TUITION

1. Tuition payments are to be made in accordance with the annual tuition contract and such other policies and procedures established for each school term. Without limiting the foregoing for each school year, the Board of Directors shall approve proposed tuition rates, enrollment and other fees, and penalties for late payment of tuition and fees to the school.
2. Tuition for the entire school year shall be due or payment arrangements made by the later of (i) June 1 prior to the beginning of such school year or (ii) the student's date of enrollment.
3. A student shall not be permitted to begin classes or participate in extra-curricular activities (whether at the beginning of the school year or upon subsequent enrollment) until his or her tuition for the entire year has been paid or the funding method is current.
4. If a default in the payment of a student's tuition occurs, the student shall be subject to being withheld from class/and or extracurricular activities until a payment plan is approved by the Tuition and Accounts Receivable Coordinator of the school.
5. If at the applicable time all payments of a student's tuition and/or MKS balance are not current or paid in full, the student will not be permitted to take semester/final exams, to participate extra-curricular/sporting activities nor participate in graduation or graduation-related functions.
6. Students will not be permitted to begin a new school year or re-enroll for a new school year until the prior year's tuition has been paid in full.
7. To be eligible to participate in tryouts, elections, or other activities related to the next school year for any athletic or school organization, students must have completed the full (re-)enrollment process, including payment of all necessary fees.
8. If the school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the Tuition and Accounts Receivable Coordinator should be notified as soon as possible to create a payment plan.
9. Students who are required to miss classes and/or extracurricular activities as result of behavior consequences are not entitled to any portion of a tuition refund.
10. If a student withdraws from enrollment at BLHS, the following procedures will apply:

The enrollment fee, senior fee, tuition late fee, payment plan fee, and freshman tuition deposit are non-refundable, in instances of either parent-initiated or school-initiated withdrawal. Within 30 days following a student(s) official date of withdrawal, calculations based on the official school calendar are generated to determine if a refund or balance is due.

- Student(s) who withdraw after June 1 but prior to the beginning of Quarter I will be refunded Quarter II, III & IV (or are responsible for Quarter I).
- Student(s) who withdraw during Quarter I will be refunded Quarter III & IV (or are responsible for Quarter I and II).
- Student(s) who withdraw during Quarter II will be refunded Quarter IV (or are responsible for Quarter I, II and III).
- Student(s) who withdraw during Quarter III or Quarter IV will not receive a tuition refund (or are responsible for all four quarters).

If financial assistance was allocated, a portion of it will be pro-rated based on the actual quarter(s) in which the student(s) attended.

All outstanding financial obligations must be resolved with a cashier's check or cash before transcripts/grades are released from BLHS.

Student Work Program

Each spring, students can apply for the Student Work Program. To qualify, the student must have a FACTS application on file with the school and demonstrate a financial need. These applications are reviewed and based on the number of applications, students are admitted to work and earn credit towards tuition balances.

8.2 MY KIDS SPENDING

MyKidsSpending.com is a portal for managing and funding your student's on-campus spending.

MKS can be used in the campus store (The Locker), Friar Feeder (after hour snacks), and for all other on-campus purchases from tickets to events and dances. In addition, participation fees and cloth good purchases for academic, fine arts and athletic activities will run through the MKS account.

Using the MKS secure login system, parents and students can view account activity, add money to school spending accounts, and request PDF statements. Parents can register accounts for a single child, or multiple children.

BLHS faculty and administration leave the monitoring of purchases and managing of these accounts to the sole responsibility of the family.

All MKS accounts must have a positive balance to make purchases and to maintain eligibility for semester exams.

8.3 RETURNED CHECK POLICY

All returned checks or NSF from ACH are assessed at a \$35 fee per check/occurrence. All insufficient items returned to BLHS for any reason must be paid in full via certified check, money order or cash for student(s) to:

- Start the school year;
- Begin a quarter or semester;
- Take semester or final exams;
- Participate in athletic competitions and extracurricular activities;
 1. Obtain transcripts/grades;
 1. Attend graduation-related functions.

8.4 FINANCIAL CLEARANCE POLICY

BLHS is a tuition-dependent school; consequently, timely payment of tuition must be arranged through the Business Office.

The school reserves the right to refuse continued enrollment to any student:

- Whose tuition and fees accounts are in arrears.
 1. Who is overdue in returning or who has lost library materials.
 2. Who has not returned school-owned equipment loaned to him/her.

Note: Library materials or other loaned equipment returned in damaged condition will be considered as lost.

In the event a student leaves BLHS after the school year has begun, they will be charged tuition in accordance with the withdrawal policy stated in the tuition contract. Enrollment and general fees are non-refundable.

Late fees are assessed when payment of tuition has not been received by the published due date and are considered part of a student's financial obligation to the school. Failure or refusal to pay late fees will place a student's account in arrears.

8.5 DEVELOPMENT AND FUNDRAISING

The Advancement Office works closely with the entire BLHS community to advance the mission of the school. The primary function of Advancement is to build and increase community engagement and support for all programs and projects at BLHS.

The Advancement Office supports the efforts of many BL groups dedicated to community engagement, including: the Parents Association and subgroups of Friar Friends (moms) and BL Dad's Club; the Alumni Association; and the Parents of Alumni group. Each group welcomes participation in their volunteer opportunities, meetings, events, and news to share with the BL Family.

One of the most important BL Advancement initiatives is the Fund for BLHS, our annual giving program. We rely on the participation of the entire BLHS family to ensure the absolute best resources for our students beyond what tuition alone can provide. Current parents, alumni, parents of alumni, grandparents and friends donate annually to help sustain program and technology enhancements, operations and campus improvements, tuition assistance and scholarships, as well as other priority needs for our school.

The Legacy Gala, which benefits the Joseph P. Lynch Scholarship and financial aid, is a major source of both fun and fundraising for our school. Additionally, each year the Advancement Office presents The BL Golf Classic Tournament, with proceeds dedicated to the Colin Bodenstener Memorial Scholarship Fund and the athletic programs. These events are wonderful opportunities for the entire BL Community - including parents, staff, faculty, students, and alumni - to be involved in supporting the school and directly benefiting student scholarships.

Other fundraising initiatives: student clubs and organizations may generate additional revenue for activities as approved by the Advancement Office. As BL is a cashless campus, students who wish to donate to a student club fundraiser are encouraged to use their My Kids Spending account. Any parent or adult supporter who helps to underwrite costs or offers in-kind donation to support a student activity should direct their designated gift to the Advancement Office for official school acknowledgement and tax-deductible credit. There are several unique sponsorship opportunities that provide visibility and recognition for organizations and corporations. At times, family contact information may be used for the purpose of solicitation of donations to support the fundraising efforts of BLHS. Families who do not wish to be contacted should notify the Director of Development in the Office of Advancement.

The success of BLHS is due to the support of many people. On behalf of the aspiring students of BLHS, and the gifted faculty and staff who teach and lead them, the Advancement Office is thankful for your participation and gifts to our school.

8.6 REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, attorney requests or demands on behalf of a parent or student, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the

school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to parent or attorney requests or demands, requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding or dispute to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

8.7 COSTS CAUSED BY DAMAGE

Students or their family members who cause damage to school property, assets, or the reputation of the school will be required to pay for such damage.

CHAPTER 9: ATHLETICS

[BACK TO TOP](#)

The role of athletics at BLHS is to teach life lessons in a manner that is compatible with the mission of the school and athletic department. The BLHS athletic philosophy is to place the highest value on teaching the values of respect, leadership, integrity, teamwork, pride, and commitment. We must never sacrifice our principles for better athletic performance or greater athletic success. We must be aware that these values taught through athletic participation must extend beyond the athletic field and into a student-athlete's academic, spiritual, and social growth. We must be demanding of our student athletes both on and off the field and never lose sight of our responsibility as role models and teachers. Parents are asked to help student-athletes realize that it is a privilege to participate in athletics at BLHS and that appropriate conduct both on and off the field is imperative in retaining that privilege.

9.1 BLHS ATHLETIC CODE

It is the desire of the Administration and Coaching Staff of BLHS that being a Friar athlete is a privilege, one that, along with being a great honor, carries with it many responsibilities. The following criteria are expected of our athletes:

1. Always Maintain proper conduct.
2. Display positive leadership.
3. Strive for the highest in moral and spiritual values.
4. Maintain appropriate grades.

Participation in the athletic program and in TAPPS contests is not a right, but a privilege. No student is required to take part in contests or activities. Therefore, it is imperative that all students taking part in the athletic program understand the Athletic Code and conform to the rules therein, and that the coaches of the sport or activity, along with the Athletic Directors, shall have every right to remove these privileges.

9.2 PARENT CREED FOR SPORTSMANSHIP

In the spirit of sportsmanship:

1. I will support my son/daughter in their athletic endeavors.
2. I will support BLHS, the Athletic Department, TAPPS and UIL Guidelines as it pertains to competitions.
3. I will support coaches, which includes NOT confronting a coach after or before a game about playing time. Concerns should be addressed to individual coaches at a separate time.
4. I will be supportive of officials, referees, and their decisions.
5. I will represent my son/daughter, self, the team, and BLHS in a responsible and respectful manner at all times.

9.3 ABSENCES AND CONCUSSION PROTOCOL

A student who is absent from school on the day of a game or an athletic event in which he/she is scheduled to perform will not be allowed to compete in that event. Doctor appointments (with a doctor's note submitted day of to the attendance office) and school-authorized activities do not constitute an absence from school.

A student must be in school on the day of the competition/activity no later than the start of the school's second-class period for that day in order to be eligible for the competition/activity. A student is considered "absent" if he/she is not in class for two periods of that day.

Any exceptions to the above-stated policies concerning absences and the subsequent athletic participation must be arranged through the Director of Athletics and Assistant Principal for Student Formation.

BLHS strives to provide the very best for our students and one area that must be addressed is the management of concussions. BLHS provides a comprehensive team approach to concussion management that includes the physicians, school medical personnel, guidance counselors, and academic administrators in an interdisciplinary collaboration for the total person. Any student suspected of having suffered a concussion will enter the Concussion Protocol and will be required to adhere to the policies and procedures in place for Return to Learn and Return to Play guidelines at BLHS.

Concussion Oversight Team

Assistant Principal for Student Formation
Guidance Counselor
Medical Team Leader (School Nurse)
Athletic Trainers

Concussion Protocol Phases

Phase Zero	Out of School
Phase One	Half Days, No Learning
Phase Two	Full Days, No Learning
Phase Three	Light Learning
Phase Four	Moderate Learning

The concussion oversight team should receive a medical diagnosis prior to the student returning to school and beginning the concussion protocol. Students will progress through the phases at the discretion of the Concussion Oversight Team, in collaboration with the treating physician's orders. Steady improvement is expected throughout the process, and difficulty making progress will warrant meetings with the student, parents, and Concussion Oversight Team to address issues.

Attendance at Extra-Curricular Activities

Students shall not attend extra-curricular activities until they are able to participate in a full day of classes. This includes after-school practices, games, dances, and all other extracurricular activities.

Athletics Restrictions

Students will be restricted from athletics participation during the concussion protocol. Students who fail to make steady progress on the RTL protocol will be restricted from athletic participation, at the discretion of the Concussion Oversight Team.

9.4 ATHLETIC TEAMS AT BISHOP LYNCH

Fall Sports:

Cross Country	Mens and Womens
Football	Freshmen, Junior Varsity, Varsity
Cheerleaders	Freshmen, Junior Varsity, Varsity
Brigade	J.V., Varsity
Womens Volleyball	Freshmen, Sophomore, Junior Varsity, Varsity
Golf	Varsity (Womens and Mens)

Winter Sports:

Womens Basketball	Freshmen, Junior Varsity, Varsity
Mens Basketball	Freshmen, Junior Varsity, Varsity
Bowling	Mens and Womens
Lacrosse	Mens and Womens, Junior Varsity, Varsity
Power Lifting	Mens and Womens, Junior Varsity, Varsity
Mens Soccer	Junior Varsity, Varsity
Womens Soccer	Junior Varsity, Varsity
Swimming/Diving	Varsity (Womens and Mens)
Wrestling	Junior Varsity, Varsity (Mens)

Spring Sports:

Baseball	Freshmen, Junior Varsity, Varsity
Bowling	Mens and Womens
Crew	Mens and Womens
Womens Softball	Junior Varsity, Varsity
Track	Junior Varsity, Varsity (Womens and Mens)
Golf	Varsity (Womens and Mens)
Tennis	Junior Varsity, Varsity (Womens and Mens)

Note: Depending on the sport, potential athletic cuts may be made. It is the responsibility of the coaching staff to communicate the process clearly to all involved prior to teams being formed. The goal of the Athletic programs at BLHS is to have the greatest participation level possible to run a successful program, to create competition, and to develop our student athletes for sustained success.

Depending on the nature of the sport(s), all Athletic P.E. classes except P.E. Conditioning begin in the spring or summer of the preceding school year once the roster(s) has been set.

9.5 ATHLETIC AWARD

Athletic awards at BLHS shall be presented on the basis the University Interscholastic League's (UIL) rules, The Texas Association of Private and Parochial Schools (TAPPS) rules, and the Bishop Lynch Athletic Department's guidelines.

Varsity lettermen shall receive one major award during their high school career. Varsity letters would constitute this award and will be presented to all eligible athletes. The athletic award shall not exceed the limits established by the UIL, TAPPS or the Bishop Lynch Athletic Department.

An athlete who letters in multiple sports will be presented with letter inserts for each sport in which he/she letters. Service bars are presented for each year during which an athlete letters.

The letter jacket is the highest award given to an athlete at BLHS. The jacket may be worn during school hours only by the person that owns the jacket. With the prior approval of the Director of Athletics the jacket may be "decorated" by means of appropriate patches and lettering.

Criteria for Letter Jackets:

1. The athlete must participate in at least 50% of all games played. (Documented through game statistics). Athletes seeking a Letter

- Jacket who do not participate in 50% of all games played, will be awarded one based on the discretion of the coach.
2. The athlete must participate in at least 90% of all called practices. (Coaches will use their own discretion in cases of injured players, tutoring sessions and a called roll every practice).
 3. In the opinion of the coach, starters and substitutes must make a positive contribution to the team or sport.
 4. An athlete must stay academically eligible throughout the season.
 5. For sports in which points areas are awarded, the coaches need to have a total goal set for letter jackets, (i.e.: track: 20 points)
 6. All athletes will conduct themselves in a proper manner both on and off the playing field or the letter jacket will be taken up until he/she graduates.
 7. All athletes must remain in good standing with the school and community all year.
 8. A letter jacket can be awarded when all academic incompletes that remain are completed.
 9. Athletes that start out on the Junior Varsity and are moved up can letter if they meet the following criteria: participate in at least 90% of the Varsity games after their promotion, participate in at least 50% of the Junior Varsity games before their promotion, and all of the above criteria.
 10. In order for a freshman to letter, he/she must complete the following criteria: stay academically eligible throughout the season and participate in 50% of all games (playing an important role as a starter or main contributor).

NOTE: All the above criteria should also apply to any additional awards.

Athletic participation awards are to be presented to each athlete who participates in any freshman or junior varsity team and/or who participates on Varsity teams but does not qualify for the Varsity award.

The Male and Female Athlete of the year awards are given to two (one male, one female) athletes who have distinguished themselves in at least two sports. The Student Athlete of the Year is presented to the Male & Female senior athlete who distinguishes himself/herself in a sport and has maintained at least a 3.25 G.P.A. for the academic year. (Two Seniors receive this award)

The awards for each sport will be planned and scheduled by the head coach of each sport and coordinated through the Director of Athletics.

9.6 CONDUCT

All athletes must meet the standards for conduct as set forth in this Handbook. Any behavior which is not conducive to good sportsmanship may result in the removal of an athlete from that contest and a possible withdrawal from the sport.

Any act of disrespect by an athlete towards his/her teacher, coach, or member of the school administration is unacceptable. Discipline will be handled by coach, Director of Athletics, or Assistant Principal for Student Formation.

Bishop Lynch will comply with valid requests from the NCAA and colleges/universities regarding athletes' conduct while enrolled as a student at Bishop Lynch High School, so long as a disclosure from the former student or their guardian clearly falls within the authorized release of information and is on file at Bishop Lynch.

9.7 DISCIPLINE

Student Athletes on disciplinary probation are subject to forfeiting their right to try out for all athletic teams. The final decision regarding a student athlete's eligibility to try out for or remain on a team rest with the Director of Athletics and the Assistant Principal for Student Formation.

A student found guilty of an Academic Integrity Violation (cheating) will incur the following punishments: 1st Offense - one game suspension; 2nd Offense - Dismissal from the team.

If an athlete is removed from school for any disciplinary reason, he/she will be ineligible during the period of removal. A second removal in the same school year may result in total school-initiated withdrawal from athletics for the remainder of the school year.

All students and student-athletes are expected to abide by the Bishop Lynch Student Handbook. Included in the Bishop Lynch Student Handbook is a section pertaining to the consequences for violating the drug and alcohol policy. Student-athletes will be held accountable in accordance with the Bishop Lynch Student Handbook policies set forth by the Office of Student Formation. In addition, student-athletes are subject to the following Athletic Department penalties for violating the drug and alcohol policy:

1. NO USE OF TOBACCO OF ANY KIND – Penalty: one game suspension.
2. VIOLATION OF DRUG AND ALCOHOL POLICY – Penalty: suspension of 10% of all scheduled games*
*Scheduled games shall consist of scrimmages and regular season games. If fewer than 10% of scheduled games remain at the time of the offense, suspension will consist of all athletic activities (including practice) in the sport until the season is complete.
3. VIOLATION OF STEROID POLICY: State law has added steroids to the list of illegal drugs. Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery or administering of an anabolic steroid in any manner not allowed by state law. State law provides that bodybuilding, muscle enhancement or increasing muscle bulk or strength through the use of anabolic steroids or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. These are criminal offenses punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

GRIEVANCE PROCEDURE: HOW TO MAKE AN ATHLETIC COMPLAINT

BLHS encourages students to learn the skill of self-advocacy. When a student and/or parent/guardian believes there are reasonable grounds for a complaint concerning an athletic matter involving a coach or general operations of an athletic program, the following steps are recommended and generally followed:

Discuss the problem with your student-athlete first.

Present your observations and concerns to your student-athlete, ask a few questions to gain clarity, and then listen. If he or she presents the problem to you, ask him or her to give you as much information as possible. In either case, help your student-athlete to develop a strategy for meeting with the coach.

Encourage your student-athlete to talk with his or her coach.

Student-athletes need to learn how to communicate with their coaches and teachers about their own issues or conflicts. This promotes dialogue between the student-athlete and coach or teacher and often provides students with confidence and a sense of control over their own affairs.

Communicate with the coach.

Talking with the coach before contacting the athletic administration might provide you with the most immediate update and give you the answers that you need to solve any problems or misunderstandings. E-mail is an excellent way to contact coaches who are required to respond to parent concerns within 48 business hours.

Contact the Athletic Administration.

When all other avenues above have been exhausted, the appropriate athletic administrator will be happy to discuss the issue relevant to their areas of supervision.

School administration personnel can be reached by phone or e-mail.

9.8 EJECTIONS

If a player is ejected from a game, he/she will be suspended for the next game and must pay a \$50 fine for the first offense according to TAPPS rules. Any other ejections may result in dismissal from the team.

9.9 TAPPS BY-LAWS

Please see the TAPPS By-Laws that can be found on the TAPPS website at www.tapps.biz. All student athletes are subject to the guidelines of TAPPS as well as the guidelines set forth by BLHS and its policies.

Rushing the Court of Field

Fans rushing the field/court/pitch at the buzzer with players and officials still on the court is prohibited by TAPPS at all contests, both home and away. Violations of this policy will result in fines for those rushing the court up to \$1500 and potential suspensions from attending future contests.

9.10 FACILITIES

Athletes who wear cleats or spikes must remove these items before entering any building. All shoes must be clean before entering any building. Athletes are responsible for keeping the facilities in order and they should report any damage or problems to their coach or to the Director of Athletics. Athletes are not to climb the fences surrounding any school building or field at any time.

Fieldhouse/Locker Rooms

1. Athletes must always maintain proper conduct.
2. Camera/video use in locker rooms is strictly prohibited.
3. All showers should be turned off after use.
4. Do not "visit" the training room. Injured athletes only are allowed!
5. Place dirty towels in the proper place. All laundry is the responsibility of the player unless otherwise instructed by the coach.
6. Do not enter the equipment room without a coach's permission. Each athlete is responsible for seeing that the equipment is in its proper place before leaving. All athletes will be issued a locker with a combination lock or pad lock.
7. For safety purposes, student access to locker rooms is restricted to 6:30 a.m. through 9:30 a.m. and 2:15 through 6:00 p.m. on school days.
8. Doors may not be propped open.

Gyms

1. Food, drinks, and gum are NOT allowed in the gym at any time.
2. Students are not allowed to wear any dark-soled or hard-soled shoes in the gym. AT NO TIME will inappropriate shoes be allowed on the floor of the gymnasium.

Roffino Stadium

1. No outside food or drink is permitted inside Roffino during athletic events. This includes any beverages in personal containers. Water is available for purchase inside the stadium.

9.11 FRIAR SUMMER FITNESS PROGRAM (ATHLETIC PERFORMANCE)

The BLHS weight room in the Haggar Building will be opened for supervised fitness programs during the summer months. The organized Athletic performance camp is open to all students for a fee. Alumni wishing to use BLHS athletic facilities may do so under the direct supervision of a current BLHS coach and if the facilities are not being used by current BLHS students. Any alumni using the weight rooms are required to sign a facility use waiver. The waiver will be kept in each of the respective weight room facilities and Athletic office.

9.12 LOCKERS

All athletes and P.E. students are issued lockers for their personal use during their class or season. Lockers are always to be kept clean. If a

locker is not functioning properly, the athlete should report this to his/her coach or the Director of Athletics immediately.

BLHS Locker Room Policy

Student Athletes will be provided the opportunity to have access to BLHS locker rooms during their season. All students are required to always follow and uphold the locker room expectations in the locker room.

Students utilizing the locker room will adhere to the following expectations:

1. In accordance with the mission of Bishop Lynch as a Catholic institution inspired by the 4 pillars of the Dominican charism, all students are expected to follow all Bishop Lynch handbook policies and uphold the values of the Bishop Lynch athletic department when using the locker room. Student athletes are expected to treat each other with respect and dignity for the whole person at all times to ensure the locker room is a safe environment for all who enter.
2. Locker room doors should never be propped open. Locker room doors are to always remain locked and can be unlocked by access card of a BL student-athlete or staffuly member.
3. Locker rooms are only to be used by student-athletes at authorized times only. Authorized times include:
 - a. changing before and after practice or competitions and;
 - b. team gatherings before, during, or after competitions with a coach.
4. Students must inform an adult immediately if they feel there is any behavior in the locker room that would make it an unsafe space for any reason.
5. It is forbidden to take pictures or videos in the locker room at any time. Any violation of this will be immediately reported to the Director of Athletics or the Assistant Principal for Student Formation.
6. BLHS is not responsible for any lost or stolen items.
7. All individuals who use the locker room are responsible for ensuring that it remains clean. If the locker room does not remain clean, student athletes will lose the privilege of using the locker room as determined by the Director of Athletics.
8. Showers are to be used by one person at a time and showers should be quick to allow all individuals time to use the shower facilities. Misbehavior regarding showers will result in the loss of shower privileges for all student athletes.
9. The locker room is not to be used as a space to “hang out” unless directed by a head coach right before a competition. Throughout the school day the locker room is intended to only be used for changing and storing belongings.

Coaches will train captains and team leaders on the locker room rules and expectations and will expect them to enforce those rules when adults are not present.

9.13 LOST/DAMAGED/STOLEN ITEMS

All athletes must reimburse the Athletic Department for all items issued to them as their responsibility that are lost, damaged, or stolen. Athletes are encouraged to make sure that both personal and school-issued items are secure before leaving. Although we regret anytime items are lost, damaged, or stolen, it is the sole responsibility of the athlete to ensure the security of his/her items.

Theft in any form will not be tolerated. Punishment will be handled swiftly. School-initiated withdrawal from the team and/or withdrawal from school may result.

Failure by an athlete to return items or reimburse the school for items issued to them may result in the holding of transcripts/grades, or inability to take final exams.

9.14 QUITTING

An athlete quitting a sport after the first contest in order to compete in another Bishop Lynch sport will:

1. Forfeit his/her award for the sport;
2. Not participate in another sport unless agreed upon by both coaches.
3. Athletes are expected to attend all off-season programs for their respective sports. Athletes must attend their scheduled athletic period for the duration of the semester. All athletics count as a P.E. credit.

9.15 SCHOOL EQUIPMENT

1. The athlete is financially responsible for all equipment checked out to him/her. Wearing or using the same equipment for personal use, without the coach’s permission, will not be permitted.
2. Equipment must not be abused.
3. Equipment must be kept in the proper place on hangers or in the locker room.
4. Uniforms and other school equipment should be cleaned before each game.

9.16 PHYSICALS

All athletes must present to the Athletic Training Staff a certified physical examination form from their doctor prior to the beginning of their competition. Only one examination per year is required. Forms may be obtained by contacting the Athletic Training Staff.

9.17 PRACTICE REGULATIONS

No BLHS Athletic Team may practice or participate in competition on Sunday, without explicit approval from the Director of Athletics.

1. A coach must be consulted ahead of time if any athlete must miss a practice or game. Missing a game or practice without permission may result in suspension from the team.
2. All sports have an off-season.
3. An athlete may NOT play on a club or select team that is coached by a BLHS coach during the school year

9.18 TEAM EXPENSES

Prior to the beginning of each sport's season, the head coach will issue to each participant an information form outlining the anticipated expenses each athlete will encounter during the season. All athletic related MKS expenses must be paid and accounts current by semester and years end in order to remain eligible to participate in athletics. Requests for financial assistance with such fees should be made by the athlete's parents to the head coach and will be considered on a case-by-case basis.

Accepting a roster spot on a team acknowledges the commitment to pay in full any team fees associated with the sport. Injury, lack of participation, or leaving a team in the middle of the season for any reason does not release the family of any team associated financial obligations.

9.19 TEAM MEALS

All team meals must be coordinated through Sage Dining Services unless approved otherwise by the Director of Athletics. Coaches will work with the Director of Dining Services to plan in-season meals for their teams. The cost of these meals will be included in team fees charged through MKS.

9.20 TRAVEL

All athletes making a trip on the bus will return on the bus unless the parents have specifically requested otherwise. A student may ride with his/her parent, or, with the parent's written permission, another adult designated by the parent.

All athletes must adhere to the following procedures for travel:

1. Be on time
2. Dress neatly as directed by the coach.
3. Be mannerly in restaurants.
4. Return equipment to its proper place upon returning to the school.
5. No participation in activities deemed inappropriate for school. (Examples: gambling, use of illegal substances, stealing, etc.)

9.21 TRAVEL POLICIES (OVERNIGHT)

On special occasions during the regular season and often in the playoffs, it may be necessary for an athletic team to travel a great distance from BLHS. Depending on the needs of the team, the Head Coach and/or Director of Athletics may elect to stay overnight prior to the game or event. The following overnight travel policies should be followed by all student-athletes, support personnel (trainers, managers, spirit squads) and student-fans:

1. All students should follow the basic itinerary set forth by the Head Coach of the sport with which you are travelling. No deviation or changes should be made from the itinerary without express permission from the Head Coach.
2. All students should closely observe the packing lists of both required items and prohibited items and should pack their personal belongings accordingly. These packing lists are always determined by the Head Coach and the Athletic Department. It is always the responsibility of the student to pack their personal belongings as well as their athletic equipment.
3. All students will be assigned a room and roommates if the trip requires an overnight stay in a hotel. Along with a room assignment, a curfew will always be in effect. Students should stay in their assigned room unless moving to or from a team function. Students may enter the rooms of other TEAMMATES (with the teammates' permission) only if they are doing so prior to curfew. Once curfew is in effect, no student should enter a room to which he/she is not assigned. This includes rooms of support personnel, coaches, parents, or student-fans.
4. At no time, should students of the opposite sex be in a room together. This includes the time prior to curfew. If interaction between students of the opposite sex is required or necessary, it must occur in a common area within the hotel and must occur prior to curfew.
5. At no time should a student enter the hotel room of a person who is not a member of the BLHS travel party. This includes all hotel patrons not associated with BLHS.
6. Once curfew has passed, no student should leave their assigned room for any reason, unless it is to confer directly with a coach. Phone contact should always be made prior to leaving the assigned room in an attempt to locate the coach.
7. Students should never leave the hotel premises for any reason.
8. All student-athletes will travel to and from the game/event with the team unless permissions are otherwise granted by the Head Coach or Athletic Department. Alternative travel permissions are granted by the Head Coach or Athletic Department, a student may only travel to/from an event with his/her parent(s) or another designated parent. At no time will student-athletes be allowed to travel to/from an event with another student, friend or minor.
9. Overnight travel should be limited to critical personnel only. Great care should be taken in selecting members of the travel party. Injured, ineligible or suspended players may not be allowed to accompany the team on an overnight trip. Selection of the travel party is at the discretion of the Head Coach or Athletic Department. Non-essential personnel (backup players) may be asked to stay behind also.
10. At no time should alcohol, tobacco, drugs, or any other prohibited substance be possessed or consumed while on an overnight trip. This rule further applies to any prohibited substance or item as indicated in Item #2 at the discretion of the Head Coach or Athletic Department.
11. All students should closely guard and properly store all valuable belongings.
12. It is not recommended that students leave vehicles unattended at BLHS overnight during out-of-town trips. Please arrange for a ride to school on the day of departure.

9.22 PARTICIPATION

To be eligible to participate in tryouts, elections, or other activities related to the next school year for any athletic or school organization, students must have completed the full enrollment process, including payment of all necessary fees and tuition and be current in their My Kids Spending account. Students enrolled at BLHS are required to participate in athletics according to their biological sex.

If a student was withheld from final exams and athletic participation due to a business office hold (see **8.1 Tuition**), the student may be allowed to participate in athletic events after the business office hold has been removed. The final exam must be rescheduled on the next day that school is in session to maintain athletic eligibility.

For a student to participate in a team sport in which an athletic period is offered during the school day, the student must be enrolled in that athletic period for the entirety of the sports season and regularly attend the classes. A student may not opt to not enroll in the athletic period and still be eligible to participate in competitions.

9.23 ATHLETIC CLASS TRANSFER

Student athletes wishing to transfer out of their athletic period after their season must provide this request in writing to their coach and counselor prior to the start of competition in their original sport.

9.24 ATHLETIC CLOTHING AND GEAR

Any article of clothing with BLHS branding must be sold by BLHS or a Bishop Lynch approved vendor and approved by the BLHS Communications department.

“Super Fan shirts” or “Big Heads” are not permitted to be sold on or off campus.

CHAPTER 10: AMENDMENTS

[BACK TO TOP](#)

The administration retains the right to amend this handbook at any time for just cause. Students and their parents/guardians will be given notification that changes have been made.

Certain adjustments to this handbook, including, but not limited to, the school's program, curriculum, method of delivery, activities, or workforce, may need to be made due to unanticipated circumstances. By enrolling at BLHS, students and parents/guardians agree to abide by all regulations and procedures that are established by the school's administration. Any adjustments will be communicated as they are determined in response to evolving circumstances.

By my electronic signature, I, on behalf of myself and my child/children, also agree that the policies included in this Handbook shall be governed and construed in accordance with the laws of Texas and agree that any breach of the policies included in such Handbook or any dispute with or claim against the school of any nature will be resolved by confidential process within the Roman Catholic Church as governed by Canon Law and the policies and procedures of the Roman Catholic Diocese of Dallas, and all resolutions of any disputes or appeals will be through an internal Diocese of Dallas Church process. By signing below, I acknowledge and agree that a civil, state or federal court has no jurisdiction over the policies included in this Handbook.



STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.





STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

