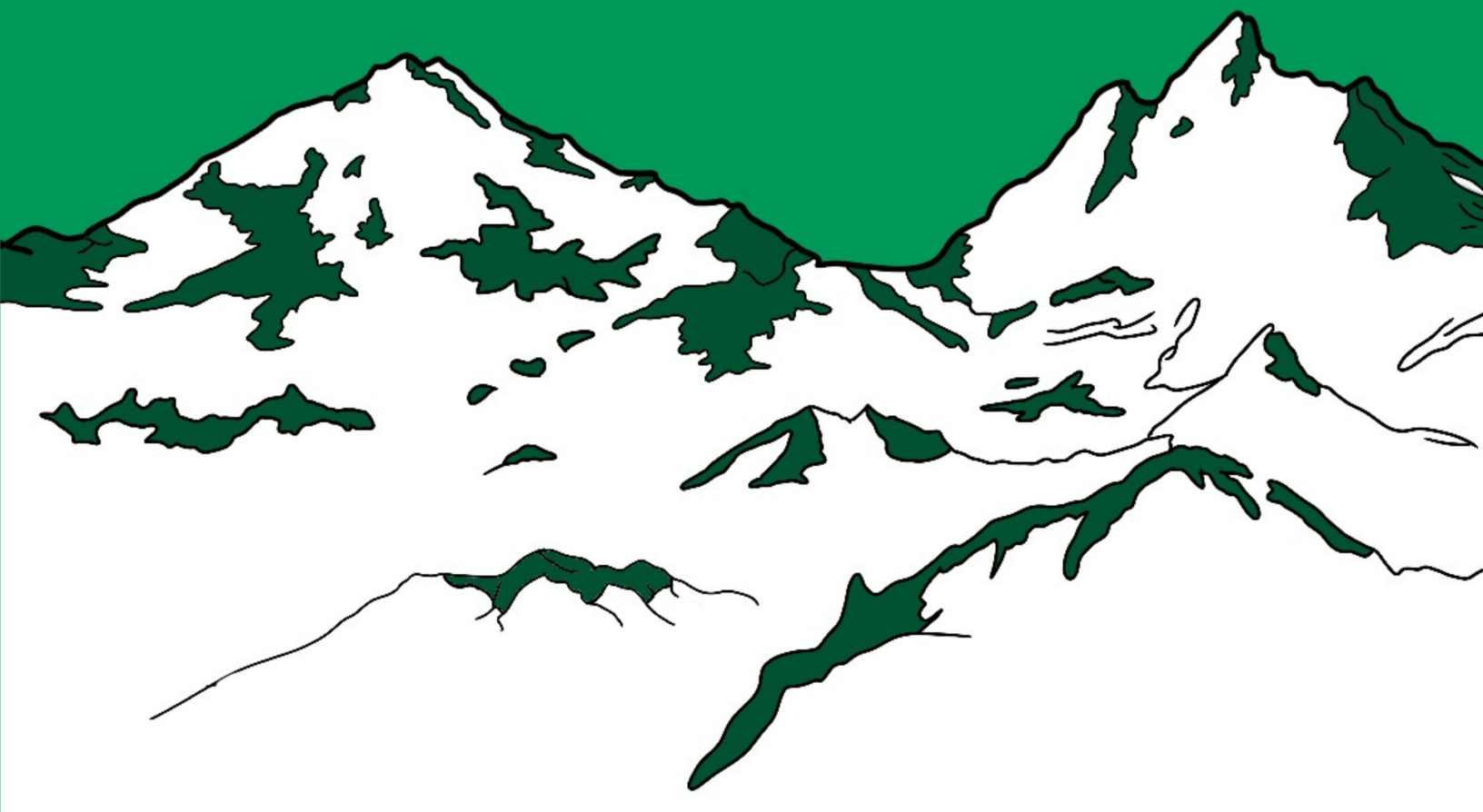
Bishop McGuinness
CATHOLIC HIGH SCHOOL

2025-26 PARENT-STUDENT

HANDBOOK

Archdiocese of Oklahoma City
Revised July 2025



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A Prayer for Bishop McGuinness Catholic High School

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

In Blessed Pier Giorgio Frassati,
You give us an example of a faithful Follower of Christ.
You made him a servant of the poor,
a young person who knew the joy of leading others to you.

By the help of his prayers, make Bishop McGuinness High School a place of blessing,
a school in your service.
Guide the administration, inspire the teachers,
protect and help our students.
Return the good our benefactors have done.
Teach us, Lord God, the gospel of your truth
and never let us be far from you.

Student Honor Code

On my honor, I solemnly promise to abide by the values expected of a Bishop McGuinness Catholic High School student.

I will uphold my moral integrity by being honest and respectful to myself as well as to the faculty, staff, administration and my fellow students at all times.

I will avoid situations which would cause harm to myself, my fellow students or my community.

iPad Oath

I will follow the BMCHS "Responsible Use Guidelines" for technology.

I will follow Classroom Rules for the iPad set up by my classroom teacher.

I will exclusively use apps and programs during class that are appropriate to the class assignment.

I will bring a fully charged iPad to school every day.

If I fail to bring a fully charged iPad to school, I am aware of the impact that it may have on my academic success.

I will ask permission prior to recording audio and taking photos/videos of my classmates and staff members.

I will think before posting to social media: Who will see this? Is it appropriate? Will it damage someone's reputation?

I will not text or play games during instructional time.

I will not delete or tamper with profiles or configurations on the iPad.

Chapter 1: Spirit of McGuinness

Introduction

Bishop McGuinness Catholic High School (BMCHS) is a four-year Catholic high school operated under the auspices of the Archdiocese of Oklahoma City (the Archdiocese). The mission and educational philosophy of BMCHS are the major determinants of policy, regulations, and procedures. Some operating and educational principles of the school are absolute, while some have been established as a result of educational research, future projections, contemporary trends, and past experiences. This handbook is an attempt to delineate the fundamental policies, rules, regulations, and expectations of BMCHS to students and parents.

The operating principles in this handbook are determined by the school administration, and are consistent with policies of the Archdiocese and the School Advisory Council. All policies and rules apply to the entire student body, including those students who have reached the age of 18. Certainly, there will be many "common sense" policies that will not be included in its pages. The administration and faculty alike will assume the responsibility to rule on the propriety of individual incidents.

The Principal reserves the right to amend regulations in this handbook with reasonable notice to students and parents.

Mission Statement

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

Educational Philosophy

Bishop McGuinness Catholic High School is a co-educational college preparatory institution of the Archdiocese of Oklahoma City, providing a Catholic secondary education for students in grades 9 through 12. As an extension of the family, the school community is dedicated to the development of the whole person. Faith and values are integrated into all aspects of learning,

living and service to others in order to stimulate students' spiritual, emotional, intellectual, social and physical growth.

By studying both secular and religious matters, the school community applies knowledge toward a deeper acceptance of holiness from God, in accordance with the doctrines and structures of the Catholic Church. A multi-level curriculum provides a variety of educational programs that meet the needs of each student. Bishop McGuinness Catholic High School is available to students regardless of ethnic origin, religious preference or socioeconomic background.

Mission Integrity

As a Catholic school BMCHS promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the Catechism of the Catholic Church.

Bishop McGuinness Catholic High School welcomes students of all faith backgrounds. It has a responsibility to teach Catholic faith and morals in all fullness, and especially as expressed in the Catechism of the Catholic Church. As BMCHS maintains mission integrity, parents, guardians, and students whose religious beliefs and practices run counter to Church teaching may experience possible conflicts.

Sincere questions that seek a deeper understanding of the practices of the Catholic faith are welcome. However, openly hostile, publicly defiant rejection of Catholic truths and Catholic moral teachings are signs that a student or parent may not be a fit for our school's primary evangelical mission, and thus may be denied admission or asked to leave the school.

Student Responsibilities and Parent Cooperation

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

While parents/guardians are the primary educators of their children, BMCHS is privileged to be a partner with them in the formation of their children. Mutual cooperation, trust and support are essential for the fulfillment of this responsibility. Students and parents/guardians are required to sign our Parents as Partners Memorandum of Understanding, indicating they have read the handbook, accept and support our philosophy, policies and procedures, and will comply with them. This form is located on the school website and will be mailed to families in the summer.

Under usual circumstances, a child is not to be deprived of a Catholic education because of the attitude of a parent/guardian. However, a situation could arise whereby an uncooperative or destructive attitude of a student's family may diminish the school's effectiveness in acting *in loco parentis*, and the child's retention would be incompatible with the school's philosophy. If, in the school's judgment, such a situation is evident, the family will be asked to withdraw the student from BMCHS.

Our History

Bishop McGuinness Catholic High School opened its doors as Catholic High School in 1950. The co-educational, secondary school was the result of the vision, planning and dedication to Catholic education of Bishop Eugene J. McGuinness. The 40 acres bordering NW 50th Street were, at the time, on the north fringe of Oklahoma City.

Eleven administrative heads have been appointed to lead Bishop McGuinness since 1950. These include: Sister Mary Mercedes, R.S.M. (1950-60), Sr. Mary Aloysius, O.S.U. (1960-62), Rev. Ernest Flusche (1962-64), Rev. David Monahan (1964-71), Mr. Joseph Fleck (1971-73), Mr. Henry Aaron (1973-76), Dr. Rebecca Sullivan (1976-80), Mr. Stephen Parsons (1980-98), Mr. Frank Moore (1998-2000), Ms. Carolyn Henry (2000-01), and Mr. David Morton (2001-present).

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

In 1960, the school received unqualified accreditation from the North Central Association of Colleges and Secondary Schools, now known as Cognia®, and the Oklahoma Department of Education. The school is also affiliated with the National Catholic Educational Association, the

College Board and the National Association of Secondary School Principals. Accreditation reviews occur every 5-6 years. These affiliations, together with continual self-analysis, enable the school to maintain a quality program of secondary education consistent with its tradition.

The BMCHS Olympics were inaugurated in 1961, under the direction of the Student Council and has become a time-honored tradition, promoting unity and spirit among the classes as well as throughout the school.

Many construction projects have taken place over the years. The east wing of the school and the gymnasium were either in progress or completed when the school opened its doors in 1950. The football stadium was completed in 1953, and the central office area and west wing of the main building were undertaken in 1957. The auditorium was added in 1960. The gym was upgraded in 1984, a project which included the addition of the lobby area.

In 1985, the Campaign for Excellence was launched and provided funding for stadium renovation, a state-of-the-art lighting and sound system for the auditorium, science laboratory upgrades, a track and field facility, classroom computer technology, building-wide air-conditioning, and the establishment of a $100,000 scholarship fund in memory of the bishops who had served the Church in Oklahoma City.

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

In the summer of 2004, donors provided funds to repair and update the exterior of the stadium and build an entirely new press box. In 2005, Building Faith I Capital Campaign was launched to build the BMCHS education center. The new school opened on August 22, 2006 and was named the David Morton Education Center, in honor of the school's principal who was instrumental in the successful campaign.

In 2006, Building Faith II provided funds to construct a new gym and update the existing gym. Included in this improvement phase was the addition of a new weight room, locker rooms and coaches' offices north of the stadium. Both projects were completed in the spring of 2008. Following the completion of the gym project, the stadium field house and stadium façade projects began and were completed in the fall of 2008.

In the summer of 2010, a new concession stand was built south of the stadium and named "Sister Sanchez's Snacks," in honor of Sr. Stephanie Sanchez, CST, beloved longtime faculty member and number one Irish fan. Sadly, Sr. Stephanie passed away in 2022, but her love and dedication for this community will always be remembered.

In 2012, a new math and science wing was added to the north end of the school building. Named in honor of former principal, Steve Parsons, the addition provided 5 more classrooms and a 75-person multipurpose lecture hall. In the summer of 2012, new football stadium lights were installed, and the area underneath the stadium was totally remodeled, providing offices, locker rooms, restrooms and storage for athletics. All of these capital improvements drastically changed the layout of the original campus.

In the spring of 2014, the Oklahoma City Energy soccer team entered into a contract with BMCHS and the Archdiocese of Oklahoma City. The agreement provided a place for the OKC Energy to play its home matches on our football/soccer field from 2014–16. As part of the agreement, the OKC Energy agreed to make significant improvements to the football/soccer field and grandstands.

The priests' house was part of the BMCHS campus until a tornado hit the structure in April 1970. The house was razed and a storage garage eventually stood on the foundation for many years. In November 2015, the storage garage was removed and construction began on a $2.1 million All Girls Sports Complex. The facility houses cheer, pom, girls cross country, girls soccer, and girls track. In addition, the facility includes visitors' concessions, restrooms, and locker rooms for visiting football teams.

In the summer of 2019, generous donations were received to update the baseball complex with a new entryway, plaza, concessions, press box, and grandstands. In addition, MidFirst Bank sponsored a brand new scoreboard, completing the updates.

BMCHS has traditionally enjoyed the services of diocesan and religious-order priests as well as a variety of women's religious communities, such as Benedictines, Carmelites, Sisters of Charity of Leavenworth, Mercy, Divine Providence and Precious Blood, Dominican and Ursaline Sisters. In 1976, a small group of religious men, the Marianists, and in 1980, a Basilian priest joined the staff. In 1993, the Archbishop appointed a full-time priest to the staff. In 2000, the Archdiocese was no longer able to provide a full-time priest; however, the school was blessed with a part-

time chaplain. The present faculty is predominantly composed of committed and dedicated laypersons serving the student body with a classroom student-teacher ratio of 20:1.

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

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

Through prudent planning and investing by the administration and council, the school has been able to help students receive a quality Catholic education through the need-based scholarship program. Donor-generated scholarship and endowment funds help provide financial assistance for families with identified needs. The school operates on a balanced budget. Capital improvements are funded in whole or in part through advancement efforts. Long range planning ensures resources will be available so BMCHS will continue to serve the community for years to come.

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

The REACH Program – Realizing Excellence, Achieving Competency in High School – serves the needs of students diagnosed with learning differences with three full-time certified special education teachers. The Accommodation Services Program was created in 2017 to address the needs of students who do not meet the qualifications for REACH but who struggle with specific learning issues. Admission into the program is determined by the Student Accessibility Services Coordinator.

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

Annually, multiple students are selected as National Merit Scholarship Program finalists. The average ACT and SAT scores of students continues to be well above national, state and regional norms. The past several years, our graduates annually have been awarded grants and scholarships totaling in excess of $20 million and more than 98% continue their education in colleges and universities throughout the country and abroad.

There is not a better testimony to the success and impact of BMCHS than the percentage of graduates who appreciated their own educational experience enough to want it for their children. Annually, about one-fifth of our current families are considered multi-generational alumni families. Alumni devotion and allegiance to the school is exemplified by alumni who return to teach or volunteer their time and services.

In 2025, Bishop McGuinness Catholic High School celebrated its 75th anniversary. The 75 years of Excellence in Education capital campaign is a $6 million campaign. The campaign was launched in 2023 to fund a building expansion and enhance our endowment. This addition will add 5 classrooms, a lecture hall, men's and women's bathrooms, and new offices for the Advancement Department. This expansion broke ground in the summer of 2023 and was completed in August 2024, our 75th school year. The campaign also supported the school's endowment program, with a goal of $2 million to support our need-based scholarship program.

In 2022, Bishop McGuinness completely remodeled the library into a state-of-the-art media center. This beautifully renovated space provides private study rooms, seating for group collaboration and a central hub where students can take care of their printing and technology needs. Because of our continued growth in the Fine Arts department, we were able to expand the space in this wing to provide additional classroom space for instruction as well as a large storage room to house our beautiful costumes and accessories for our many performances that we host each year from plays and musicals to music concerts and speech and debate showcases. Because of the vicinity of this space to our softball facilities, this expansion allowed us to create a locker room for softball in addition to a concession stand for games and events.

In 2024, after a 24-year tenure as president and principal, David Morton served his last year. Beginning in academic year 2024-25, Father Rick Stansberry assumed the president role, while Dr. Andrew Worthington took over as school principal.

School Patron

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

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

When he died from polio at age 24, probably caught from one of the poor for whom he cared, over 10,000 people filled the streets of Pier Giorgio's hometown for his funeral. No one knew how many lives he had touched until that day. Stories of his service, his prayers, and his humor circulated and continue to be passed. His example and his prayers became part of many people's lives. Pope John Paul II beatified Pier Giorgio in 1990, a step that precedes potential canonization as a saint. In December of 1995 the faculty, students, and staff at BMCHS were polled and asked to choose a patron for the school. Pier Giorgio was chosen as a model because, to quote a student, "He would understand us."

School Motto

A short time before Pier Giorgio died, he sent a picture of himself climbing a mountainside to a friend. On the back of the picture he wrote "Verso l'Alto" (toward the top) as encouragement to his fellow climber. Those words also became words of encouragement to Christians as they strive to reach God's Kingdom. "Toward the Top" is the motto of BMCHS.

These words serve as a reminder that all of us are encouraged to use the different gifts and talents with which we have been blessed by God so that together we can start building the Kingdom of God in this life. "Toward the Top" is not about competition; it is about reaching goals, reaching out to others and reaching out to God who loves us and wants us to be close to him.

School Prayer

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

In Blessed Pier Giorgio Frassati,
You give us an example of a faithful Follower of Christ.
You made him a servant of the poor,
a young person who knew the joy of leading others to you.

By the help of his prayers, make Bishop McGuinness High School a place of blessing,
a school in your service.
Guide the administration, inspire the teachers,
protect and help our students.
Return the good our benefactors have done.
Teach us, Lord God, the gospel of your truth
and never let us be far from you.

Use of School Name, Logos, and Motto

No one may use the school name, logos, or motto on any type of social media or in any other way, without the express permission of the communications coordinator.

Prayer Acclamations

These call-and-response acclamations are said during school prayers and before/after games and assemblies.

Call (from prayer leader)	Response (from all in attendance)
May Jesus Christ be praised!	Forever and Ever!
Where are we going?	Toward the Top!
Blessed Pier Giorgio,	Pray for us!

School Spirit and Official Logos

Primary Colors	Kelly Green and White
Accent Colors	Black and Cool Gray
Mascot	Clancy
Team Name	The Irish

School Logo	School Seal	Clancy Seal	M Logo
Bishop McGuinness CATHOLIC HIGH SCHOOL	BISHOP McGUINNESS CATHOLIC HIGH SCHOOL	BISHOP McGUINNESS CATHOLIC HIGH SCHOOL	M

Script Irish	Shamrock	Cross	Toward the Top
Irish			TOWARD THE TOP

School Cheer

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

School Alma Mater

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

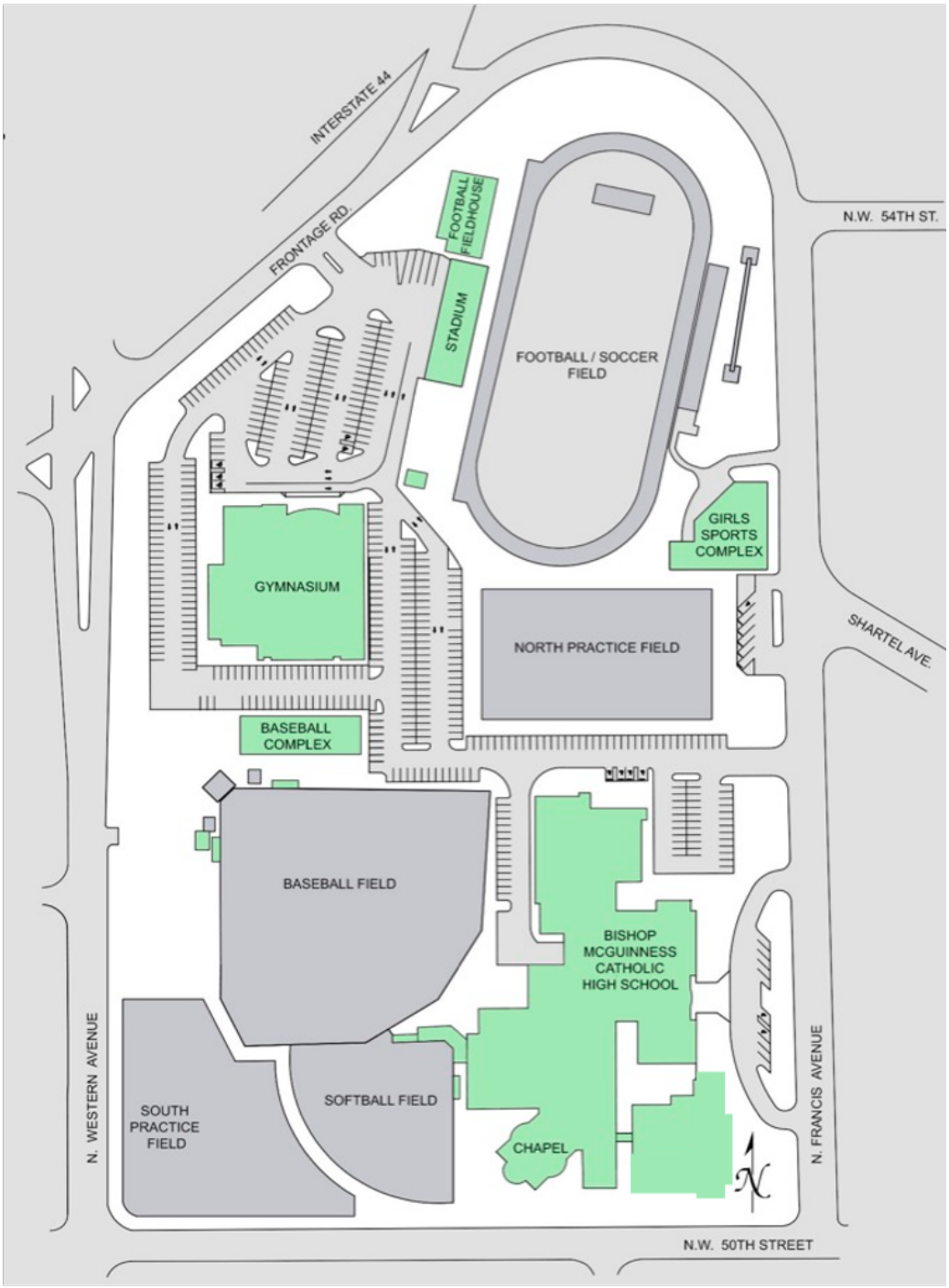
Hail, Hail McGuinness,
March onward! Is our cry,
Here's our salute in fond tribute,
All hail McGuinness High.

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

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

Chapter 2: School Operations: Schedules, Personnel, Facilities, and Services

Campus Map



Bell Schedules

Regular	
1st hr	8:00-8:55
2nd hr	9:00-9:50
Announ.	9:50-9:55
3rd hr	10:00-10:50
4th hr	10:55-1:00
1st lunch	10:50-11:25
2nd lunch	11:25-11:55
3rd lunch	12:00-12:30
4th lunch	12:30-1:00
5th hr	1:05-1:55
6th hr	2:00-2:50

Late Start	
1st hr	8:30-9:20
2nd hr	9:25-10:10
Announ.	10:10-10:15
3rd hr	10:20-11:05
4th hr	11:10-1:10
1st lunch	11:05-11:40
2nd lunch	11:40-12:10
3rd lunch	12:10-12:40
4th lunch	12:40-1:10
5th hr	1:15-2:00
6th hr	2:05-2:50

AM Assembly	
1st hr	8:00-8:40
2nd hr	8:45-9:25
Release	9:25-9:30
Assembly	9:30-10:30
3rd hr	10:35-11:15
4th hr	11:20-1:20
1st lunch	11:15-11:50
2nd lunch	11:50-12:20
3rd lunch	12:20-12:50
4th lunch	12:50-1:20
5th hr	1:25-2:05
6th hr	2:10-2:50

PM Assembly	
1st hr	8:00-8:45
2nd hr	8:50-9:35
Announ.	9:35-9:40
3rd hr	9:45-10:30
4th hr	10:35-12:35
1st lunch	10:30-11:05
2nd lunch	11:05-11:35
3rd lunch	11:35-12:05
4th lunch	12:05-12:35
5th hr	12:40-1:25
6th hr	1:30-2:15
Assembly	2:20-2:50

Extended Homeroom	
1st hr	8:00-8:50
2nd hr	8:55-9:40
Release	9:40-9:45
Assembly	9:45-10:15
3rd hr	10:20-11:05
4th hr	11:10-1:10
1st lunch	11:05-11:40
2nd lunch	11:40-12:10
3rd lunch	12:10-12:40
4th lunch	12:40-1:10
5th hr	1:15-2:00
6th hr	2:05-2:50

AM in the PM	
1st hr	8:00-8:40
2nd hr	8:45-9:25
Announ.	9:25-9:30
3rd hr	9:35-10:15
4th hr	10:20-11:00
5th hr	11:05-1:05
1st lunch	11:00-11:35
2nd lunch	11:35-12:05
3rd lunch	12:05-12:35
4th lunch	12:35-1:05
6th hr	1:10-1:50
Assembly	1:50-2:50

7-7	
1st hr	8:00-8:45
2nd hr	8:50-9:30
Announ.	9:30-9:35
3rd hr	9:40-10:20
4th hr	10:25-11:05
5th hr	11:10-1:15
1st lunch	11:05-11:40
2nd lunch	11:40-12:10
3rd lunch	12:15-12:45
4th lunch	12:45-1:15
6th hr	1:20-2:00
7th hr	2:05-2:50

Short Day - No Lunch	
1st hr	8:00-8:40
2nd hr	8:45-9:25
3rd hr	9:30-10:10
4th hr	10:15-10:55
5th hr	11:00-11:40
6th hr	11:45-12:25

Short Day w/Assembly and No Lunch	
1st hr	8:00-8:35
2nd hr	8:40-9:15
Assembly	9:20-9:50
3rd hr	9:55-10:30
4th hr	10:35-11:10
5th hr	11:15-11:50
6th hr	11:55-12:30

Short Day w/Lunch	
1st hr	8:00-8:40
2nd hr	8:45-9:25
3rd hr	9:30-10:15
4th hr	10:20-11:00
1st lunch	11:00-11:35
5th early	11:05-11:45
2nd lunch	11:45-12:20
5th late	11:40-12:20
6th hr	12:25-1:05

Faculty/Staff

Advancement
*Mrs. Mary Joyce, BS
Mr. Tony Lopez
Mr. Mossis Madu
Ms. Leisa Shannon
Ms. Katie Whitson

Business Office
Mrs. Linda Bruner
*Mrs. Janet Ciupak, CPA
Mrs. Traci Casey

Campus Ministry
Ms. Kelly Golbuff, M.Ed

Counseling/Wellness
Ms. Laura Castrop, M.Ed
*Ms. Sarai Cerano, MS
Ms. Lauren Slover, M.Ed
Mr. Dillon Walker, M.Ed

Electives
Mr. Matt Avra, BFA
Mr. Ryan Stringer, M. Ed
Mr. Mark Veneklasen, M.Ed

English
Ms. Kathy Judge, MFA
Mrs. Kelly Matteson, BS
Mrs. Christine Pankratz-West, M.Ed
Mrs. Genieve Pezalski, M.Ed
Mrs. Rebecca Savuto, M. Ed
Mrs. Susan Wagner, M.Ed
Mrs. Kelli Williams, M.Ed
Ms. Abby Williamson M.Ed, MA

Fine Arts
Ms. Lori Crews, M.Ed
Mr. Charles Drury, MM
Ms. Denise Hughes, BFA
Mrs. Monica Orr, BFA
Ms. Grace Sanchez, BFA
*Mr. Brett Young, BFA

Front Office
Mrs. Shelly Green
Mrs. Julie Merkel

Mathematics
Mrs. Danielle Coats, BA
Mr. Tyler Cunningham, BS
Mrs. Diane Drum, JD
Ms. Chelce Garms, M.Ed
Mr. Matt George, BS
Mrs. Sally Schmidt, BS
Mr. Scott Stevenson, M.Ed
Ms. Lauren Reichman, M.Ed

REACH/Accessibility Services
Mrs. Carly Batchelder, BS
Mr. Jade Carter, BE
Ms. Maralee Shirley, M.Ed
*Mrs. Samantha Watson, M.Ed

Science/STEM
*Ms. Julia Anderson-Holt, MS
Mr. Matthew Cowart, MS
Mr. Phil Dennis, MS, M.Ed
Mr. Nicky Goff, BS
Mr. Marty Monigold, MS
Mrs. Jocelyn Perez, MS
Mr. Chris Ruesewald, BA
Mr. Adam Sermersheim, BS
Mr. Trevor Swink, BS

Social Studies
Mrs. Kendall Gomez, MA
Mrs. Jennifer Collins-Worthington, MA
Mr. Alex Genheimer, MS
Mr. Matt Grover, BS
Mr. David Hughes, MPA
*Ms. Laney Maguire, BS
Mrs. Susan Smith, PhD

Technology/Media
Ms. Courtney Mullinix, MA
Mr. Josh Newport
Mr. Trevor Swink, BS

Theology
Ms. Kelly Golbuff, M.Ed
Mrs. Angela Basse, BS
Mr. Troy Bodman, BA
Mr. Justus Fosvedt, MA
Mr. Tom March, JD
*Mrs. Sue Ryan, BS
Ms. Lydia Sorrels, MA
Mr. Gabriel Van Ness, MA

World Languages
*Mrs. Taja Egert, BA
Ms. Lori Hill, MA
Mr. Travis Kirk, JD
Mrs. Cynthia Martinez, BA
Ms. Ling Miller, BA
Mrs. Suzanne Tate, BA
Ms. Sarah Warmker, MA

*Department Coordinator

Coaches

Athletic Director
John Hamilton

Athletic Trainer
CJ Fedor

Baseball
Head Coach: Dr. Grant Ledbetter

Basketball
Boys Head Coach: Jake Brown
Girls Head Coach: Jade Carter

Cheer
Head Coach: Mandy Gerszewski

Cross Country
Boys Head Coach: John Hamilton
Boys Assistant Coach: Alex Genheimer
Girls Head Coach: Matt George
Girls Assistant Coach: Susan Wagner
Girls Assistant Coach: Susan Smith

Football
Head Coach: Ryan Stringer
Assistant Coach: Tyler Cunningham
Assistant Coach: Phil Dennis
Assistant Coach: Mossis Madu
Assistant Coach: Matthew Cowart
Technology: Julia Anderson-Holt

Golf
Boys Head Coach: Matt LoPorto
Girls Head Coach: Mark Veneklasen

Pom
Head Coach: LaTasha Hinex

Soccer
Boys Head Coach: Paulo Lopez
Girls Head Coach: Kayla Lovelace

Softball
Head Coach: Maureen LeBlanc

Swimming
Head Coach: Mark Veneklasen
Assistant Coach: Chris Ruesewald

Tennis
Head Coach: David Gilpin

Track
Boys Head Coach: Scott Stevenson
Girls Head Coach: Matt George
Assistant Coach: John Hamilton
Assistant Coach: Tyler Cunningham

Volleyball
Head Coach: Kelli Miller
Assistant Head Coach: Kendall Gomez

Wrestling
Head Coach: Marty Monigold
Assistant Coach: Courtney Mullinix

Note: Only head coaches and assistant coaches who are full-time employees are listed. For a complete list of lay assistant coaches, please see the BMCHS website.

Contacting School Personnel

Parents who wish to speak with a teacher should email them. To find a faculty email please go to www.bmchs.org/faculty. If you need to speak to an administrator, counselor or other school employee please call the school at 405-842-6638 and have the call directed to the person requested or to their voicemail. It is requested that parents call ahead to secure a time when the school employee will be available to meet.

Grievance Procedure

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

Crisis Response Team

A "critical incident" is defined as a death by accident or terminal illness, suicide, a life-threatening accident or an illness of a student, faculty or staff member. The role of the Crisis Response Team is to assist the Principal, Chaplain, and staff of the school during periods following critical incidents. The responsibilities of the Response Team are temporary.

In the event of a student crisis, please contact Dr. Andrew Worthington (aworthington@bmchs.org.), Mr. Tim McFadden (tmcfadden@bmchs.org), Ms. Julia Anderson-Holt (janderson@bmchs.org), or Ms. Sarai Cerano (scerano@bmchs.org).

School Support Organizations

There are four support organizations that contribute significantly to the progress and growth of BMCHS.

Organization	Description
School Advisory Council	The BMCHS Advisory Council is an organization which provides for the progress and welfare of the school. The Council consists of twelve members who serve overlapping terms of three years. These members serve without financial compensation and are appointed by the Archbishop of Oklahoma City.
Booster Club	Operates to promote the growth and involvement of the Irish family in the athletic experience. It focuses on activities that revolve around the athletic program. Its influence and support benefit both athletic and extracurricular programs and events.
Parent Teacher Student Organization (PTSO)	Regularly sponsors activities to increase communication between the various members who comprise the Irish community.
Alumni Association	Sponsors activities to increase communication between the school and its alumni. An executive committee meets monthly to plan and implement the goals of this organization.

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

For current officers and contact information for each organization, please see the BMCHS website.

Hours of Operation

The school itself, including access to student lockers, is normally open from 6:30 a.m. to 5:00 p.m. on regular school days. Due to special events, schedules, or activities, students might be asked to leave the building early.

In order to help Maintenance with the daily procedure of securing the building, all students remaining in the building at 4:30 p.m. are required to report to the school lobby area, and may remain there until 5:00 p.m. A tutorial period will be held Monday-Thursday from 2:50 to 3:20 p.m.

The main office is open from 7:30 a.m. to 4:00 p.m., and the business office will be open from 7:30 a.m. to 4:00 p.m. each day.

Front Desk

Areas that are maintained at the front desk of the main office include: announcements and notices for the public address system, attendance, checking in and out of school, field trips, and a lost and found department. The school does not assume responsibility for items lost or stolen anywhere on campus.

Lost and Found

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

Business Office

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

Tuition and Fees

Tuition is charged at the full rate for all students and provides for a discounted rate for students indicated as participating members of one of the Catholic churches of the Archdiocese of Oklahoma City. Participating Catholic status is determined by the student's pastor and indicated by the pastor's signature on a current Parish Participation Form. Students will be officially enrolled upon receipt of all required forms and fees. In accordance with the tuition contract students may be dropped from school enrollment if the tuition fee is not paid on the 15th day following the due date. Students will not be permitted to take examinations nor will the grades or transcripts of the student be released until and unless all fees, tuitions, assessments and other charges have been paid in full.

In the event of nonpayment, a family meeting to discuss payment with the president, principal, or CFO will be required.

Grades and transcripts of the student will not be released until and unless all fees, tuition, assessments and other charges have been paid in full. A 3% interest charge will be assessed on all late payments/past due balances at the end of each month. Effective July 2024, a 3% convenience fee will be added to all credit card transactions performed at the school.

If a payment plan is selected for payment of tuition, a completed automatic tuition payment agreement must be submitted with registration documents. If BMCHS is notified by the tuition management company that the agreement has been dishonored by non-payment or account closure, immediate payment in full is due to the school. Changes to payment arrangements must be approved in writing by the business office.

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

Cafeteria

The Cafeteria is operated for the benefit of students. A well-balanced lunch is offered at a reasonable price or students may bring their own lunch. Breakfast is served from 7:30 to 7:50 a.m. daily. Lunch cards are issued by the cafeteria. Funding of a lunch account may be done at the cafeteria during breakfast or lunch at the cash register. Students may also pay cash for their purchases or online through MySchoolBucks. Please note that all credit card transactions performed at the school will incur a 3% convenience fee. See our website for more info.

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

Cafeteria Account Deficits

BMCHS works with the Oklahoma State Department of Health and Human Services to provide free and reduced meals to qualified families through the School Nutrition Program. Requirements for participation in this program include clearly communicating our policy for cafeteria account deficits for all students, whether or not they are enrolled in the School Nutrition Program. While children need healthy meals to learn, the school must also maintain a solid financial footing. When any student's cafeteria account falls to a $10 balance, or below, cafeteria staff will verbally notify the student at the time of purchase so that they can bring

money. Students are responsible for notifying their parents of the balance due. The BMCHS cafeteria will extend a $10.00 credit on the account as a courtesy until funds can be added to the account.

When the student exceeds negative $15 on the account, students will be notified by administration that their accounts are delinquent. Students will have three days to bring accounts up to date, or PowerSchool access will be put on hold until the account is brought current. (During this time, students may visit with teachers and/or counselors to review their grades and class status.) Once the student's cafeteria account is returned to good standing, it may take 24 to 48 hours for PowerSchool access to be restored.

During first semester, accounts more than $10 in the negative will be notified by text with instructions to sign up with an online lunch account balance account for easy payments and monitoring of the account, including low balance notifications. After Spring Break, any senior with a negative cafeteria account will automatically have their access to PowerSchool barred until the balance is resolved. Any negative balances at the end of school will be referred to the business office and the balance due will be applied to the student's billing account.

Lunch Cards

Students may not share their lunch card or ID with other students. Students may use their own lunch card to buy food for another student but must be present with that student to do so. Unauthorized use of another student's lunch card could result in loss of cafeteria privileges.

Backpacks

Students are asked to put their backpacks at their table before entering the serving lines.

Cafeteria/Commons Etiquette

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

Food and drinks are not to be taken from the cafeteria/commons area. Students are to remain in the cafeteria only during their assigned lunch period. Unsupervised seniors may use the commons during their off-hour.

The Chapel

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

Asbestos Information

BMCHS is in compliance with all Federal and State Asbestos Regulations. The inspection and subsequent management plan, developed in the fall of 1988, determined that we are in full compliance. A copy of the updated management plan is on file in our Business Office.

Chapter 3: Campus Safety

The safety and security of everyone is of primary concern to BMCHS. Familiarity with and adherence to the following protocols and procedures is critical for helping us keep the campus safe.

Emergency Drills

Fire

The cause of this alert may be a fire in the building or a security threat. During a drill, an administrator will make an announcement via the intercom. During an emergency, if possible, an administrator will give an explanation of the situation. Students should follow instructions from the staff member closest to them. Since the cause of this alert may not be readily visible, it is imperative that all students move quickly and quietly out of the building according to the evacuation plan posted in each room or as directed by legal authority.

Tornado

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

Shut In/Lockdown

If there is a potential threat in the area that is not related to BMCHS and we are trying to keep it off our campus or away from our students, we may initiate a shut in procedure. Our intent is to continue teaching as normally as possible during a shut in.

A lockdown procedure will be initiated if we believe that there is an imminent threat or danger to our students/staff and we have to prepare for the worst. This could include intruders, information, or situations that might put our people at risk of physical harm or we do not want to expose our students to a situation in the building. A lockdown will stop the movement of our students until we can determine what is going on in the school and a course of action.

Teachers and students should remain in their classrooms until notified by administrators or security people that the threat no longer exists.

Severe Weather Conditions

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

Off-Campus Privileges for Seniors

Seniors have the opportunity to be off-campus during designated times of the school day, notably lunch and during an off-hour. They must have permission from their parents in writing on file in the office and the approval of the Assistant Principal of Student Affairs. Once permission slips are on file, seniors are expected to follow the procedures that are outlined by the Assistant Principal. Failure to follow the correct procedures, academic deficiencies, or disciplinary difficulties may result in the immediate removal of this privilege. Seniors who have not completed and documented their 90 Christian Service hours and/or are failing a class required for graduation by the end of first semester will have their off-campus privileges removed for second semester until they complete the requirements. Leaving the campus outside of these guidelines and without permission is treated as a serious matter.

Off-Campus Lunch for Non-Seniors

Off-campus lunch is a senior-only privilege. On certain special occasions, other students may be granted permission to leave for lunch. A written note from a parent requesting an off-campus lunch privilege for their student must be brought to the office no later than the morning of the day of the lunch. The student is given a permit to leave slip and they must return before the beginning of their next class. Failure to return on time will result in an unexcused absence or tardy.

Food Deliveries

Only food deliveries that are brought by a parent and delivered to the front office are allowed. Student use of food delivery services such as DoorDash, GrubHub, UberEats, PostMates, etc., and/or food deliveries made by anyone other than the student's parent/guardian are prohibited. Students who violate this policy are subject to disciplinary action.

Visitors on Campus

Students will never be allowed to have visitors on campus without prior approval from an administrator at least one day before the expected visit. All visitors must check in at the Main Office and wear a "Visitor's Badge" while on campus. Visitors will check out and return the "Visitor's Badge" before leaving the campus. Visitors on campus without checking in will be considered trespassers and subject to arrest.

Lanyards

During the school day, students must be in physical possession of their student ID and entry card attached to the school-issued lanyard. If a student loses their ID or key card, they must report the loss to administration and be issued a new card.

Parking Lot Security

Students may only park between two painted lines in the designated areas. Each car that a student drives to school must have a BMCHS issued parking sticker clearly visible on the lower right of the front windshield on the passenger side. The car must be registered yearly with the Assistant Principal of Student Affairs. The faculty parking lot, visitors' parking area, and handicap areas are off-limits to all students at all times. Students may never park in the fire lanes or on any grass areas.

Teachers are not permitted to excuse any student to the parking lot or off campus for any reason, unless approved by administration. Students are not allowed to sit in their cars during the school day, even during a senior off-hour. Students are responsible for any contraband found in their automobiles on campus or at school sponsored activities. Students may not use school outlets to charge electric cars.

Parking in the Shartel Shopping Center, adjacent neighborhoods, or on Francis Street is not allowed. Repeated violations of parking rules may result in loss of parking privileges and/or, in certain circumstances, the car may be towed at the owner's expense.

Senior Parking

There is an area in student parking that is designated for seniors. Only the current senior class should park in this area, unless otherwise permitted by administration. Senior parking is located east of McCarthy Gymnasium to the Practice Field, the area between the south of McCarthy Gymnasium to the Baseball Facility, and the area east of the Baseball Facility.

Security Officer

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

Pet Policy

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

Supplemental Accident Insurance

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

Chapter 4: Dress Code Policies and Procedures

Uniform Guidelines

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff and faculty must follow the dress code expectation of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

In Case of Questionable Attire/Grooming

The administration reserves the right to evaluate and correct a student's interpretation of the uniform policy. Students may be sent home to change or denied admittance to class (as an unexcused absence) until the dress code infraction is corrected. Students may not drive themselves home to correct a dress code violation unless a signed permission form is on file. Repeated offenses will be subject to administrative detention and/or a parent conference.

Young Men's Uniform	
Garment	**Guidelines**
Shirts	White or green polo with the Bishop McGuinness logo. Seniors are allowed to wear a black polo. If worn with shorts or slacks, shirt tails must be tucked in.
Shorts	Khaki or gray walking shorts with belt loops and a belt. Short lengths must be well below fingertips and approaching the knee when standing, must fit properly above the waist, cannot fit too tightly, and may not have torn, split or frayed hems. Jean cut, cargo, painter, or shorts with outside stitched pockets are not allowed.
Slacks	Khaki or gray dress slacks with a flat or pleated front with belt loops and a belt. Slacks must fit properly and may not have torn, split or frayed hems. Fashion slacks, joggers, hip huggers, capri pants, jean cut, cargo, painter pants, pants with elastic cuffs, or pants with outside stitched pockets are not allowed.
Socks	Socks must be worn and cannot be a distraction (as determined by the administration).
Shoes	Closed-toe, closed-heel, rubber soled shoes must be worn at all times. Sandals, flip-flops, slippers, cowboy boots, Uggs, Crocs, Birkenstocks, or clogs are not allowed. Medical exceptions are only made by the Assistant Principal.
Outerwear	Must be official McGuinness-branded apparel and a McGuinness polo shirt must be worn under all outerwear.

Young Women's Uniform	
Garment	**Guidelines**
Shirts	White or green polo with the Bishop McGuinness logo. Seniors are allowed to wear a black polo. If worn with shorts or slacks, shirt tails must be tucked in.
Skirts	McGuinness plaid or gray skirts. Skirts lengths must be well below fingertips and approaching the knee when standing. At no time should they be rolled at the top.
Shorts	Khaki or gray walking shorts with belt loops and a belt. Short lengths must be well below fingertips and approaching the knee when standing, must fit properly above the waist, cannot fit too tightly, and may not have torn, split or frayed hems. Jean cut, cargo, painter, or shorts with outside stitched pockets are not allowed.
Slacks	Khaki or gray dress slacks with a flat or pleated front with belt loops and a belt. Slacks must fit properly and may not have torn, split or frayed hems. Fashion slacks, joggers, hip huggers, capri pants, jean cut, cargo, painter pants, pants with elastic cuffs, or pants with outside stitched pockets are not allowed.
Socks	Socks must be worn and cannot be a distraction (as determined by the administration).
Shoes	Closed-toe, closed-heel, rubber soled shoes must be worn at all times. Sandals, flip-flops, slippers, cowboy boots, Uggs, Crocs, Birkenstocks, or clogs are not allowed. Medical exceptions are only made by the Assistant Principal.
Leggings	Full or 3/4 length solid black or gray leggings under their skirts. Leggings are required after Fall Break as determined by the administration. No sweatpants, joggers, loose-fitting, or boot-cut/flared bottoms.
Outerwear	Must be official McGuinness-branded apparel and a McGuinness polo shirt must be worn under all outerwear.

Other Uniform Guidelines

Headwear

No hats, caps, stocking caps, or bandannas may be worn inside the building during school hours.

Jewelry / Accessories

Jewelry should be worn in moderation and in good taste. Students will be asked to remove any accessories deemed to be a distraction by administration. No septum rings. No piercings or body art that causes a distraction as determined by the administration.

Hair

Students are to be properly groomed at all times. Hair, including facial hair, should be neat, clean and moderate in length. Any hair style or ornamentation that is deemed to be a distraction by the administration is prohibited.

Body Piercing

Nose septum piercings are not allowed. Any other body piercing that brings excessive attention to the student is not allowed.

Spirit Day Attire

Students may wear regular uniform bottoms (skirt, slacks, or shorts), jeans, or joggers, and an approved BMCHS t-shirt or sweatshirt. No leggings, non-uniform shorts, or sweats. Severely distressed jeans are not permitted. Sandals, flip-flops, slippers, cowboy boots, Uggs, Crocs, Birkenstocks or clogs are not allowed.

Free Dress Days

Free dress days are very rare occasions. Guidelines for appropriate attire will be communicated directly to students prior to these days.

Any clothing intended to make a statement at odds with the teaching of the Catholic Church is not permitted.

Chapter 5: Regulations for Student Conduct

The primary rule governing the conduct of all members of our school community is the Greatest Commandment of our Lord: "You must love the Lord your God with all your heart, with all your soul, and with all your mind...and you must love your neighbor as yourself." (Matt. 22:37-40). Any conduct which undermines the growth of such loving harmony is rejected. The staff at BMCHS is dedicated to helping students become more responsible for their own actions. Discipline is about awareness and responsibility for your actions. The rules and regulations have also been put in place to help students grow and feel safe in our community. Mistakes happen, and our regulations allow for mistakes, consequences, and forgiveness in order for our students to learn, grow and forgive. The goal is to have students become more self-disciplined at school, more aware of the consequences of their actions, and to grow closer to Christ through this process.

Disciplinary Procedures

Classroom Detention

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

Administrative Detentions

The assistant principals hold these detentions at their discretion or when a student's actions call for them. Infractions that result in an administrative detention include, but are not limited to, the following:

- Failure to attend assigned classroom detention
- Dress code violations
- Students removed from class for discipline
- Tardiness to first period
- Poor social choices
- In the parking lot without permission
- Failure to follow absentee procedure
- Disrespect

Serving a Detention

Detention is viewed as a natural consequence to inappropriate behavior. Students will choose a time to serve the detention within three days of receiving the detention. Administrator must approve of the time. For repeated offenses, the administrator will assign the time. Students are then responsible for showing up to the detention on time, communicating with coaches, sponsors, work grant and parents. There are three options for detentions; AM, PM and Lunch detentions.

- AM detention — 7am to 7:40am study hall. No phone during detention.
- PM detention — 2:55 pm to 3:25 pm study hall. No phone during detention.
- Lunch Detention — Last 20 minutes of TWO lunch periods, student will clean tables in the commons.

Failure to report for an assigned detention will result in additional days of detention at a time assigned by the administrator.

Suspension: Out of School and In-School Suspension

Suspension is for more serious or repeated discipline issues. Suspension at BMCHS means the student will not attend classes or any extracurricular activities for the day/days the students is suspended.

In-School Suspension (ISS) usually run from one to five days depending on the severity of the offense. When serving ISS, the student will remain in a separate, isolated study area and will do assigned school work until the end of the school day. All work completed will receive full credit but teachers are not obligated to give extensions to a student when they return. All work is due on time. Tests and quizzes can be taken in ISS.

Out-of-School Suspensions (OSS) are reserved for the most serious offenses or repeated violations of school regulations. This can occur when detentions, ISS, or other discipline does not change student behavior and a more serious punishment is warranted. The computed grade for tests, quizzes, and assignments can be recorded as 60% of the earned grade at the teacher's discretion.

Behavioral Contracts

A student who seriously compromises their own safety, their education, or the school community and handbook may be put on contract for two semesters. Students who are on a contract agreement may be subject to further restrictions regarding extracurricular activities such as running for a student council office, homecoming court, National Honor Society, graduation ceremonies, or athletic participation or as deemed appropriate by administration.

Expulsion

The most drastic form of disciplinary action is to remove a student from the BMCHS community. Only the Principal has the authority to expel a student. Prior to an expulsion, the Principal meets with the parents and student to explain the reason for the expulsion. Both suspension and expulsion are extreme measures that the school utilizes if a student fails to respond favorably to other measures or participates in behavior that is seriously opposed to the goals of the school.

Effect of Disciplinary Action on School-Sponsored Activity Participation

Students may not attend any school-sponsored or after-school activities, including athletics, the day or days that they serve in-school suspensions. Students may not be present on campus or attend any school-sponsored or after-school activities, including athletics, the day or days they serve out-of-school suspensions. Students who have been expelled may not return to campus for any reason.

School Conduct Regulations

1. Students shall conduct themselves with due respect toward one another and all school personnel at all times. Insolence, defiance, insubordination or refusal to accept the directions of any school personnel is a serious offense.

2. The use or possession of a dangerous weapon including knives, guns, or an explosive compound is prohibited at school or any school function.

3. The use, sale or distribution of illegal drugs, alcohol, tobacco or other controlled substances at school or at any school function, is strictly prohibited. A school function is defined as any activity in which the name of BMCHS is used whether the activity takes place on school grounds or not. The possession of drug or tobacco related paraphernalia is likewise prohibited. In addition, students who demonstrate by their behavior that they are

involved in the use of drugs or alcohol and who refuse help or will not agree to abide by the school's requirements (such as random screening) will not be permitted to remain in the school. The use or possession of tobacco, tobacco products, vaping devices, or vaping paraphernalia is prohibited on campus and at all school functions.

4. Fighting between our students or between our students and others is prohibited on campus and at any school function. Students should be aware that the penalty for fighting will normally be imposed on all participants equally. Students are advised that if they are threatened, harassed or intimidated by anyone at school or at a school function, they should immediately report the matter to a teacher, administrator or security person. It is not acceptable to respond by hitting or engaging in other physical contact. Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight. During the school days, any behaviors that constitute immorality in talk or action and/or any conduct that is detrimental to the reputation of this school and its mission can result in suspension and/or expulsion.

5. BMCHS has a concern with students and parents whose conduct outside of school or at a school activity brings discredit or harm to the name of the school or the reputation of its student body. Therefore, such conduct or behavior that is in opposition to our Catholic philosophy and moral standards could require a penalty or dismissal from the school. This includes parent and student activity on online or digital platforms as well. Social media postings by either students or parents that could be considered defaming or slanderous toward a student, family, pastor or chaplain, faculty member, or the school itself will be grounds for disciplinary action or separation from school.

6. Students may not leave campus between arrival at school and the end of the school day unless they have received a permit to leave campus from the main office, or are on a school supervised outing. Students may not go to their cars or be in the parking lot without permission from an assistant principal. Seniors who have off-campus privileges must follow the approval procedure outlined in September. No students, including seniors during their off-hour, may be in their cars during the school day. Likewise, students cannot bring people onto campus as guests or through delivery services.

7. Lying or misleading in order to cover one's own misdeeds or the misdeeds of others works against the mutual trust that should exist between teachers and students and is an offense against the school community.

8. Hazing, intimidation, or initiations of new students, underclassmen, or students joining clubs or teams is prohibited.

9. Any type of harassment (such as sexual, racial, ethnic, socioeconomic, religious, bullying or threatening harm to themselves or others) directed at a student or group of students is strictly prohibited. Inappropriate or harassing images or phrases on school work may result in disciplinary action and/or academic penalty.

10. Social media platforms provide students with instant nonverbal communication access. The primary responsibility of monitoring appropriate use of this technology rests with the student's parent or guardian. As a Catholic school community of faith, inappropriate postings (comments, pictures, etc.) on any social networking site is in complete opposition of the overall mission of the school. The school may choose to become involved if such behavior causes a disruption in the daily life of the school. Individuals directly or indirectly involved in such action may be subject to disciplinary procedures.

11. Students who repeatedly cause disturbances in class may be expelled from the class, which may result in the loss of credit for the course. Similar problems in the library, chapel, cafeteria or other common areas or during a liturgy may likewise result in student's removal from that area as well as other disciplinary action. Students who are disrespectful or uncooperative when a substitute teacher is conducting class will be removed from the class and a parent will be notified.

12. It is a serious offense for students to cause a disturbance or perform any act of vandalism on our campus or on the campus of another school. Theft, damage, vandalism or the deliberate destruction of the property of others or the school is a violation of the rights of others.

13. The use of inappropriate, abusive, or profane language is prohibited on our campus or at any school event. It is also unacceptable to engage in demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials.

14. Possession of pornographic or hate material, including the searching for such material on the Internet, is prohibited. Dissemination of these types of materials is also prohibited.

15. Card games as well as gambling of any kind, including, but not limited to dice, coin pitching, athletic contest pools, are prohibited on campus. Online gambling that spills over to the school day, devices, or network will also fall under this regulation.

16. It is a serious offense for students to harass faculty or staff members or to invade their privacy by disturbing them in their homes.

17. Teachers have the discretion to limit food and drinks in their classroom per their syllabus.

18. Students, of legal driving age, may not park in the student lot without a current parking permit clearly displayed. Parking is allowed only in areas designated for student parking. There is an area in student parking that is designated for seniors. Only the current senior class should park in this area, unless otherwise permitted by administration. Senior parking is located east of McCarthy Gymnasium to the Practice Field, the area between the south of McCarthy Gymnasium to the Baseball Facility, and the area east of the Baseball Facility.

19. Students are never to give their locker combinations to others. Only appropriate decorations are permitted inside lockers. Lockers are not to be jammed in any way that prevents their locking as this may permanently damage the locking mechanism. BMCHS is not responsible for lost or stolen items from lockers.

20. Use of electronic devices for educational purposes; e.g., iPads and computers, is required. Use of smart phones/cellphones is prohibited in the classroom, Mass and other religious ceremonies, unless required by the teacher/sponsor. Any electronic device used inappropriately, or in violation of the teacher's syllabus, will be removed from the student immediately. Students who attempt to delete their profiles may incur disciplinary action, and any attempts to circumvent the "Guidelines for Acceptable Use of the Internet" as outlined in Chapter 10 may also result in disciplinary action.

21. The use of an electronic device for unauthorized recording, filming or photographing in the classroom, restroom, or locker room is strictly prohibited. Any device used inappropriately for unauthorized recording, photographing or filming will result in removal of the device and deletion of the recording.

22. Displaying good sportsmanship at athletic contests, intramural, or Olympics events is paramount to our mission. As a Catholic school, being humble in victory and gracious in defeat models our mission of being "A Person for Others." Students, parents, faculty, alumni and guests of BMCHS will be held to a high standard of sportsmanship.

23. The Catholic Church believes and teaches that Christ is present in the Holy Eucharist. Irreverence toward the Holy Eucharist is irreverence toward Christ himself. Desecration of the Holy Eucharist is a most serious offense. Likewise, irreverent behavior during school liturgies is also a serious offense.

Academic Integrity

Student Honor Code

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

Cheating and Plagiarism

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

- Zero credit for the assignment
- Reduced or failing grade
- Suspension
- Parent Conference
- Probation or loss of membership in National Honor Society

- Academic Probation
- Signing a Probationary Integrity Contract for one year
- Loss of college recommendation letters
- Any appropriate combination of the above

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

Behavior Toward Others

All students at BMCHS are expected to demonstrate high standards of Christian behavior. Students must also consider intended and the unintended consequences of their actions on our community. Students must show respect for themselves, staff members, and their peers at all times. Every person in our community at BMCHS has the right to feel welcome and respected in our school. Students who violate BMCHS policies regarding bullying and harassment in any form shall be subject to disciplinary action which may include, but not be limited to detention, suspension or expulsion. Under certain circumstances, BMCHS reserves the right to contact law enforcement. The school reserves the right to discipline a student for actions committed off campus during the school year if they have an adverse effect on a student(s) well-being or adversely affect the student(s) ability to function within the everyday environment of the school.

BMCHS is committed to providing a learning environment that is free from harassment in any form. Harassment of a student by another student, parent, volunteer, or employee is prohibited. The school will treat allegations of harassment seriously and will investigate such allegations in a prompt, discreet and thorough manner. Individuals will be informed of the investigation on a need-to-know basis. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment may also be subject to disciplinary action. Students found to have intentionally filed false charges will also be subject to disciplinary action. Retaliatory charges of harassment are valid, but will not clear a student from being held accountable for their actions. Harassment occurs when an individual is subjected to treatment or environment that is hostile or intimidating because of the individual's race, creed, color, national origin, socio- economic differences, physical attributes, disability, gender, etc. The school will not tolerate sexually harassing or bullying behavior in any form. All allegations will be treated seriously and investigated thoroughly, and progressive

disciplinary action will be taken. Harassment includes, but is not limited to, any of the following:

- **Verbal Harassment**: Derogatory comments and jokes; threatening words spoken to another person or about another person. This could take place verbally, in writing, or digitally.
- **Physical Harassment**: Unwanted physical touching, contact, or assault; the deliberate impeding or blocking of movements; any intimidating interference with normal work or movement.
- **Visual Harassment**: Derogatory, demeaning, or inflammatory posters, cartoons, written words (including but not limited to text messages and social media posts, videos, or photos), drawings or gestures.
- **Sexual Harassment**: Unwelcome sexual advances; requests for sexual favors; other verbal or physical conduct of a sexual nature

See Chapter 14 for complete descriptions of harassment.

Reporting Harassment

Bishop McGuinness Catholic High School is committed to providing a school environment that is free from unlawful discrimination, harassment, and retaliation. Students are strongly encouraged to report harassment to the school counselors. If you feel you are the victim of harassment or have observed harassment, please report the incident using the Harassment Complaint Form found on the school website (must be logged into school Gmail account) or in person to a teacher, counselor, school staff member or administrator.

Title IX Information

Any inquiries or complaints regarding anti-discrimination, anti-harassment, and anti-retaliation policy can be directed to the Title IX Coordinator. Any sexual harassment complaints will be referred to the Archdiocese for investigation by the Title IX coordinator.

Cyberbullying / Sexting

Cyberbullying is defined as willful harm inflicted on another person through electronic media. Any student who sends, solicits, or possesses sexually suggestive or explicit texts or partial or fully naked picture(s) of a person ("sexting") or attempts to be harmful or cruel to another

student or individual by sending or posting offensive material (including words, videos, or images) using a cellphone, the Internet, or other electronic device, will not be tolerated. BMCHS reserves the right to take action on such incidents regardless of whether they occur on school property, during a school-sponsored activity, or completely outside of school. Serious incidents may be turned over to law enforcement authorities for prosecution. Students cannot take a picture or record any other student, staff member, coach, or teacher without their permission. There may be consequences if a student is found to have secretly recorded or have taken a picture of another person without their consent.

Responsibilities of School and Student

The responsibility of BMCHS is to: establish practices designed to create a school environment free from discrimination, harassment, intimidation, or bullying; make all administration, faculty, staff, coaches, lay coaches, students, and parents aware of this policy and the commitment of the school toward its strict and consistent enforcement; and remain watchful for conditions that create or may lead to a hostile or offensive school environment. Students are responsible for: conducting themselves in a manner which contributes to a respectful, safe school environment; avoiding any activity or behavior that may be considered discriminating, harassing, intimidating, or bullying; immediately discontinuing such conduct if he or she has been spoken to as one who is perceived as engaging in conduct that is discriminatory, harassing, intimidating, bullying, or unwelcome; and report all incidents of discrimination or harassment to a counselor, a faculty member, staff member, or administrator with whom they feel comfortable.

Reporting Procedures

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

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student should report the harassment to a counselor, faculty member, staff member, or administrator
- The student alleging harassment is asked to submit the Harassment Complaint form found on the school website. The claim will be reviewed thoroughly, involving only the necessary parties, and appropriate actions will be taken

- No persons, including complaining parties and witnesses, who exercise their right to complain under this policy shall be subject to retaliation or the threat of retaliation in any form. Retaliation includes, but is not limited to, adverse actions directed against an individual on the basis of, or in reaction to the exercise of rights accorded by this Policy, that affect a person's advancement, scholarship or educational performance, as well as the person's social or emotional well-being. See Chapter 14 for more information.

Drug and Alcohol Policy

Providing a safe school environment, and at the same time, promoting an atmosphere of health and wellness is critical to the philosophy and overall mission of BMCHS. The intention of this policy is to arm the students for a reason to avoid drugs and alcohol. The school, students, and families must partner in this process for the safety of our students and school community. As part of this mission, it is imperative that students and parents fully understand the consequences for drug and alcohol use, abuse and/or distribution. The guidelines outlined below provide a way for the school to minister to its students and families by offering maximum support while maintaining a commitment to the community. In light of this commitment, students attending BMCHS will be subject to:

- Random drug and/or alcohol testing
- Drug and/or alcohol testing for reasonable suspicion
- Search of lockers and other student belongings by drug-detecting dogs and other means.

Providence Canine Services has been employed by the school to deter students from bringing illegal substances onto campus. Students found to be in possession of illegal substances are subject to all Drug/Alcohol Consequences.

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

Any substances that are prohibited by federal law **(not state law)** are not allowed, will not be considered medication and are inadmissible for use by student even with a note/card from a medical professional. This policy is applicable for all student activities.

Drug/Alcohol Policy at School or School Sponsored Events

The school reserves the right to randomly test all students at all school activities. Students found under the influence of drugs or alcohol by behavior, speech, or smell can be found in violation of the Drug/Alcohol Policy, the student's parents will be immediately notified, appropriate consequences will be applied. Both random testing and reasonable suspicion testing will fall under the same consequences for drug and alcohol.

Drug Offense Consequences

Consequences for First Positive Result

All test results are kept in the strictest of confidence between the testing agency (CRG), the school's Health and Wellness Coordinator, and the Assistant Principal—Student Affairs. The parent/guardian of a student is notified by the Assistant Principal—Student Affairs if their student's test results are determined to be positive. Any student who has a positive test result is subject to the following requirements:

1. Assistant Principal—Student Affairs, Health and Wellness Coordinator, and/or student will meet and notify parents of the positive results.
2. Student and parents or guardian will meet with the Health and Wellness Coordinator to determine follow-up services. If this is the first time a student has tested positive no further counseling resources are required. If this positive result comes in a subsequent school year as previous positives, these services will be required as directed by the Health and Wellness Coordinator, include:
   - Assessment at Teen Recovery Solutions (TRS)-assessment must be scheduled within two weeks of being notified of positive result. A parent or guardian must participate. Student and family will be expected to follow up with any recommendations made by TRS. Family must provide results to the Health and Wellness Coordinator.
   - Attendance at a local student educational series deemed appropriate by the Health and Wellness Coordinator. Cost of the program will be at the expense of the parent/guardian.

- May be asked to participate in outside counseling or peer-support group counseling to address underlying causes of drug usage. Cost of counseling services will be at the expense of the parent/guardian.

3. The student will be subjected to follow-up testing to be performed at the school by CRG unless directed otherwise. Tests may occur 7–45 days after the previous test. Results of an oral test are expected to return as negative. If a parent chooses to have their child tested at CRG with urine or hair tests, it is at the cost of the parent, must be performed the same day as school testing, results must be released to McGuinness and include quantitative levels.

4. If a student is involved in athletics at the time they receive a positive test result, they may be required to obtain a doctor's release within a prescribed time designated by the Health and Wellness Coordinator before being allowed to resume athletic activity. This applies to positives for certain drugs such as, but not limited to, amphetamines or cocaine.

5. The student will undergo additional drug testing at BMCHS throughout the course of the school year. Any testing done outside of school will be at the expense of the parent or guardian.

Consequences for Second Positive Result

1. Student and parents or guardian will meet with the Health and Wellness Coordinator and Assistant Principal following second positive result.

2. This handbook will act as a disciplinary contract through the school to be in effect for the current and two following semesters. This will be viewed as "being on a disciplinary contract" for school, club, or senior activities. (Examples: National Honor Society, Senior Final Exemptions.)

   - Student will continue to be tested on each school testing day.

   - Results of this test are expected to return as negative for an oral test. If a parent chooses to have their child tested at CRG with urine or hair tests, it is at the cost of the parent, must be performed the same day as school testing, results must be released to McGuinness and include quantitative levels. These results must show diminished levels, indicating no further usage.

- Student will receive a two day out-of-school suspension to include academic penalties associated with a day of out-of-school suspension.

3. Student will be suspended from extracurricular school activities for a period of ten calendar days. Relevant coaches and activity sponsors will be notified.

4. Student may be subjected to additional consequences based on specific team or activity rules. Coaches may have additional requirements to continue in their particular sport as outlined in their team handbook.

5. Further treatment, counseling and educational series are now mandated for returning to school. Our Health and Wellness Coordinator will provide resources, but it is up to the parents to find treatment and counseling programs that fit the needs of the student and requirements of the school. Please work with counseling department on suitable programs.

   - Assessment at Teen Recovery Solutions (TRS)—assessment must be scheduled within two weeks of being notified of positive result. A parent or guardian must participate. Student and family will be expected to follow up with any recommendations made by TRS. Family must provide results to Health and Wellness Coordinator.

   - Attendance at a local student educational series deemed appropriate by the Health and Wellness Coordinator. Cost of the program will be at the expense of the parent/ guardian.

   - Will be required to participate in outside counseling or peer-support group counseling to address underlying causes of drug usage. Cost of counseling services will be at the expense of the parent/guardian.

   - Contract will specify that a third positive result will result in dismissal from school.

A list of counseling services and resources can be found on the BMCHS website under Student Life—>Counselors.

Consequences for Third Positive Result

This handbook specifies that a third positive test will result in dismissal from school. All second semester graduating seniors who have tested positive should plan on being tested in May and must have a negative result to participate in the BMCHS graduation, baccalaureate, and robing ceremonies.

Re-admission After a Third Positive

BMCHS understands the incredible social pressures concerning drugs and alcohol. We will continue to work with families so that students get the help they need and can return to BMCHS a healthier person. Student may be considered for re-admission only after they have participated in a treatment program approved by BMCHS. Costs associated with this treatment are solely the responsibility of the family.

Re-admission will be made considering all aspects of the student including their academics, behavior, attendance, family support, progress in treatment and student's commitment to remain healthy. Final decisions on re-admission will be made by the Principal.

Alcohol Offense Consequences

Repeated alcohol offenses will be treated using the procedures for Drug Offense Consequences to include dismissal from school. However, testing can be done on campus or at events using the school breathalyzer, behavior, and field sobriety test by school officer.

Reasonable Suspicion Testing

Reasonable suspicion is a logical conclusion based on experiences, observation and firsthand knowledge of a student's appearance, speech and/or behavior resulting in a sincere concern that a student may be involved with drugs and/or alcohol. The following penalties apply to students who are under the influence or in possession of drugs/alcohol during a school day, on school grounds or during a school sponsored activity. Any student required by the school to take a drug test or an alcohol breathalyzer based on reasonable suspicion, and the results are determined to be positive by the testing agency, is subject to the penalties listed below.

Drug Testing Collection Process

If selected, a student is required to provide an oral fluid sample at BMCHS. If a student goes to CRG (BMCHS's partner testing lab), the students may be asked to provide a urine or hair sample instead. The sample required will be at the discretion of the school. If a tampered/diluted sample result is received from CRG, a parent/guardian will be asked to accompany their student to CRG for a follow up test within 24 hours of the notification. If a second sample is tampered/diluted, it will be an assumed positive.

Tobacco/Vaping Possession and/or Usage

BMCHS recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that Federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children. Therefore, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property. It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will also apply to everyone providing service to the school. E-cigarettes/vapes or other such alternatives to tobacco usage are not allowed on campus or any school sponsored event. Use of such items would result in the same consequences as tobacco use.

"School property" is defined as all property owned, leased, rented or otherwise used by BMCHS including but not limited to the following:

- All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
- All school grounds over which the school exercises control including areas surrounding any building, athletic field, as well as all recreation and parking areas.
- All vehicles used by the school for transporting students, staff, visitors or other person.

"Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and any other kind or alternative to tobacco, such as vaping materials and devices that can be inhaled, smoked or chewed.

"Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

"Staff" includes, but is not limited to, full-time, part-time and contract employees.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. Students are also prohibited from possessing tobacco, tobacco products or vaping materials in, or on, school property or at school-sponsored events. If students are found in possession of such items, they will be confiscated and disciplinary actions will ensue. Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy may be asked to leave the school premises.

Students violating this policy will be subject to tobacco possession and/or usage consequences listed below.

- Tobacco/Vaping 1st Offense Consequences: One day out of school suspension; disciplinary agreement.
- Tobacco/Vaping 2nd Offense Consequences: Multiple day suspension.

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

Issues of Sexuality

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

Early Marriage

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

Pregnancy

In the event of pregnancy, BMCHS will make every effort to provide support, understanding and compassion. In consultation with parents and students, the principal will decide upon the appropriate manner for continuing with an uninterrupted high school program of studies. If a decision is made to temporarily continue education apart from the school, a student may return and receive a diploma at graduation provided that all necessary requirements are met. The same support, understanding and counseling provided our young women will also be provided a BMCHS young man who has participated in a pregnancy. Counseling will be provided in an atmosphere of respect, trust and confidentiality. If there is a question of whether

a student is pregnant, the principal reserves the right to require a statement from a physician as to the student's status before that student returns to school.

Abortion

BMCHS strongly opposes abortion, the deliberate destruction of human life. The school will provide all available resources and nurturing support for a pregnant student out of respect for the absolute dignity of human life. Abortion is a serious sin against the Fifth Commandment of God, "You shall not kill." A member of the Catholic Church who has an abortion, as well as one who encourages or assists in one, is automatically excommunicated from the Catholic Church (Code of Canon Law c.1398). In the event the school becomes aware that one of its students has willfully chosen to obtain an abortion, despite the school's support, the student will be dismissed from BMCHS. For the same reason, other members of the BMCHS student body, including the father, will be dismissed if they have helped procure an abortion.

Sexual Identity

All school policies, procedures, resources, employee trainings and assistance given to families will be consistent with the Church's teaching and dignity of the human person, including human sexuality. Student's name and pronoun usage will correspond with his/her gender given at birth. Student access to facilities and overnight accommodations will align with his/her gender given at birth. Eligibility for single-sex curricular and extracurricular activities will be based on his/her gender given at birth.

Mandatory Reporting

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

Searches

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

Due Process

BMCHS subscribes to the democratic principle of due process. Teachers and administrators, before assigning detention or imposing other serious disciplinary actions, will provide the student the opportunity to be heard and to have explained clearly the reasons for the disciplinary action taken. Students or parents who have grievances have a right to appeal if they feel they have not been dealt with fairly. The appeal for all grievances must go in order of the next in line of authority: teacher, assistant principal, principal, Director of Catholic Education.

Chapter 6: Attendance Policies and Procedures

Attendance

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

Truancy from school or an individual class or school activity (Mass, and/or assemblies, field trips, retreats, etc.) is a serious matter. Likewise, excessive tardies and irregular attendance without sufficient cause is a serious concern and may result in suspension. In the experiences of the school, chronic truancy or tardiness is an indicator of other issues in the student's life. They could be academic, social, behavioral, emotional, maturity, and at times precedes more serious safety concerts. No matter the reason, the student needs additional support and attention. BMCHS wants to partner with the family in identifying the root cause, addressing it, and getting the student back to class. The school reserves the right to make judgments in these areas.

Communicating Absences

Excused absences may be either unexpected or anticipated. However, for safety reasons parents and school must communicate to each other that a student is not in school. In the case of an unexpected absence, the parents are requested to notify the school office (405-842-6638) before 9:30am each day the student is absent. If it is impossible for parents to notify the school on the day of an absence, the student must present a note signed by a parent stating the reason for the absence. The school will notify the parent or guardian if their child has been reported absent and the school has not received a parent phone call. Our automated system will call the guardians on file in PowerSchool at 11:30 am for absences incurred during 1st-3rd hour and at 3:00 pm for absences incurred during 4th-6th hours. The administration reserves the right to determine what is an Excused or Unexcused absence.

Parent Reported Absences

When a parent calls in to report an absence, it will be coded as a Parent Reported Absence (PRA). The Parent Reported Absence code is a communication marker for safety reasons, it will however, still count against a student's unexcused absences. Parent Reported Absences can be converted to Confirmed Medical Absences upon receipt of valid documentation within two weeks of the absence (see Confirmed Medical Absences below).

Confirmed Medical Absences

Absences due to illness will be excused if written confirmation from a health professional can be supplied to the attendance secretary within two weeks of the absence(s). Students who must leave school for medical appointments must return to school with written confirmation from the medical office that the appointment was kept. Once documentation is received and verified, absence code will be changed to "MD Form."

Medical Situations During the School Day

If a student experiences a medical situation at school and needs to go home, for safety reasons, students **must** check out with the office/administration prior to leaving campus. Parent phone calls received after the student has already left will not suffice and will be coded as a Parent Reported Absence.

Anticipated Absences

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

College Visits

BMCHS encourages students to explore college options. Students are allowed to use college visit days according to the schedule below.

College Visit Schedule	
Grade Level	**Guidelines**
Freshmen	Zero (0) days per school year.
Sophomores	One (1) day per school year.
Juniors	Two (2) days per school year. Only one (1) college visit day can be claimed during the T6 grading period.
Seniors	Four (4) days per school year. Only one (1) college visit day can be claimed during the T6 grading period.

Official college visits will count as excused absences as long as the student completes the following procedure:

- The student must complete two copies of the college visit form prior to departure. One copy must be submitted to the senior counselor and the other copy must be submitted to the attendance secretary.
- Upon return from the college visit, the student must submit communication (a letter or email) from the college admissions/recruitment office verifying his/her visit to the senior counselor. If the senior counselor cannot confirm that the visit occurred, the student's attendance code will be changed from college visit (CV) to unexcused (UnEx) and/or parent reported (PRA).

Club Activity/Club Athletic Absences

Club activities are not school-related and will be recorded as parent-reported absences. If a club-related activity could be considered a college visit, then the appropriate paperwork must be filed with the attendance secretary and counseling office ahead of the event.

Spectator Attendance at State/Regional Competitions

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

Students who have exceeded five (5) absences and/or five (5) tardies in any six-week grading period will not be excused to attend a daytime sporting event as a spectator.

Absences During Final Exams and Class Retreats

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

Extended Absences

In the case of an extended absence, it is essential that the parents be in contact with an assistant principal or level counselor as to the nature and expected duration of the absence. Information regarding the nature of the absence will be shared with other school personnel only on a need-to-know basis. With regard to making up missed assignments, arrangements will be made according to the specific circumstances of the students involved, in consultation with the parents and the student's teachers.

Extended absences of twelve days or longer may be addressed by a temporary withdrawal of the student, if warranted by the nature of the extended absence. The administration, in consultation with the parents, reserves the right to determine the best plan of action with regard to any extended absence. A formal Return to School agreement must be on file with the administration before the student can resume classes. Any student returning to school after an extended absence must present written documentation with regard to the absence on the day of their return.

Unexcused Absences

A parent always has the right to keep their child out of school or to take them out during the school day. The school, however, has the right to determine if an absence is excused or unexcused. An unexcused absence is recorded when no acceptable reason can be given for the absence.

In the case of unexcused absences, tests and assignments that are due on the day of the absence become due on the day the student returns. Teachers have the discretion to record the grade as 60% of the actual earned grade for any assignments that are due on the day of the unexcused absence. Too many Unexcused Absence (UnEx) or Parent Reported Absences (PRA) will result in disciplinary penalties.

Excused Absence Types			
Description	**Code**	**Description**	**Code**
Confirmed Medical Absence	MD Form	With Administration or Counselor	Adm-coun
Athletic Absence	Ath	Non-Athletic School Competition	compete
Field Trip	FT	Court Summons	court
Retreat	Retreat	Youth Leadership Exchange	YLX
College Visit	CV	Quarantine for Illness	Quar
In-School Activity	ISA	Weather Excused Absence	WEA
Sick Room	SR	In-School Suspension	ISS
Admin Excused	AdmEx	In the REACH room	REACH

Unexcused Absence Types	
Description	**Code**
Parent Reported Absence	PRA
Unexcused Absence	UnEx
Out-of-School Suspension	OSS

Non-School Related Absences/Irregular Attendance

Parents of students with five unexcused absences in a period will be notified by administration. When students reach seven unexcused absences (UnEx, PRA) in a period in a given semester, parents will receive a letter of notification. This letter will state that the grace period for completing assignments, tests, and quizzes as outlined by our make-up work policy is at the discretion of the instructor. Teachers have the discretion to enter zeroes in the grade book until work has been made up.

After ten unexcused absences in a period, the parents, student and counselor must meet with the principal to discuss the nature of the absences and if a grade reduction is warranted. At this time student will also be put on an attendance contract signed by the teachers, counselor, parents, students, and administration.

After twelve unexcused absences in a period, the principal reserves the right to determine whether credit can be awarded. If a student has fifteen or more unexcused absences in any period in any given semester, the administration and parents will meet to discuss dropping the

student from that particular course unless appropriate medical information can be provided or a letter from the parent/guardian is received and approved by the school administration explaining the nature of the absences.

Chronic Absenteeism/Medical Truancy

The school understands that some students have medically complex diagnoses and needs. However, there is a limitation to how much support the school can provide in these situations. When a student reaches ten (10) excused absences, a meeting will be held with the administration to determine how to help the student successfully finish the semester. When a student reaches fifteen (15) excused absences, the family will be required to meet with the administration concerning continued enrollment status at the school.

Total Absences	Types of Absences that Count Toward this Number	Action
5	Unexcused, Parent Reported	Notify Parents
7	Unexcused, Parent Reported	Letter home, Academic impact
10	Unexcused, Parent Reported, MD Form	Admin/Parent Meeting, Contract
12	Unexcused, Parent Reported	Credit Discussion
15	Unexcused, Parent Reported	Withdrawal Discussion
15	Excused, MD Form	Strategy meeting with administration about how to best complete the semester and serve the student's needs

Return to School after an Absence

If an absence has been marked unexcused and the student has information that might change the absence to excused, it will be his or her responsibility to visit the Main Office sometime during the day to have it corrected. Students should always sign in at the front office when coming to school late or after an appointment. Likewise, students should always sign out at the front office anytime they are permitted to leave the school building.

Tardiness

Punctuality is an essential component of a responsible and respectful student. Any student who is not in their first hour scheduled class when the second bell rings is considered tardy and may only be admitted to class after first reporting to the Attendance Office to receive an admit slip. The Assistant Principal—Student Affairs will make the final determination as to whether or not a tardy is excused or unexcused.

The following table details procedures associated with excessive tardies.

Summary of Penalties for Excessive Tardies per Semester			
	Tardy #	**Type of Tardies**	**Penalty**
Per Class	4th	Unexcused	Earns one (1) unexcused absence in that class
	6th	Unexcused	Parent meeting, morning detention
	8th	Unexcused	Tardy Recovery Time
Cumulative (all classes combined)	4th	Unexcused or Parent Reported	Morning detention
	8th	Unexcused or Parent Reported	Tardy Recovery Time
	12th	Unexcused or Parent Reported	Parent meeting, contract

Part-Day Absence

If a student is to be absent from school for more than one class period of the school day, the student must complete an out-of-school form. A signed parent note may be required for a student to leave the building unless the parent/guardian comes into the building to check out the student.

The school retains the right to decide whether the explanation of absence will excuse the student from school. Please plan personal errands and appointments outside of school time. The attendance secretary issues a pass to leave the building and the student signs out in the main office when departing and signs in upon return. Students must never leave the campus without first reporting to the main office and obtaining permission. Students returning from a doctor or dentist appointment must return with a note from the doctor or dentist.

Effect of Absence on Activity Participation

Students must be in attendance for a minimum of three (3) consecutive periods during a day to participate in any school activity, athletic practice, or scheduled athletic event. Attendance is confirmed by the Athletic Director and/or coaches or sponsors.

Make-Up Work

The following tables summarize make-up work policies for the most common types of graded work. Teachers have the discretion to apply more flexible policies, but they may not employ more restrictive policies. Teachers also have the discretion to require that previously assigned work and/or previously announced quizzes/tests be turned in or taken up to 24 hours before an absence when an absence is anticipated. The curriculum coordinator will make decisions regarding situations that are not addressed below.

Teachers have the discretion to give an alternative version of an assignment, quiz, or test on the scheduled make-up day. In instances where the instructor may drop the lowest quiz or homework grade, the teacher has the option to not give a makeup quiz or test and enter the missed assignment as a dropped grade. Teachers also have the option to not give a makeup assignment and may exempt the student from completing the assignment.

Classwork/Homework/Project Make-Up Work Policies		
Submission Type	**Situation**	**Policy**
In-person submissions	Assignment is given in class and is due at the end of class. Student is absent in class that day.	Student has the number of days missed plus one to turn in the makeup work for full credit
	Assignment is given in class and is due at the beginning of the next class period. Student is absent during the class period that assignment was announced.	
	Assignment is given in class and is due the same day at a later time, such as by 2:50 pm. Student is absent in class that day.	
	Due in the future more than 24 hours later but less than 1 week later. Student is absent on the due date.	Work is due the day the student returns to class.
	Due a week or more in the future. Student is absent on the due date.	
Electronic submissions	Assignment is given in class and is due at the end of class. Student is absent in class that day.	Student has the number of days missed plus one to turn in the makeup work for full credit
	Assignment is given in class and is due at the beginning of the next class period. Student is absent during the class period that assignment was announced.	
	Assignment is given in class and is due the same day at a later time, such as by 2:50 pm. Student is absent in class that day.	
	Due in the future more than 24 hours later but less than 1 week later. Student absent the day of submission.	Work is still due on the due date.
	Due a week or more in the future. Student absent the day of submission.	

Standard Test/Quiz Makeup Policies		
Type	**Situation**	**Policy**
Unannounced/ Pop Quiz	No new information is covered during class prior to the pop quiz being administered.	Quiz taken the day student returns to class
	New information is covered during class prior to the pop quiz being administered.	Quiz taken the day after student returns to class
Announced Quiz/ Test	Student misses the day before the quiz/test but is present on quiz/ test day. No new objectives were covered during the missed day.	Quiz/test taken on announced day
	Student misses the day before the quiz/test but is present on quiz/ test day. New objectives were covered on the missed day.	Quiz/test taken the day after the announced day.
	Student misses quiz/test day	Quiz/test taken the day student returns to class.

Chapter 7: Physical and Mental Health

Illness at School

If a student becomes ill or is involved in an emergency situation where he/she must leave school, every attempt is made to contact parents for notification prior to dismissing the student. Only the Principal or Assistant Principals may give a student permission to leave the campus during class hours. If a student is too ill to attend class, he/she may spend up to one class period in the sick room. If the student is still too ill to go to class after this time, he/she will need to get parental permission to go home.

When a student has a fever of 100 degrees or more, we will contact a parent to take the child home. Anyone listed on a student's registration form is allowed to check a student out to go home. However, the emergency contact will only be called for a true emergency. Students should report to the office to make contact with parent/guardian. If the student is unable to drive home, it will be necessary for the parent to enter the building to sign the student out. Students may not drive themselves home unless a signed permission form is on file.

If a student experiences a medical situation at school and needs to go home, for safety reasons, students **must** check out with the office/administration prior to leaving campus. Parent phone calls received after the student has already left will not suffice and will be coded as a Parent Reported Absence.

Medication at School

For the safety of all our students, prescription medication on the BMCHS campus must be held in the medication safe in the Registrar's Office. Please note that the campus includes the parking lot as well as student lockers, backpacks, or other personal belongings.

Students with diabetes, severe asthma, and/or hyper-sensitive allergies are to keep medication for these illnesses with them.

Please notify the Registrar of any health conditions that your student has or if he/she takes any medications. This may be vital information in case of an emergency. If your student must take prescription medication during the day, we ask that the original bottle — which includes the doctor's name, type of medication, and prescribed dosage — be brought to the Registrar

before school. If during the school day, your student needs to take the medication, he/she must go to the Registrar and ask for the medication, at which time it will be dispensed only by authorized personnel. When the student no longer needs the medication, it must be picked up by the parent. Leftover medication will not be sent home with the student.

Over-the-Counter Medications

The school is **not** permitted to dispense any over-the-counter medications (aspirin, pain reducers, anti-inflammatory drugs, cough drops, etc.). If a student is taking any over-the-counter medication, they are to keep it with them.

Immunization Policy

Every new student enrolled in a Catholic school in the state of Oklahoma shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the forgoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma.

Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the current school year are accepted with their current immunization status.

Procedures for a Child Needing a Medical Exemption

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

Each exemption submitted to the Immunization Service is reviewed for validity and accuracy. If the exemption is determined to be invalid, the form or statement will be returned to the school along with a letter explaining the reason why the exemption is invalid. If the exemption is valid

the form is returned to the school marked with an approval stamp. The Immunization Service does not keep a copy of the exemption certificate.

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

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

Other Immunization Exemptions

Medical exemptions are the only type of immunization exemption that is accepted by BMCHS. Other exemptions such as religious and personal objections are prohibited.

Concussions

The Return to Learn and Return to Play protocols for students who have suffered concussions are located under Concussions in the Athletic Program section.

Health Impairments

Occasionally, students may experience a temporary health impairment that could affect their ability to fully participate in class, such as immobilized limbs due to injuries or surgeries. Appropriate accommodation plans can discussed by contacting the student's level counselor.

Counseling and Advisement Services

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

Students are also encouraged to visit with their counselor when they encounter social, emotional, or psychological distress. If a student's needs are beyond the scope of our counseling staff, the family will be encouraged to seek professional counseling services outside the school. Referrals are provided upon request and can also be accessed on the BMCHS website under Counselors.

Counseling Appointments

While limited walk-in appointments are available, it is recommended that students make appointments with counselors to discuss their needs. Making an appointment allows the counselor to prepare for the student's visit and to ensure that they will have plenty of time to address the student's needs. Appointments can be scheduled online by visiting the Counselors section of the school website. Walk-in appointment times will differ from counselor to counselor and will be posted on their office doors and on the website.

Mental Health Concerns

Student mental health and safety is a primary concern of the school. The school understands that students can experience mental health crises that impact their ability to function in a normal school setting. While the counseling department can provide a safe environment for students and parents to express their concerns, the school is not equipped to provide emergency or ongoing professional mental health services. In the instance where a student, or parent, advises the school of a mental health situation adversely affects the student's ability to function normally within the school setting the following actions will occur.

1. If a student states there is a mental health situation that is adversely impacting the school day parents will be called for a meeting with the school administration to discuss the situation and develop a plan to support the child. The plan can include the requirement of a mental health evaluation by a medical professional to return to school.

2. If a parent states there is a mental health situation that is adversely impacting the student in school, the student will be removed from class for a conversation with an appropriate faculty member (if they are in school). Based on that conversation, parents will be called for a meeting with the school administration to discuss the situation and develop a plan to support the child. The plan can include the requirement of a mental health evaluation by a medical professional to return to school.

3. If the student is not in school when the parent informs the school of a mental health situation a meeting with the school administration to discuss the situation and develop a plan to support the child. The plan can include the requirement of a mental health evaluation by a medical professional to return to school.

Sexual Identity Policy

According to foundational principles of the Catholic Church's teaching about human sexuality, BMCHS accepts the following definitions. "Sex" means the biological condition of being male or female as based upon physical differences present from conception. "Sexual identity" is a person's identity as male or female, harmonious with one's biological sex upon birth. (See Catechism of the Catholic Church #2333) Accordingly, BMCHS will interact with students, faculty and staff according to their sexual identity as male or female.

As a Catholic school, BMCHS understands that some students experience distress or dissonance between their self-perception and what they see as restrictive cultural norms or stereotypes. BMCHS seeks to help all students understand that their primary identity is a child of God (which is the source of their dignity) and that God creates each person as male or female with unique gifts and interests. In accord with the teaching of the Catholic Church, which teaches that the sexed body is a gift from God that should be cherished, BMCHS cannot support or facilitate a student rejecting his or her body by social transition (dressing and identifying as the opposite sex or as non-binary), medical transition (use of puberty blockers or cross sex hormones), or surgical transition (removal of sexual organs or of secondary sex characteristics, or surgeries designed to create secondary sex characteristics of the opposite sex). Because the process of a "gender transition" involves the rejection of the body as gift, the student who has begun to transition has chosen a path that is at odds with their integral human and God given body, since the mission and identity of the Catholic School is to share and develop this holy and holistic view of the human persons, students and parents who

profess or promote an alternate vision of the human person are choosing not to remain enrolled.

In accord with this sexual identity policy, school personnel will address students by the name with which the student is registered (or its common derivative) and pronouns correlating to the student's sexual identity based on biological sex observed at birth. All other policies at this school will reflect the teaching of the Catholic Church concerning sexual identity.

Suicide Prevention

BMCHS began suicide prevention education for all students in the fall of 2014. The training is conducted through the school's theology department and addresses signs, procedures and protocol for helping yourself or someone in need of assistance.

Chapter 8: Admissions and Enrollment

Non-Discrimination Policy

Bishop McGuinness Catholic High School does not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admissions policies, scholarship programs, athletic and other school-administered programs, or access to all rights, privileges, programs and activities general accorded or made available to students at our school. Our school reserves the rights and protections granted to it in the areas of admissions and employment practices by applicable laws and constitutional provisions to act in furtherance of its religious objectives.

Standard Admissions Policies

BMCHS is open to all students who have satisfactorily completed the eighth grade, have the ability to follow a predetermined course of study, and have demonstrated exemplary conduct. In the event of a waiting list, preference is given to: siblings of current students and recent graduates, children of alumni, Catholic students, and students coming from the Catholic and private feeder schools in the Oklahoma City community.

Admissions Timeline

All incoming students will be required to follow the admission process for BMCHS, which can be found on our website. All potential students will be reviewed by the Admissions Review Committee (ARC) prior to being admitted. After being admitted, counselors will enroll students in their appropriate courses of study. This process can take seven to fourteen days upon completion of all admissions requirements, including the STS test for 9th graders.

Course Placement/Scheduling

Initial course placements for new enrollees will be determined through a combination of results from the STS High School Placement Test (for incoming 9th graders) and additional subject area testing in math, English, science, and world language as required by BMCHS.

In cases where proficiency and benchmarks for specific subject area tests are not met, BMCHS will recommend an appropriate course level for the student. If the school's recommendation is

not accepted, a waiver must be signed by the parent and student. See more information about Course Waivers under the Academic Program section.

Transfer Student Policies

All transfer students must complete the transfer student application packet and provide all required documentation (transcript, test scores, birth certificate, and immunization records, and Individualized Education Plan (IEP), Individualized Service Plan (ISP), and/or Section 504 plan if applicable) before they will receive an interview with a member of our administration or counseling staff.

Students entering from a non-accredited school, including homeschool (accredited or non-accredited), may be required to take proficiency exams for course and grade placement. Credits from previous course work will be awarded at the discretion of administration, based on the state and school graduation requirements. Students who wish to transfer from another high school will not be accepted during the senior year unless the student is transferring from another Catholic high school.

International Students

BMCHS may accept international students for a one-year cultural experience or as a transfer student seeking a graduation diploma. Students must be either referred through BMCHS families or organizations specifically providing foreign exchange services. Cultural exchange students who are not on a graduation track are not eligible to participate in graduation ceremonies or receive a diploma. All transfer students from foreign countries or foreign exchange students will pay the foreign exchange student tuition rate and MUST carry or be covered by health care insurance.

Students who are in the F-1 category and are applying to BMCHS to graduate must follow transfer procedures, including the interview, recommendations and review of previous academic performance and drug testing. Students must be fluent in English and may be asked to take an English proficiency exam before being admitted.

International students must meet all graduation requirements for a BMCHS diploma including service hours. An I-20 will be issued only after the student is accepted and proper immigration and immunization documentation is submitted. Full tuition is due at the time of registration for both cultural exchange students and I-20 students. If a foreign exchange student withdraws

from BMCHS, there will be NO tuition refund. There will be an additional application fee for I-20 submission. All inquiries will be directed to the curriculum coordinator.

Chapter 9: Academic Program

Academics is the essential core of a BMCHS education. A structured course of study helps students grow in their faith, clarify personal goals, and provides 21st century skills necessary to pursue future endeavors successfully. With this in mind, an individual course of study is developed for each student at BMCHS based on God-given talents and virtues, academic policy of the school, and guidance from the school's professional staff. BMCHS is accredited by the State of Oklahoma, Cognia®, and the Archdiocese of Oklahoma City. BMCHS strives to meet and exceed all requirements outlined by the accrediting agencies.

Graduation Credits and Requirements

All graduates of BMCHS must earn a minimum of twenty-seven (27.0) credits. A full credit is awarded for successful completion of a two-semester course. In addition to academic requirements, students are required to complete a minimum of 90 hours of Christian Service.

Rising seniors who have completed 21.0 credit hours must take a minimum of six courses. An expansive and rigorous curriculum challenges students to meet their interests and achieve their individual academic potential. All 9th, 10th, and 11th grade students are required to take seven courses each semester. Only students who have fulfilled all graduation requirements are permitted to participate in the graduation ceremonies.

Transfer Credits

Credit eligibility for transfer students will be determined by administration.

Fine Arts Credit Extracurricular Options

Students can fulfill the fine arts graduation credit by fully participating in some extracurricular activities, such as taking on an acting or tech theatre role in the musical or the school play. Students participating in these activities will be enrolled in an extracurricular course in PowerSchool, and satisfactory participation will be included on transcripts. Students who do not complete the requirements for the activities will be removed from the course and no credit will be awarded. Satisfactory participation will be certified by the Fine Arts department coordinator. Each eligible activity will be awarded 0.5 credits per activity. Credits earned this way will not be figured into the GPA.

Physical Education Credit Extracurricular Options

Students can fulfill the physical education graduation credit by fully participating in competitive athletics (see "Athletics" for more information). Students participating in these sports will be enrolled in an extracurricular course in PowerSchool, and satisfactory participation will be included on transcripts. Students who do not complete the requirements for the sport (as determined by the head coach of the sport) will be removed from the course and no credit will be awarded. All sports will be awarded 0.5 credits per competitive season. Credits earned this way will not be figured into the GPA.

Graduation Requirements		
Credit Type	**Required Credits**	**Notes**
Theology	4	For transfer students, a total of 0.5 credits are required for each semester enrolled at BMCHS. For example, a student who transfers to BMCHS at the beginning of the second semester of their sophomore year will be required to complete a total of 2.5 theology credits. A transfer who enters in or after junior year requires a minimum of 2.0 theology credits.
English	4	One full-year course per year is required.
Math	4	One full-year math course is required each year. Students are required to have four consecutive years of credit over four years. At a minimum, all students must obtain credits in both Geometry and Algebra 2.
Science	3	Must include Biology and Chemistry.
Social Studies	3.5	Must include Oklahoma History, World History, US History, US Government, and Personal Finance
World Language	2	Students must complete two consecutive, full-year courses in a single world language. Requirement can be waived for students participating in REACH or in special circumstances at the discretion of the curriculum coordinator (see more under "REACH Program - World Language Waiver").
Fine Arts	1	Can be earned via normal course work or with certain extracurricular activities. See more under "Fine Arts Credit Extracurricular Options."
Physical Education and Health	1	Must include one semester of Health and Wellness, if entering in 9th grade, and one other half-credit option (see more under "Physical Education Extracurricular Options"). A maximum of two total credit hours from P.E. courses (such as Recreational Sports or Weight Lifting) or P.E. equivalents (such as athletics) will count toward graduation requirements.
Electives	4.5	Includes all other courses that are not designated to fulfill an above requirement. Elective courses cannot be taken for credit more than one time unless advised by academic advisors.

Testing Program

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

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

Year	Test
Freshman Year	PSAT 8/9 Terra Nova National Language Exams (if student is enrolled)
Sophomore Year	Reading and Math Test if required PSAT Pre-ACT National Language Exams (if student is enrolled)
Junior Year	Reading and Math Test if required PSAT National Language Exams (if student is enrolled) ACT (Students register themselves and take off-campus at designated testing sites)
Senior Year	Reading and Math Test if required National Language Exams (if student is enrolled) ACT (Students register themselves and take off-campus at designated testing sites)

ACT Test Requirement

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

Academic Program

The academic program at BMCHS is a college preparatory program that seeks to prepare students to become successful in post-high school endeavors. Courses of study are individually designed for each student, based on the aspirations, academic skills, work ethic, and maturity of the student. Data from the BMCHS testing program, along with teacher

recommendations, counselor recommendations, and consultations with parents and students also inform course placements.

Students are not necessarily placed in the same level in all subject areas. Placement in a particular level is based on teacher recommendation, student's aptitude, performance, and work ethic in the various disciplines. Where necessary, a student may be required to interview with a teacher in order to enroll in a course.

All courses at BMCHS are college-preparatory. Curriculum has been developed to be accessible to all students and provide instruction that meets the academic expectations of the graduates as they enter university. Critical thinking, problem solving, and skills needed to be a successful student are included in all curricula. Targeted instruction for enrichment is offered in certain math and English courses to give additional opportunities for growth in reading, writing and math literacy.

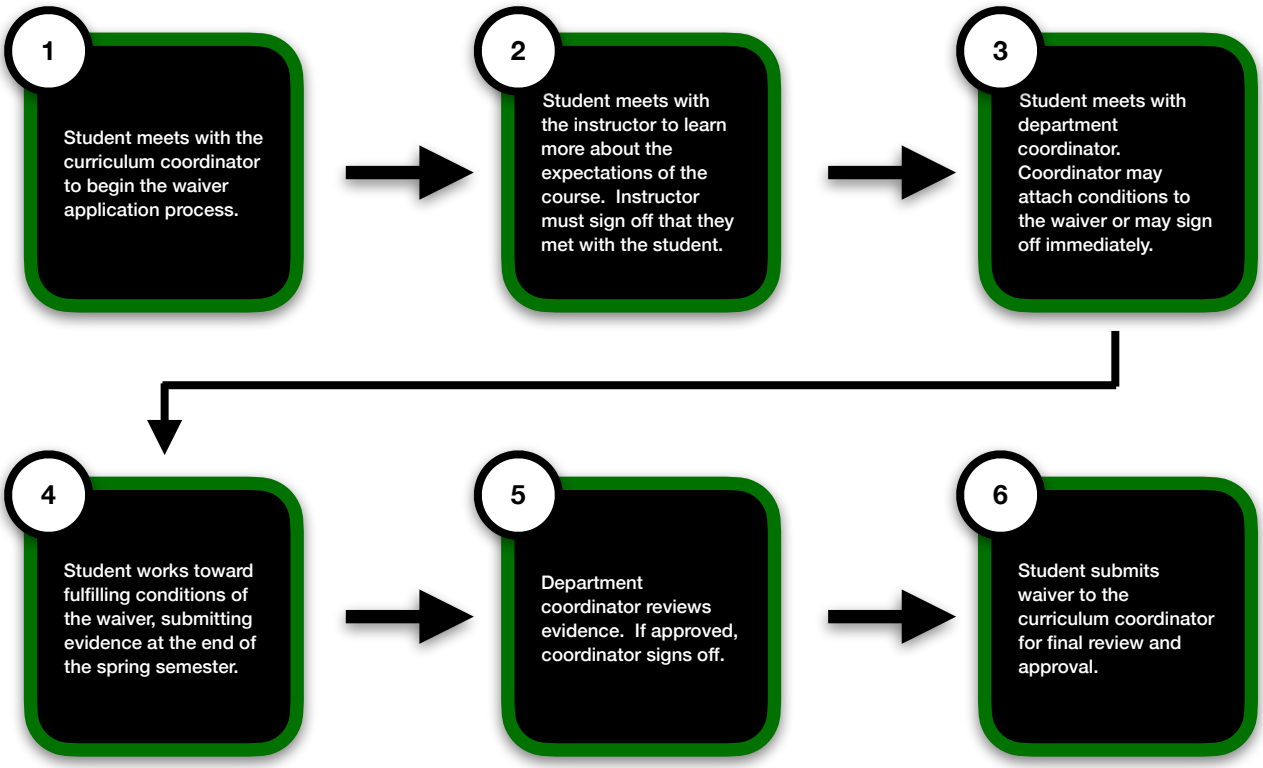
Course Enrollment Policies

Students enroll in courses at BMCHS through a process that begins each academic year and culminates in a student's schedule for the following school year. This process includes several major stages; in order for students to maximize their educational experience and be enrolled in as many of the courses as they desire, it is important that they understand this process and their responsibilities within it.

Major Stages of Course Enrollment	
In-class performance	During the academic year, teachers observe student performance in order to determine recommendations for course placement for the following school year.
Recommendations made to department chairs	In early spring, teachers recommend students for placement in the following year based on the current year's observations; department chairs have the final say on whether or not to accept the recommendation.
Recommendations shared with students	In early spring students will gain access to their recommendations. Parents and students will have a brief period to inquire about their recommended placement.
Registration	In mid to late spring students register for courses for the upcoming school year.
Scheduling	Over the summer, student schedules are created for the upcoming school year. Schedules are based on requirements being fulfilled by students, departmental recommendations, the number of sections available, and the periods of the school day in which the courses are available. Preference in scheduling particular courses is always given to what a student needs in order to be on track to graduate.

Course Waivers

Recommendations for class enrollment are based on test scores, student performance, work ethic, and teacher recommendations. Students who wish to take a higher level course but are not recommended for it can apply for a course waiver through the curriculum coordinator. The process for obtaining a course waiver is as follows:



Students will meet with the curriculum coordinator to begin the application process. They will then meet with the instructor of the course they wish to take to receive more information about the course. Department coordinators will review student requests and make a decision about whether to sign a waiver with or without conditions attached. The primary purpose of attaching conditions is to encourage students to engage with a challenging situation to achieve a goal that they desire. The secondary purpose is to ensure that students are setting themselves up for success in the future course by mastering necessary prerequisite skills.

In most cases, the student will then work toward fulfilling the conditions of the waiver for the remainder of the semester, submitting evidence to the department coordinator after spring finals. The department coordinator will review the evidence and either approve or deny the waiver. After a department coordinator agrees to sign a waiver, the waiver form needs to be

signed by the student and parents and returned to the curriculum coordinator for final review. If necessary, a parent conference will take place with the curriculum coordinator.

The waiver is a contract between the parents, student, and the school that stipulates that the student will complete the course at the requested level, regardless of performance, and that reassignments to a lower level will not be made after the standard add/drop period during the first week of school unless the drop is initiated by the instructor and approved by the curriculum coordinator.

Credit Gaps and Course Enrollment

Routine graduation credit checks are performed for all students once an academic year to check for credit deficits. A credit gap differs from a credit deficit in that a gap is caused by not enrolling in a required course, while a deficit is caused by failing a course.

If a credit gap is discovered, the student will forfeit an elective and will be enrolled in the missing course(s) for the next semester (for semester courses) or next academic year (for full-year courses). Credit gaps must be remedied through regular course enrollment and cannot be remedied through online courses or summer school.

Schedule Changes

In order to keep classes balanced and an optimal size for learning, schedule changes are done with a variety of considerations in mind. Returning students wishing to make changes to their initial requests, may contact their grade level counselor in person or by email to discuss and request changes prior to June 1. Any schedule change requests made after student schedules are released will abide by the following policies:

- Complete the digital schedule change form provided by your grade level counselor.
- Submit a completed course waiver or teacher approval (if necessary).
- Elective courses will not be changed. Core courses will not be changed to place students with a particular teacher, a friend group, or to accommodate a certain lunch schedule.
- No schedule changes will be made during the first three (3) days of class each semester. After the three days, students will have two (2) additional school days to request changes. No student-generated schedule changes will be made after the first five (5) days of class.

- Any student who makes a schedule change request during the two-day window will be responsible for paying a $30 schedule change fee.
- Seniors who have a full course load and want to drop a course for an off-hour must do so by the end of the first six-week grading period (T1).
- Only the senior counselor may change senior schedules.

Students who request to change from an AP course to an on-level course in August may do so only if there is available space in the on-level class, and are required to take any summer reading exams/turn in any summer assignments to the AP teacher before a transfer can be initiated. Students may suffer academic penalties if summer reading/assignments are not completed. Grades will be carried into the new class. If a student chooses to change to a different class after receiving their summer reading exam grade, they must understand that their grade follows them to the new class. Students who drop a course after deadlines may be subject to a withdrawal grade (W) on their transcript.

Special Courses of Study

BMCHS recognizes that many students have unique learning needs, and offers a variety of special academic programs to fulfill those needs. A brief description of each program follows, with longer descriptions to follow in their own subsections.

Special Courses of Study at BMCHS	
Program	**Description**
Advanced Placement®	College Board® program that allows students to engage with college curriculum and earn college credit while still in high school.
CLEP® Testing	A College Board® program that awards college credit to students who pass qualifying exams.
REACH Program	Offers support, guidance, and remedial tutelage to students diagnosed with educationally-impactful disabilities.
Accommodation Services	An academic support program designed for students with diagnosed, educationally-impactful learning differences or other qualifying health impairments.
Concurrent Enrollment in Summer	A state-supported program in which students may earn college credit by taking college courses on a college campus.
Rother Program	Offers students who would receive Tier 3 services in the public schools a certification that can be used to enter transitional services at a college or university.

Advanced Placement

Advanced Placement® (AP) is a nationally recognized college curriculum that offers our students the opportunity to do college work while still in high school. All AP designated courses are certified by College Board's yearly audit process as college level instruction. Students follow a prescribed rigorous curriculum, including summer reading assignments, to prepare them to make a qualifying grade of 3 or above on the AP exam given in May. Courses designated Pre-AP (prior to 2022-23) or Honors (after 2022-23) provide the academic foundation for students to achieve success in the Advanced Placement program.

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

Successful AP students are task oriented and proficient readers, who are able to prioritize their time and multiple commitments. Student should possess strong critical thinking, analytical and writing skills. All students enrolling in AP courses must meet prescribed prerequisites and have the recommendation of their instructors.

Students who want to enroll in an Honors or AP course and have not been recommended by their instructor must obtain a waiver from the curriculum coordinator. See subsection on "Course Waivers" for more information.

BMCHS employs an AP Student Coordinator to promote Advanced Placement® to all students and provide information over the AP program. The AP Student Coordinator is available during all lunches (except 7-4 days) to answer questions, help students liaise with CollegeBoard, offer assistance to parents, and to engage in community outreach regarding AP success.

Advanced Placement® Courses Offered at BMCHS			
	10th Grade	**11th Grade**	**12th Grade**
English		• AP English Language and Composition	• AP English Literature
Math		• AP Calculus AB	• AP Calculus AB • AP Calculus BC • AP Statistics
Social Studies	• AP World History	• AP US History • AP Psychology • AP Macroeconomics	• AP Government and Politics • AP Psychology • AP Macroeconomics
Science	• AP Computer Science Principles • AP Physics 1	• AP Biology • AP Chemistry • AP Physics 1 • AP Environmental Science • AP Computer Science Principles • AP Computer Science A	• AP Biology • AP Chemistry • AP Physics 1 • AP Physics C: Mechanics • AP Environmental Science • AP Computer Science Principles • AP Computer Science A
World Language	• AP Spanish Language and Culture • AP French Language and Culture • AP Latin	• AP Spanish Language and Culture • AP French Language and Culture • AP Latin	• AP Spanish Language and Culture • AP French Language and Culture • AP Latin
Fine Arts		• AP Art History	• AP Art History • AP Drawing • AP 2D Art and Design • AP 3D Art and Design

CLEP® Program

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

REACH Program - (Realizing Excellence - Achieving Competency in High School)

Description

The REACH program was established to offer support, guidance, and additional instruction to students diagnosed with learning differences. A team of instructors provide whole-group and one-on-one instruction in a classroom setting. All students attend general education classes during regularly scheduled periods, using the same textbooks and materials as their peers. Students are expected to complete on-level general education coursework with accommodations specific to their learning needs. Classroom teachers are notified of students' learning needs, while collaboration among students, general education teachers, parents, counselors, administrators, and REACH instructors ensures the development of valuable postsecondary skills.

Eligibility

Eligibility for REACH is determined based on current (within the past three years) psychoeducational testing through a qualified examiner that reflects intellectual ability, academic achievement, and a documented disability category recognized by the Individuals with Disabilities Education Act. As part of the application process, REACH candidates should submit contact information for two references from individuals who can speak to the student's character and work ethic, as well as their need for support in select areas. A determination of eligibility will be made pending an interview with the Student Accessibility Services Coordinator.

Relevant educational reports or records of diagnosis, where applicable, must be provided upon request.

Benefits

Students who participate in REACH receive the following benefits:

- An individualized student service plan tailored to address the unique learning needs identified in psychoeducational testing results, which provide reasonable accommodations that may be utilized by the student.
- Daily access to remedial instruction during the REACH class period.
- Regular participation in academic skill-building activities.
- Weekly progress monitoring and student/parent/teacher collaboration as needed.
- Additional access to REACH instructors for students seeking academic tutorials.

World Language Waiver

To facilitate student participation in REACH, one class per semester (either an elective or a World Language course) must be dropped to accommodate the REACH class period. Bishop McGuinness Catholic High School offers a world language waiver to students enrolled in the REACH program. It should be noted that two foreign language credits may be required for students seeking the Oklahoma's Promise scholarship, and they are highly recommended for students looking to meet NCAA Clearinghouse requirements. This waiver does not exempt students from taking a world language at the college level.

Accommodation Services

Accommodation Services is an academic support program designed for students with diagnosed, educationally-impactful learning differences or other qualifying health impairments. Students who participate in Accommodation Services receive the following benefits:

- A Student Accommodation Plan tailored to address the unique learning needs identified in psychoeducational testing or diagnostic results, which provide reasonable accommodations that may be utilized by the student.
- Academic support through monthly progress monitoring and student/parent/teacher collaboration as needed.
- Access to Accommodation Services instructors for students seeking academic tutorials.

Students who participate in Accommodation Services are expected to collaborate with teachers and members of the Accommodation Services instructional team, requesting access to the accommodations outlined in their Student Accommodation Plan as needed. Students are required to attend a minimum of one monthly meeting with the Student Accessibility Services Coordinator, and must utilize their testing accommodations consistently throughout the semester in order to qualify for final exam accommodations.

Student participation, self-advocacy, parent collaboration, and regular utilization of accommodations will be reviewed during the Spring semester of each academic year. Upon review, a determination for continuation or removal from Accommodation Services will be made by the Student Accessibility Services Coordinator.

REACH Transition to Accommodation Services

As the ultimate goal of REACH is to foster academic growth and independence, a review of student progress will be conducted during the Spring semester of each year. Student GPA, classroom performance, and participation in REACH instructional activities will be considered in determining appropriate placement for the following school year. Students who no longer meet REACH program requirements will have the opportunity to transition to Accommodation Services, as long as they demonstrate the need and desire to continue utilizing their academic support services and accommodations.

Concurrent Enrollment

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

The Oklahoma State Department of Education states, "A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours." The department also states, "For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work." Therefore, the total number of courses required by BMCHS would prevent a student from concurrent enrollment during the school year. Concurrent enrollment is a summer option for students at BMCHS.

The following BMCHS guidelines and policies apply to help navigate students to a successful concurrent enrollment experience:

- Only rising juniors and seniors are eligible.
- All Christian Service Hours must be current.
- Students cannot be in an active Disciplinary Agreement with administration.
- Students must meet the GPA and ACT/SAT admissions requirements of their selected college/university.
- Students may only enroll in college courses during the summer months.
- College course credits will NOT fulfill any BMCHS graduation requirements.
- College course credits and grades will NOT appear on a student's BMCHS transcript.
- Students are responsible for any and all tuition costs, books, and fees required by their selected college or university.

The student's grade level counselor and an administrator are required to sign the student's concurrent form before they can enroll. The counselor and administrator reserve the right to refuse to sign the form, should the student not meet the qualifications listed.

Grading System

Course curriculum pages serve as the benchmarks for content delivered in the classroom. Mastery of the objectives contained in the curriculum serve as a measure by which students are graded. Assessments are benchmarked to the curriculum. Students take a variety of formative and summative assessments to measure their learning. To ensure equity in assessment instructors use evaluative tools to continually develop reliable and valid methods of evaluation. The explanations that follow are general guidelines and should be viewed in light of each instructor's expectations and standards found in their course syllabus.

BMCHS Grading Scale		
Grade	**Percentage**	**Description**
A	90-100	Indicates an excellent quality of work that is consistently superior in effort and performance. This student consistently meets deadlines. Students who receive an "A" grade exhibit intellectual curiosity and demonstrate depth of knowledge. Written and oral communication skills are extremely strong. The student has fulfilled all requirements as described in the course syllabus.
B	80-89	Indicates a high quality of work and a good mastery of the subject. This grade reflects above average achievement and some intellectual inquisitiveness and initiative. The student expresses his/her thoughts well and has fulfilled most of the requirements as described in the course syllabus.
C	70-79	Indicates the quality of work and achievement is average, demonstrating satisfactory knowledge and application of the course material. Students should attend tutorial before exams to ensure knowledge of the material. Discipline, time management and communication skills should be reviewed. For college acceptance and success, a "C" grade is a minimal acceptable grade.
D	60-69	Indicates the student's work and achievement are below average in his/her grasp of the subject matter. A "D" grade may suggest a sporadic work ethic, missed or late homework, and/or low tests scores. Student organization skills, communication skills or responsibility dynamics may also need to be improved. Students with a "D" on their progress report should be attending tutorial on a regular basis. For general college admissions criteria, a "D" in a core subject suggests below average college admissions rates.
F	59 or Below	Indicates either the quality of work and/or achievement in the subject matter is too low to award credit. An "F" grade suggests missed or late homework, and/or low test or lab scores. Student organization skills, communication skills or responsibility dynamics also need to improve. Mandatory tutorial is required until a grade of "C" is achieved. For college admissions, an "F" on a transcript adversely affects the GPA and would require an explanation on a recommendation form.
I	Incomplete	If work is not completed within 10 working days after the last semester final exam or a plan is not in place to address the grade, the "I" becomes an "F". No seniors are eligible to receive an Incomplete in the second semester of their graduating year.

Grade Point Average (GPA) and Class Rank

Grade point average is a number that summarizes a student's academic achievements. The grade point average is derived from averaging letter grade number equivalents as outlined in the table below.

Basic and On-level Courses	Honors and AP Courses
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F =0

BMCHS does not use a class ranking system. In the event that class rank is required as part of the college admissions process, the senior counselor will communicate pertinent information directly to the college on behalf of the student.

Honor Roll Recognition

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

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

Gold Cord Achievement

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

Valedictorian and Salutatorian

The Valedictorian(s) is/are the graduating senior(s) with the highest weighted Grade Point Average (GPA). The Salutatorian has the second-highest GPA. If two valedictorians are named,

the student with the next-highest GPA will be named Salutatorian. If the top two students' final GPAs are within one-hundredth of a point, each student will be recognized as valedictorian.

To be considered for the Valedictorian or Salutatorian designation at graduation, students must meet the general graduation requirements set forth for all BMCHS students; in addition, they must meet the following requirements:

- Students who do not fulfill the requirements for graduation, as stipulated in the Graduation Credits and Requirements section of the BMCHS Handbook, will not be eligible for Valedictorian or Salutatorian at the end of their senior year.
- Eligible students must complete a combined total of twenty (20) Honors and AP-level courses available at BMCHS.
- 14.5 of the 20 Honors and AP-level courses must be from the 5 unit core (English, Math, Science, *Social Studies, World Languages). *.5 credits must include AP US Government.
- Third-year Yearbook and Newspaper will count toward the 20 total honors-level credits required for eligibility.
- Students must complete at least 28.0 credits to be eligible for Valedictorian or Salutatorian. Students will not be eligible for an off-hour their senior year, regardless of total credits earned.
- To be named Valedictorian or Salutatorian, the senior(s) must have been enrolled at BMCHS for at least six consecutive semesters.

PowerSchool/Access to Grades

The comprehensive PowerSchool student/parent portal is secure, easy-to-use, and allows access to current grades, teacher email addresses, student attendance, enrollment forms, and graduation progress checks. Information about how to setup an account is available from the PowerSchool administrator, Mr. Trevor Swink (tswink@bmchs.org).

BMCHS primarily uses the PowerSchool grading system to store and display grades. Grades are divided into three six-week reporting terms per semester and are calculated cumulatively for each semester — that is, T1 is an average of the first six weeks, T2 is an average of the first

12 weeks, T3 is an average of all 18 weeks of the first semester, excluding the first semester final exam. During the second semester, T4, T5, and T6 are calculated likewise.

PowerSchool term codes and their descriptions are included in the table below.

Code in PowerSchool	Description	Code in PowerSchool	Description
T1	1st six weeks term	T4	4th six weeks term
T2	2nd six weeks term	T5	5th six weeks term
T3	3rd six weeks term	T6	6th six weeks term
F1	1st semester final exam grade	F2	2nd semester final exam grade
S1	1st semester final grade (weighted average of T3 and F1, per course syllabus)	S2	2nd semester final grade (weighted average of T6 and F2, per course syllabus)

Semester grades are a weighted average of the term grades and the semester final. Each instructor determines how their semester grade will be weighted, with the semester final being weighted between 10-25% of the semester grade. See individual instructor syllabi for more information.

Grades are updated weekly, and teacher comments are added at the end of each six-week grading period. Teachers can also attach descriptions and comments to individual assignments. Grades and comments can be accessed in real time through the online portal. Hardcopy reports are only mailed at the end of the 1st and 2nd semesters. Each report reflects a student's semester grades and the teacher comments for the end of the semester.

If a student's tuition payment is not current or other financial obligations to the school are not reconciled, access to PowerSchool will be denied until all debts are settled.

OSSAA Grade Reporting

A weekly grade report will be generated through PowerSchool for coaches, teachers and the administration for students participating in OSSAA-sanctioned events and students participating in school and other designated extracurricular activities. The Oklahoma "No Pass, No Play" rule applies, and any failing grade for the second consecutive week results in the student being declared ineligible to participate until the next weekly grade report is submitted.

See Athletic Program section for more detailed information about eligibility and the "No Pass, No Play" rule. BMCHS also requires that all Christian service hours be up-to-date before a student can participate in athletics.

Credit Recovery Policies

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

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

For graduation purposes, a limit of four (4) online (semester) courses through an approved online provider (or public-school sessions) will be accepted for remediation of BMCHS core courses. Math and theology must be remediated at BMCHS. Math courses must be remediated during the summer.

Summer School

Any student who fails a semester course in math must follow the guidelines for remediation given by their level counselor. Students who successfully complete the prescribed course will receive a D on their transcript instead of an F. The D grade will count in the student's GPA.

Online Credit Recovery

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

recovery courses will receive transcript credit only for the courses completed with a passing grade. The final grade will not be calculated in the student's overall GPA.

Summer School Credit Policy

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

Academic Probation

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

Academic Support Programs

Tutorial

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

Math Studio

Math Studio provides enrichment in all levels of math to students identified through diagnostic testing. Students can request help through Math Studio by contacting their level counselor.

Assemblies

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

students are required to attend monthly All School Mass celebration. Full participation in Mass is expected. No food or drink is allowed in the gym or auditorium during assemblies.

Field Trips

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

Student Records

The permanent record of each student is kept on file in the Registrar's office and contains all academic grades, and all participation grades from extracurricular athletic and/or Fine Arts activities.

Release of Student Records to Non-Custodial Parents

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, BMCHS will provide the non- custodial parent with access to the academic records and other school related information regarding their student. If a court order specifies there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Transcripts

BMCHS processes transcript requests through the Parchment service. Information about registering for Parchment is sent to students from both the counseling office and the registrar's office each fall. Each student will need to register for their own account. Parchment has a release form embedded in their paperwork that allows students to set limitations on who is authorized to see their transcripts. For more information or clarification about this setting, please contact the registrar.

Transcripts can be sent via Parchment to an individual or to anyone's email address (the student included) and/or colleges/universities. Currently enrolled BMCHS students have 15 opportunities to send their transcripts from Parchment at no charge. If all 15 opportunities are exceeded, the cost is $7 per transcript for additional copies.

For students who are no longer enrolled at BMCHS, transcripts can be obtained in person for $5 each or via Parchment for $7 each. Please allow a minimum of one full business day for processing transcripts.

A graduate's transcript will include a record of all unexcused absences.

ACT, SAT, and AP Test Scores

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

Final Exams

The following policies apply to the administration of semester final exams:

- All academic core courses have a comprehensive final exam each semester.
- Final exams will count no less than 10% and no more than 25% of the final semester grade.
- No finals may be given before regular exam dates, with the exception of second semester AP course finals (see "2nd Semester AP Finals" policy below for more information).
- For extraordinary reasons, students may appeal to the curriculum coordinator to take one or more finals after the end of the semester. In the case of extended illness, final exams must be completed ten (10) school days from the last scheduled final.
- Students must take the exams during their scheduled times. For extenuating circumstances, parents may contact the curriculum coordinator.

Final Exam Procedures

Final exams are administered on a rotating schedule during the last three days of each semester. Students will be sent specific room assignments via email prior to the first day of exams, and schedules with room assignments will also be posted on hallway noticed boards throughout the school. Students are responsible for knowing when and where they should be for each exam.

Students will need to bring pencils, pens, and their own calculator (if required) for each exam. Proctors will not have extra pencils, pens, or calculators. Students must report to their testing area at 8:20 am for 8:30 am exams and at 10:05 am for 10:15 am exams.

Backpacks must be left in lockers or outside the testing area in an area designated by the proctor. No electronic devices, including smartwatches, are allowed in the testing area and should be secured in backpacks or lockers (except approved calculators for math and science exams). No food or drink is allowed in the testing area.

2nd Semester AP Course Finals

Due to the nature of Advanced Placement (AP) courses, the completion of core instruction takes place prior to the official date of the respective AP exam. AP teachers have the discretion to administer their final, weighted in accordance with the course syllabus, either at a date of their choosing prior to the official AP exam date, or on the regularly scheduled finals date in that subject area.

There are multiple reasons for this policy.

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

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

2nd Semester Senior Final Exams

Seniors who meet the following criteria may be exempt from 2nd semester final exams. Finals for semester-long courses must be taken.

- A minimum of 80% grade average in the course for the second semester with all assignments, papers, and/or projects completed. Teachers have the discretion to excuse certain assignments from this requirement.
- No more than five (5) unexcused (UnEx) and/or parent reported (PRA) absences during the second semester in any course. For example, if a student only has a combination of four unexcused or parent reported absences in English but six in Personal Finance, the student will still have to take the English final, in addition to all other full-year course finals. This does not include school-related absences or confirmed medical absences. All medical documentation must be received by the attendance secretary within two weeks of the absence in question. Every four (4) unexcused tardies equal one (1) unexcused absence for the class.
- Cannot be on either an academic or disciplinary probation or on an integrity contract.
- All service hours must be completed.

College Visits for Seniors - Effect on Senior 2nd Semester Final Exemptions

Seniors are allowed four (4) total college visit days during their Senior year, but only one (1) college visit day can be claimed during the T6 grading period. These four (4) days will be counted as school-related absences and WILL NOT be counted against the total absences for exemption from spring semester final exams if the following guidelines are met:

- The student must complete two copies of the college visit form prior to departure. One copy must be submitted to the senior counselor and the other copy must be submitted to the attendance secretary.
- Upon return from the college visit, the student must submit communication (a letter or email) from the college admissions/recruitment office verifying his/her visit to the senior counselor. If the senior counselor cannot confirm that the visit occurred, the student's attendance code will be changed from college visit (CV) to unexcused (UnEx) and/or parent reported (PRA).

Requirements for Participating in Graduation Ceremonies

It is imperative that students begin their senior year with all academic course requirements completed through their junior year. Failure to make up deficit credits during the summer, or to complete courses needed for graduation, will jeopardize a student's ability to graduate with his or her class. Students may not be enrolled for senior year if failed courses have not been remediated.

In order to participate in graduation ceremonies, which include the robing ceremony, baccalaureate, and graduation:

- All Seniors must have completed and submitted all late work, projects and/or required course assignments, including service hours, to the appropriate instructor for grading no later than 12:00 p.m. on the last day of class before senior final exams.
- No senior may take an incomplete grade in a course.
- Any final grades for online courses must be in the registrar's office by April 15th. Students who do not make this deadline will not be eligible to participate in graduation ceremonies.

Policies for Virtual Learning Days vs. Snow Days

BMCHS will sometimes make the decision to cancel in-person classes in order to keep students safe. During these events, students and parents will be notified via email, social media, and the Remind app whether the day(s) will be designated as either virtual learning or snow days (or equivalent non-virtual learning day).

BMCHS recognizes that virtual learning is not the same as being in a classroom with a teacher, however when circumstances arise it allows quality instruction to continue for the benefit of student learning. It is important that students not treat virtual learning days as "free days," as they can miss instruction that is vital to their continued success.

If the day is designated as a virtual learning day, the following policies apply:

- The regular 7-day rotation schedule will remain intact. For example, if Monday is a 7/2 day and Tuesday is declared a virtual learning day, then students will follow a 7/3 schedule on Tuesday and will not be given assignments for their normal third hour class.

- Teachers are required to post asynchronous assignments for the day to Google Classroom by the time determined by the administration for all classes.
- Teachers may post links to optional live Zoom tutorials, but cannot require students to join live instruction at a certain time.
- Teachers are encouraged to post assignments and can require that the assignments be turned in virtually by a certain time that day (no earlier than 3 pm and no later than 9 pm). Students are strongly encouraged to treat virtual learning days as a regular school day in terms of their sleep/wake schedule so as not to miss assignment deadlines which may negatively impact their grades.
- If a test is scheduled for a day that becomes a virtual learning day, teachers will send students information about when the test will be rescheduled.

If the day is designated as a Snow Day (or a non-virtual learning equivalent), the following policies apply:

- The next regularly scheduled 7-day rotation day will be postponed until we return to in-person learning or virtual learning. For example, if Monday is a 7/2 day, a snow day is declared for Tuesday, a virtual learning day is declared for Wednesday, and we return to in-person instruction Thursday, then Wednesday will be a 7/3 day and Thursday will be a 7/4 day.
- No new assignments will be posted on Google Classroom.
- Assignments that are assigned prior to the snow day and are due during the suspension of in-person classes can still be collected virtually on the original due date. For example, an online algebra assignment is posted on a Monday, to be due Wednesday at 3:00 pm. In-person classes get canceled on Wednesday due to snow and the day is declared a snow day rather than a virtual learning day. The algebra teacher can still require students to complete the online algebra assignment by Wednesday at 3:00 pm because it was assigned prior to the cancelation of in-person classes.
- If a test is scheduled for a day that becomes a snow day, teachers will send students information about when the test will be rescheduled.

Chapter 10: Digital Device Usage and Media Center Services

Computer Acceptable Use Policy

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

Educational Rationale

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

Responsibilities of User

With right of access to a resource comes the responsibility to use the resource both correctly and wisely. Digital devices allow access to material that may not have educational value within the context of the school setting. BMCHS expects students to properly use the Internet for educational purposes. On a global network such as the Internet, it is impossible to monitor and control the content of all available materials; therefore, any and all use of the network must be consistent with BMCHS's goals of education and research.

In addition to internal school regulations, there are federal and state laws that apply to such use. BMCHS firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility of users accidentally procuring material that is not consistent with the educational goals within our school. Therefore, BMCHS has installed a web-filtering product on its network to help limit users accidental exposure to inappropriate content.

Guidelines for Acceptable Use of the Internet

- Only students who have parental permission may use the school's computers or personal devices to access the Internet.
- Logins and passwords are provided for the individual while they are affiliated with BMCHS. Users are expected to protect and memorize their password and not share this information with peers.
- BMCHS network administrator and administration reserves the right to monitor and to search any user's school account and/or digital device connected to or previously used on the school network.
- BMCHS faculty and staff have the right to monitor student devices and accounts for inappropriate use.
- No user may represent himself/herself as another individual or entity in electronic communication.
- When interacting with the official BMCHS social media accounts, students should post responsibly to adhere to our Catholic values.
- No user will trespass in another's folders, work, or files.
- Student use of the BMCHS network is limited to school-related projects and inquiries. Use of games and non-educational programs is prohibited.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal law. The user is deemed responsible to see that this does not occur.
- Email accounts through the school's network will be restricted to safe, filtered, monitored, Children's Internet Protection Act (CIPA)-compliant accounts only.

- Any use of obscene/sexually explicit, profane, lewd, vulgar, rude, or threatening language or pictures through means of the Internet, email, or social media to harass, bully, offend, or any other use, is expressly forbidden.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secure resources, is forbidden.
- School use of the Internet for commercial or personal gains or profit is not allowed.
- Users will not move, repair, reconfigure, modify, or attach external devices to the systems, via wired or wireless connection, without the express permission of a staff member.
- Installation of freeware, shareware, or other software is prohibited for students.
- Any student attempt to circumvent the school's wireless filtering, such as creating a WiFi hotspot on a personal device is forbidden.
- iPads for BMCHS students in grade 9 will have additional restrictions unless parental consent is submitted in writing to the Instructional Technology Coordinator. Parents can also request that restrictions be applied to iPads of students in grades 10-12 by emailing the Instructional Technology Coordinator.
- A meeting with school administration is required before restrictions will be removed for students with Ds or Fs.
- The illegal downloading of copyrighted software for use on home and school computers is prohibited.
- All iPads must remain closed and in a carrying case while in restrooms, locker rooms or any dressing area, due to the integrated camera.
- Students are responsible for providing a school appropriate protective case for their iPad. Inappropriate cases will not be tolerated and will be confiscated.
- Students will ask permission prior to recording audio and taking photos/videos of classmates and/or staff members. If a student is found to have secretly recorded or have taken a picture of another person without their consent, disciplinary action will be taken.
- Additional rules and restrictions may be added at any time.

Digital Citizenship Curriculum

Technology is a powerful tool that has changed the way we work and how we communicate with each other. It is important that our students understand the appropriate use of technology and social networks they use every day, especially within the context of our school community. The education of students in all areas of user etiquette including appropriate online behavior, interacting with others on social networks, as well as cyberbullying awareness and response, are integrated throughout the curriculum as part of a Digital Citizenship program and Catholic social teachings. Each year during orientation, information regarding digital citizenship will be presented to all students.

Consequences for Policy Violations

All users are accountable for their actions and for the loss of privileges if the terms and conditions of acceptable use are violated. Consequences can include: restricted network access, loss of Internet use, loss of use of school computers, disciplinary or legal action, including but not limited to suspension, expulsion, termination, and/or criminal prosecution by the school or other involved parties under appropriate state and Federal laws.

Disclaimer

BMCHS makes no warranties of any kind, whether expressed or implied, for Internet service, network connectivity, and network or data storage. BMCHS will not be responsible for any damage suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the user's risk. BMCHS specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

iPad Responsibilities

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

Archdiocesan AI Policy

In fidelity to the Catholic Church's vision of human dignity and the moral use of technology, as articulated in Antiqua et Nova and the messages of Pope Leo XIV, Catholic schools shall adopt a prudential and ethical approach to the integration of artificial intelligence (AI). AI technologies must always serve to assist, not supplant, human intellect, moral reasoning, and interpersonal relationships.

All AI-related tools and content used in curriculum, instruction, communication, or operations must be:

- Aligned with Gospel values and the principles of Catholic social teaching,
- Transparent and accountable in their design and application,
- Supportive of human agency, critical thinking, and ethical formation,
- Regulated through proper oversight, that ensures the dignity, privacy, and safety of all members of the school community.

Catholic schools must remain vigilant against potential harms of AI—such as misinformation, depersonalized learning, and dependency—and must form students to become discerning, compassionate, and responsible users of technology. AI is to be used in service of the common good, always upholding the integral development of each student as a beloved child of God.

Use of Artificial Intelligence in Our School

At BMCHS, we value the responsible use of technology, including artificial intelligence (AI), in ways that support learning, communication, and human growth. We follow Church guidance to ensure that AI is used ethically, always putting people before machines. AI may help with instruction or tools, but it will never replace the relationships, moral formation, or personal effort that are central to our mission. Students will be taught to use AI responsibly—respecting others' work, thinking critically, and upholding Catholic values in the digital world. Together, we aim to form students who are wise, just, and faithful citizens in both real and virtual spaces.

BMCHS recognizes the possible uses of artificial intelligence tools in teaching and learning. BMCHS also wishes to encourage thought that is both critical and original. In order to attain a true reflection of a student's unassisted progress, the use of any form of artificial intelligence in

formative and summative assessments will be strictly prohibited, except if explicitly authorized by the teacher. Without permitted use and appropriate citation, any assessments that use AI may be considered plagiarism and subject to the disciplinary procedures for academic misconduct violations.

Student Rules for the Use of AI Tools

I agree to the following rules regarding the use of artificial intelligence tools in connection with schoolwork:

1. I will use AI in ways that support the purpose of the assignment and my personal growth.
2. I will use AI tools responsibly, avoiding content or actions that could cause emotional or reputational harm to myself or others.
3. I will not share personal, sensitive, or confidential information with AI tools, unless directed to do so in a secure, school-approved platform under teacher or counselor supervision.
4. I will only use AI tools for school assignments or assessments when given permission by a teacher.
5. I agree to use the designated AI tool(s) if my teacher or the school has recommended a specific AI tool.
6. I may use AI outside of class to support my understanding, but I will never use it to complete or submit work without approval from my teacher.
7. I will be honest about when and how I use AI in my schoolwork.
8. I will follow my teacher's directions on how to cite AI and will carefully check the content for accuracy and appropriateness if I use AI to assist with an assignment.
9. I will ask my teacher before using AI if I am unsure whether AI is allowed or appropriate for an assignment.
10. I understand that AI may provide inaccurate or biased results, and I will use it carefully and critically. I take full responsibility and ownership of all the work I turn in.

11. I will not use AI carelessly or without purpose. I understand that AI tools require significant energy and resources to operate, and I will use them thoughtfully, respecting both the task at hand and our responsibility to care for God's creation.
12. I understand that this policy may be updated as technology and school practices change, and I will follow any new guidelines shared with me by teachers or school leaders.
13. I will cite all usage of AI in my work.

Academic Integrity and AI Misuse

Misuse of AI in academic work is considered a violation of academic integrity and will be addressed by the school administration and faculty. School administration and faculty will decide on the consequences of AI misuse.

Each student will accept this policy annually as part of the acceptable use policy of the school.

Adaptive Rules

As AI technologies continue to evolve, so too will the school's guidelines. Collective adherence to these principles ensures that AI-powered tools are used in a manner that enriches the educational experience, fosters academic integrity, and respects the rights and dignity of all members of our community.

How to Cite AI in APA Style

In-Text Citation

When referencing AI-generated content, use the following format for in-text citations:

Parenthetical citation: (Company, Year)

Example: (OpenAI, 2023)

Narrative citation: Company (Year)

Example: OpenAI (2023)

Reference List Entry

Include a full citation in your reference list using this format: Company. (Year). AI Tool Name (Version) [Description]. URL

Example: OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/chat:contentReference[oaicite:36]{index=36}

It is important to note that AI-generated content is considered non-retrievable data, meaning others cannot access the exact same output. Therefore, it is recommended to describe the prompt used and, if necessary, include the AI-generated content in an appendix to provide context.

Use of Meta Glasses in School

The school has a responsibility to continually assess the risks and benefits of technology use by students.

Meta glasses, or any similar wearable technology, can execute voice-activated commands, allowing students to access information, applications, or external communication without the teacher's knowledge. This undermines classroom control and creates unfair advantages during assessments. Furthermore, these devices often contain always-on microphones and cameras, posing serious privacy concerns for students, staff, and visitors. Unauthorized recording or streaming of conversations, classes, or private moments can violate state and federal privacy laws. Meta glasses can discreetly capture photos and video, making it difficult for school staff to detect misuse, which presents a risk of inappropriate content sharing and potential cyberbullying or harassment. The hands-free, internet-enabled features of Meta glasses can be used to access or transmit test answers or educational content during quizzes, exams, or assignments, violating academic integrity policies. Finally, wearable technology can serve as a distraction, both for the wearer and for peers. Notifications, messages, or the mere presence of a high-tech device may interfere with student focus and classroom dynamics.

To ensure a safe, focused, and private learning environment for all students and staff, students are prohibited from wearing or using Meta glasses or any similar wearable technology on school property during school hours, including during instructional time, assessments, transitions, and extracurricular activities.

Library Media Center Policies

The library media center is the school's location for academic study, student collaboration, and research materials. Hours of operation are from 7:30 a.m. to 4:00 p.m. on regular school days. Both print and electronic materials are available. Each student is financially responsible when materials are not returned. Students must have a pass to access the library during class time. The library electronic devices are for school-related work only. The library does not allow use of games, personal email, inappropriate sites, and/or any other computer use not related to school. Recreational and personal use of the network is not permitted. The use of the devices on the BMCHS network is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.

Chapter 11: Christian Service Requirements and Campus Ministry

Christian Service Program

We are all called to be a "Person for Others." As part of our Catholic identity, students are called to reach out to the poor, vulnerable, suffering, and marginalized through sincere acts of charity.

Service Hour Requirement

Students are to complete a minimum of 90 hours of volunteer service as a graduation requirement. All required hours and hours counted toward Red Cord must be completed with a non-profit organization. All hours submitted must be volunteer hours for which the student has not received payment, is not a consequence of disciplinary actions, or for the completion of public/governmental programs. A list of all approved service organizations can be found on the school website, or by contacting the office of Campus Ministry.

A student attending all eight (8) semesters of high school at BMCHS would acquire the cumulative totals shown in the table below by the end of each school year. Students that enroll after the first semester freshman year will be "gifted" service hours to bring them current with the required hours for the semester. Gifted hours do not count towards Red Cord totals. If a student has verified hours from a previous school they would rather use, they may substitute these instead.

Grade	Total Number of Hours Required Each Year	Hours Required by the Beginning of 1st Semester Each Year to be Eligible for Extracurricular Activities	Hours Required by the Beginning of 2nd Semester Each Year to be Eligible for Extracurricular Activities	Cumulative Hours Required by the End of Each School Year
9th	10 hours	0 hours	5 hours	10 hours
10th	20 hours	10 hours	20 hours	30 hours
11th	30 hours	30 hours	45 hours	60 hours
12th	30 hours	60 hours	90 hours	90 hours

Service Hour Eligibility

As noted in the table above, students are expected to meet service hour minimum requirements throughout their career at BMCHS. Totals have to be met by the end of each semester to remain eligible for all extracurricular school activities. By the end the first semester of each school year, students have to complete all previous hour requirements and one-half of the current total for the school year. All remaining hours for the year are required to be completed by the end of the second semester. Seniors are required to have all hours submitted by the end of their first semester of senior year.

Our digital system allows administration, faculty, and coaches 24-hour access to the live service hour log. At the beginning of each semester, and regularly throughout the course of all extracurricular activities, student service hours will be reviewed. All students with insufficient hours will be considered ineligible for participation in all extracurricular school activities. At the beginning of each semester, a one-week probationary period will be given to all students below the minimum requirement. At the end of the probationary period, students still below the minimum requirement will be restricted from participation in extracurricular activities. Students may practice with their teams but are not allowed to compete. Once a student reaches the minimum requirement, the student may resume full participation.

Theology Course Grade

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

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

Service Hours Online Registration

All student service hours will be registered for credit using the MobileServe app or website on their devices. Students will have to enter their school-issued email, a valid parent email, and contact information for a site supervisor. Parents and family members will not be recognized as

valid site supervisors. Site supervisors need to be an authorized volunteer coordinator, or project coordinator recognized by the organization associated with the volunteer service. Students, parents, site supervisors, the Campus Ministry office, and our IT department will receive notification of every submission made to the school database.

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

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

If an honest error occurs, students are encouraged to contact the campus ministry office and make corrections. Students should contact the MobileServe help desk for any questions about their accounts, using the website/app, or accessing archived information.

- All service hours must be completed in person through a nonprofit organization.
- Hours may not be served for the home (cleaning up branches, helping grandparents with yard work, fostering a puppy, etc.)
- The maximum number of hours allowed for service at a nonprofit camp (where you are NOT paid) is 8 hours per day. Travel time is not included in service hours.
- If you would like to do prison ministry cards, you must first talk to Mrs. Ryan about what is acceptable and how to log the hours.

Summer Service Hours

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

Mission/Service Trips

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

School Service

School service is classified as team managers, stage productions, Ambassadors, Student Council, etc. While this is a valuable assistance to our community in a variety of ways, we encourage students to work with groups outside our community and reach out to others in need. As such, students must complete a minimum of 40 total hours in service outside the school community. Furthermore, a maximum of 100 hours in service to the school can be submitted for the Red Cord application.

Christian Service Awards

Red Cord of Distinguished Service

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

Verso l'Alto Service Award

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

Blessed Pier Giorgio Frassati Award

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

Class Retreats

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

Spiritual Development Opportunities

Spiritual development opportunities are a requirement for theology courses. See individual instructor syllabi for more information. Class retreats and attendance at all-school Masses are separate requirements and do not fulfill the spiritual development requirement for theology courses.

Mass Attendance

All students are required to attend monthly All School Mass celebration. As a member of the BMCHS community, required Mass attendance, as well as required Theology courses and other religious activities are critical components to spiritual development of all students regardless of their religious affiliation. Parents are strongly encouraged to review the yearly school calendar when setting doctor or other appointments for their student. If for any reason your student has to miss a monthly Mass Service, please contact one of our Assistant Principals 24 hours in advance. In the event a student has to miss Mass for any medical reason, a note from the doctor's office is required upon returning to school.

Full participation in Mass is expected. Therefore, students are not allowed to have digital devices during Mass, including phones, iPads, and personal listening devices such as AirPods or other bluetooth earbuds.

Kairos Retreats

Kairos retreats are a special opportunity for junior and senior students who wish to learn more about themselves, others, their relationship with God, and how to incorporate Him into their everyday lives. Girls Kairos retreats are typically offered once each semester, while Boys Kairos is typically offered once a year in January or February.

Chapter 12: Non-Athletic Extracurricular Activities

BMCHS is dedicated to developing the whole person. Providing a balance between physical, social, academic and most importantly, spiritual development rests at the root of our existence. Learning appropriate behavior, dignity and self-respect assists in developing responsible and capable adults ready to meet the daily challenges presented in our ever-evolving society. Participating in any activity outside the school day is typically an option and not a requirement. Those students choosing to participate do so fully understanding that they must follow the guidelines outlined by the school for that activity.

Administratively, it is our hope that all students will participate in as many outside of school hour activities as possible. It is through this participation that a student learns the social skills necessary to interact in society. Participation in these activities, however, is a privilege and not a right. Sponsors/coaches may have rules and expectations beyond those administered by the school as long as those requirements reflect the overall values established by the school. Students who do not have the required Christian Service hours for their grade completed by the end of each semester will not be eligible to participate in any extracurricular activities at the start of the next semester until the hours are completed.

School-Sponsored Dances

School-sponsored activities such as school dances are structured to give students an opportunity to develop and practice appropriate social skills in a fun and safe atmosphere. Whether as a group, individually, or with a traditional date, the school encourages students to take the opportunity to attend these dances.

The school has several dances in which a student may participate: the fall Homecoming Dance is open to all students, and the Christmas Dance in December is open to sophomores through seniors. Freshmen plan and invite other underclassmen to participate in the MORP dance during Olympics Week. The prom is a more formal affair restricted to juniors and seniors, and students are allowed to bring out-of-school dates. All parent consent forms and “out-of-school date forms” (if applicable) are to be signed and turned in at the time of buying the dance bid. All dances are subject to random drug testing.

In keeping with the Catholic Church's teachings on human sexuality, including its teaching in the Catechism of the Catholic Church #2357, advocating for, or expressing same-sex attractions, including same-sex couples at dances, is not permitted. If sexually suggestive or inappropriate behavior occurs, parents will be called, and the student(s) will be sent home.

Dance Requirements

Paperwork

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

Fees

Dance fees must be paid to the school-designated person on or before the required due date.

Appropriate Dress

Clothing worn to dances should be appropriate for the occasion, according to the standards of modesty that students are expected to maintain. Some dances will be theme or casual attire while others will require formal or semi-formal dress. The club or organization sponsoring the dance will always display samples of appropriate dress for the upcoming dance. Clothing intended to convey a gender identity at odds with a student's sexual identity is not permitted, and parents will be called and the student will be sent home to change. Any student choosing to dress inappropriately for a dance will not be admitted until appropriate clothing is obtained.

Types of Dancing

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

Safety Issues

Faculty chaperones, a minimum of one off-duty police officer, and Providence Canine Services will be present at every BMCHS sponsored dance. Like at school, personal belongings and automobiles (owned or rented) are subject to search.

All students are subject to random drug/alcohol testing before being admitted to a dance. Any student found under the influence or in possession of drugs or alcohol will be detained and released only to a parent or guardian. A meeting date and time will be set with the student and parent or guardian to determine appropriate consequences.

Outside Guests

Many of our dances are closed to outside guests; however, there are some dances where guests from other schools are allowed. The BMCHS student who invites the guest must complete the appropriate guest form and return it to the dance sponsor on or before the due date. It is the duty of the hosting student to take full responsibility for their guest while attending any school dance. Guests of BMCHS students are subject to the same rules and regulations that govern the student body during the school day or at school-sponsored events, both on and off campus.

Clubs and Activities

Clubs are established and governed by Student Council. Students wishing to incorporate a new club must follow procedures outlined by STUCO. Specific academic requirements exist for participation in various activities. Information regarding specific eligibility standards can be obtained from individual activity sponsors. Students who do not maintain passing grades and current service hours may be declared ineligible to participate in extracurricular activities.

For a list of extracurricular activities, see the school website.

Fundraisers

All Student Organization fundraisers must be approved by both the Student Council advisors and the Advancement Office. Student organizations should complete and submit the Student Fundraiser Application to either the Student Council advisor or the Advancement Office. The Student Organization must provide the name of the organization they are fundraising for, why they are fundraising for the organization, how the organization's mission relates to the BMCHS mission and purpose, when the fundraiser will be conducted, and who will be conducting the fundraiser. An application may be downloaded from the BMCHS website or picked up from a Student Council advisor. The application must be submitted in person at least two weeks prior to the start of the fundraiser.

Chapter 13: Athletic Program

Interscholastic Athletics

Athletic activities are an integral part of the BMCHS educational program, however participation is a privilege reserved only for students who meet eligibility standards. The value of athletics is in the striving for individual excellence through competition—with oneself as well as the opponent—and the sacrifice of oneself for the team. A wide variety of competitive athletic activities are available.

Sportsmanship

All students are encouraged to participate actively as team members, if possible, and/or as spectators. It is imperative that students, participants and other spectators conduct themselves in a positive manner at these activities. BMCHS takes great pride in winning, but does not condone winning at all costs and poor sportsmanship. Everyone who is a representative of BMCHS must exemplify good sportsmanship and mature behavior. All forms of support must be positive and directed toward generating enthusiasm for our program rather than detracting or tearing down the program of the opponent.

The National Federation for High Schools sportsmanship standards are:

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

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

Disqualification

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

Safety Considerations

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

- Obeying all safety rules.
- Reporting all physical problems to their coaches.
- Following training rules.
- Following proper conditioning programs.

- Inspecting their own equipment daily.
- Reporting possible dangerous facility conditions.

Supplemental Accident Insurance

When parents or legal guardians and students sign the proper forms for participation, they assume the risks that arise from participation on athletic teams. The school assumes neither responsibility nor liability obligations that result from injuries related to participating in the curricular or extracurricular programs at BMCHS. BMCHS carries supplemental accident insurance for students while at school or participating in school events. This is a supplemental plan and is not considered a primary policy. Benefits are limited. For further information contact the Athletic Director.

OSSAA Catastrophic Injury Policy

The Oklahoma Secondary School Activity Association carries a catastrophic injury policy that would take effect to help after a family's expenditures reach certain limits. If a family chooses not to use the school offered insurance program, then it is assumed that coverage is already available for the athlete(s) through other programs. Also, because of the possibility of injury, each athlete must have on file a medical sheet giving permission and/or instructions for treatment and information on who to contact if parents are not at the injury site and cannot be reached in case of an emergency. A student will not be allowed to participate without information on file indicating medical coverage for them.

Gender Identity Eligibility Policy

Students are only eligible to participate on our school's athletic teams in a manner consistent with their biological sex.

OSSAA Scholastic Eligibility

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

In order to participate, students must:

1. Maintain amateur status as an athlete.
2. Be passing the required courses at the time of participation.
3. Maintain eligibility relative to age and school district residency.
   - Students reaching their 19th birthday before September 1st will not be eligible for athletic competition.
   - For students entering the 9th grade, the rule states that a student living with their parent(s) or legal guardian will establish eligibility at a school when the student first participates in interscholastic athletics at the 9th grade level or above. The student must be a legal student and eligible in all respects. Simply stated, a student, living with their parent(s), who attends school on the first day of their 9th grade year, is eligible for all athletic activities at all levels – Freshman, JV, or Varsity.
   - In most cases, students entering any time after the beginning of school of their 9th grade year will be able to obtain eligibility for Freshmen or JV participation. However, depending upon each individual situation, they may or may not have immediate eligibility for Varsity competition. Contact should be made with the Athletic Director to determine eligibility. In certain cases, the OSSAA may require a hardship application to obtain varsity eligibility. The Athletic Director will assist a family in completing these forms.

No Pass, No Play Policy

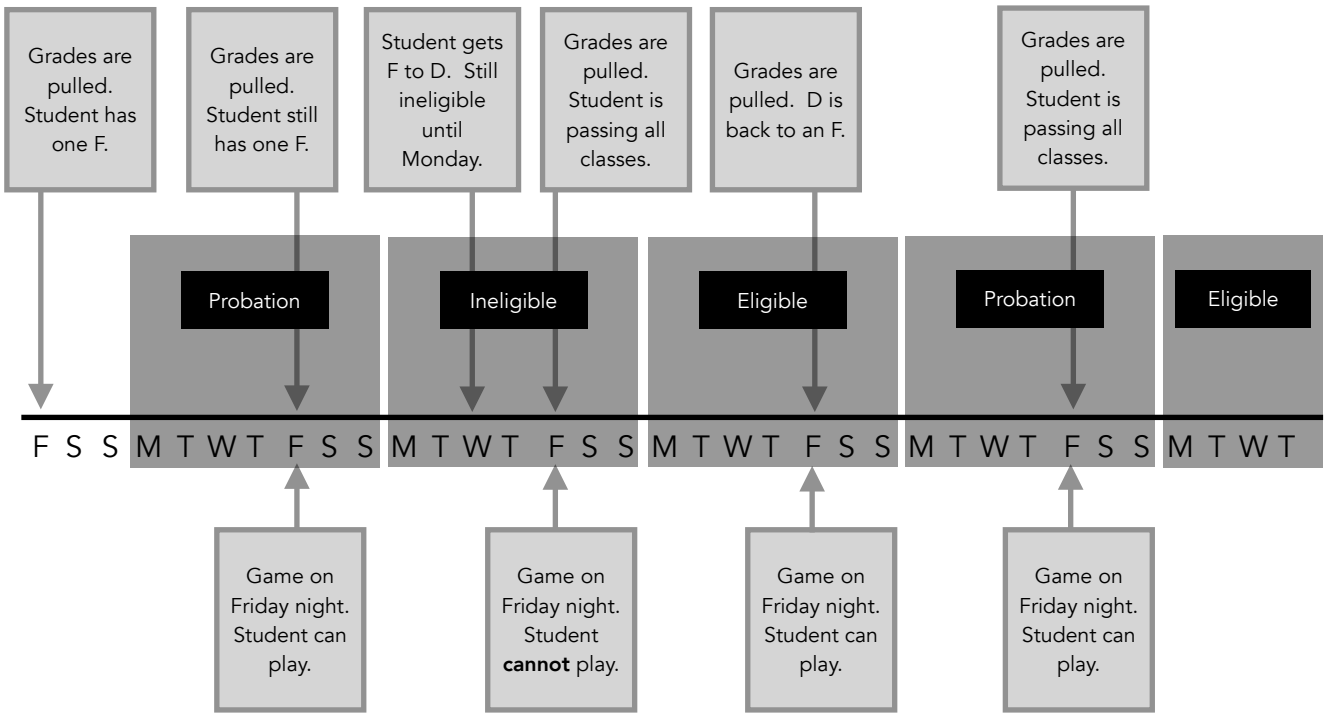
At BMCHS, eligibility is the responsibility of the student-athlete. A student will not be permitted to participate in athletic competition when failing academic course work (also known as the No Pass, No Play policy).

Student Eligibility During A Semester

Academic eligibility checks begin on the Friday of the third full week of school of each semester, and will be repeated each Friday until the end of the semester. In the case of school being out on a Friday for a scheduled break, grades will be pulled on the day prior to the start of the break. The athlete must be passing each individual class to maintain eligibility. Eligibility

can be regained by bringing all cumulative failing grades up to passing by the next weekly grade check.

Once grade checks begin, a student-athlete failing any subject(s) will be on probation for one week. During this time, the student may continue to practice and play in any scheduled event, but will become ineligible to participate in succeeding weeks if failure in the same course or any course is recorded during the next week's grade check. (A student may not be on probation two consecutive weeks). Once ineligibility occurs, the penalty begins on the Monday following the grade check that recorded the continuing or subsequent failure. Academic ineligibility continues until the following Sunday. (See diagram below for an example).



Academic ineligibility penalties apply only to competitions and not practices. The individual coach and academically ineligible student-athlete are to arrange a schedule for practice sessions which best serves the needs of the student-athlete to regain eligibility.

Effect of Semester Grades on Eligibility for the Next Semester

While academic eligibility is determined on a weekly basis, semester grades are considered separately for eligibility purposes for next semester. A student must have received a passing grade in five subjects that meet graduation requirements during the last semester in school. If

a student does not meet the this standard, participation may begin after the first six weeks of the next semester, if passing all subjects at that time.

Notification Procedure

All significant parties who might influence a student-athlete to improve will be notified in the event of an eligibility concern. This includes the student-athlete, teacher, coach, Athletic Director, and parents. The normal procedure for notification begins with the teacher notifying the student and reporting the failure at the proper time. The head coach for that sport is then made aware of the student's status by the Athletic Director. The assistant principals and counselors are given a list of failures for that week. The head coach or his/her designated assistant is to notify the parents or guardians before practice time on Monday.

Sometimes teams are gone from school on Friday and it may be Monday before parent notification can be accomplished. However, failure to notify does not postpone application of the penalties. The principal and Athletic Director are the only people able to make exceptions concerning student eligibility. The Athletic Director will inform the coach when the athlete has regained eligibility. Students will be encouraged to utilize the tutorial period during times of academic duress.

Other Factors Affecting Academic Eligibility

Students must be in attendance at least three (3) out of the six (6) periods in the school day to be eligible to participate that day. If a student drops a class after the first three weeks of the semester, he/she will be ineligible for a three-week period. A student regains eligibility at the end of the three-week period if he/she is passing all subjects. An exception is allowed for a student who is enrolled in an AP or honors level course and wishes to drop that course. A student dropping an AP or honors level course after the first three weeks of the semester may maintain eligibility provided that (i) the student had a passing grade in the AP or honors level course at the time of withdrawal; and (ii) the student enrolls in a non-AP or honors level course in the same subject.

Christian Service Eligibility

Ninety (90) Christian service hours are a graduation requirement and student-athletes are expected to remain current during their four (4) years at BMCHS. At the beginning of each semester, a one-week probationary period will be given to all students below the minimum requirement. At the end of the probationary period, students still below the minimum

requirement will be restricted from participation in extracurricular activities. Students may practice with their teams but are not allowed to compete. Once a student reaches the minimum requirement, the student may resume full participation immediately.

Drug and Alcohol Policy

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

Funding

The Athletic Department budget is funded through the general operating budget of BMCHS. Every effort is made by the department to cover expenditures. Funds are generated through tuition, gate admissions, tournament sponsorships, advertising, athletic physicals, and facility rental for grade school athletics. In addition, the athletic department sponsors the All-Sports Golf Tournament to increase funding for athletics.

Particular sports use special events when possible to generate additional funds. These funds are placed into a sport specific activity account and may be spent for student-athlete and team needs at the discretion of the Athletic Director and Head Coach directly responsible for these events. Donations can also be made to a particular sport through the Advancement Office, and a tax deductible receipt will be mailed to the donor. The Booster Club generates funds for the support of all teams through the sale of concessions, BMCHS clothing, other mementos and a portion of season tickets. Students are ordinarily responsible for the purchase of their own practice equipment. The Athletic Director, Advancement Director, and Principal must approve any and all fundraisers.

Transportation

BMCHS owns several vehicles used for extracurricular activities. Many student groups, other than athletics, make use of them during the school year. It is impossible to provide school transportation for all athletic teams at all times. Therefore, it is necessary to depend on the good nature and generosity of the coaches, parents, and sometimes the students to have enough vehicles to see that all participants arrive at the event site. It would be impossible to have a quality athletic program for our students without this help.

Due to liability concerns for the safety of all involved, it is necessary for students to have written permission on file, signed by the parent or legal guardian, in order to drive their own car, transport other students to an athletic event, or ride with another parent or student driver. The head coach is responsible for determining transportation arrangements and the selection of willing student-athlete drivers. Freshmen and sophomores are only permitted to drive to athletic events under special circumstances. Only with administrative approval are students allowed to drive to events outside the metropolitan area. If practices are located off school grounds (e.g. cross country, tennis, golf, etc.), student athletes and/or their parents or guardians are ordinarily responsible for transportation to practice sites at the designated time.

For scheduled competitions, the head coach will make necessary travel arrangements that will many times include parents and students (when necessary).

Liability Issues

- When students ride with a coach, with parents, or other students, the responsibility for insurance coverage falls to the owner of that particular vehicle. The school is aware of the driver's generosity in accepting liability for transportation in many cases.
- There are times when the students are requested to meet at the site of competition. These times fall under the same basic criteria as practice site transportation and the school assumes no liability for transportation arrangements made by parents and students.
- Parents must be cognizant that athletes need to be picked up from practice in a timely fashion or transportation home arranged with a car pool. Coaches should not have to wait an undue amount of time for athletes to be picked up.

Early Release

In the event that a team must miss school due to a scheduled athletic activity, it is the responsibility of the head coach to send a list of participating students to the teachers and attendance secretary 72 hours ahead of the event. In some situations, such as multi-day tournaments, it is not possible to notify teachers 72 hours in advance, but they will be notified as soon as playing times have been confirmed.

Although the head coach will notify teachers that students will be gone, it is always the responsibility of the student to make contact with their teachers prior to the anticipated

absence to find out what they will miss. For anticipated absences, teachers have the discretion to require previously assigned work be turned in and previously announced tests/quizzes be taken up to 24 hours early, even if the student has not spoken with the teacher (See Make-up Work Policies under Attendance section). Failure to contact the teacher does not excuse the student from class requirements/consequences.

Concussion Policy

The BMCHS administration recognizes concussions and head injuries may result from contact sports and can have serious consequences if not properly evaluated and treated. Therefore, consistent with state law, the school will inform and educate student-athletes and their parents/legal guardians of the nature and risk of concussions or head injuries, including dangers associated with continuing to play after a concussion or head injury through this policy and the distribution of associated informational sheets and forms.

On an annual basis, coaches and team officials shall undergo concussion training provided by the CDC, the NFHS, or a comparable program or resource. On an annual basis and prior to a student-athlete's participation in any athletic practices or competitions, a concussion and head injury information sheet will be made available to the participating athletes. This form is available on-line at the school website. The student-athlete and their parents/legal guardians must sign to verify they have read the information sheet and understand the content and warnings. The student-athlete may not practice or compete until the form has been returned.

After a student-athlete has sustained a concussion, he/she will enter into "Return to Learn" and "Return to Play" protocols.

Return to Learn Protocol

1. Student-athletes are given a 'baseline' study before their season.
2. If the BMCHS coaching personnel suspect that a student-athlete has sustained a concussion or head injury during practice or competition, the coach shall immediately remove the student- athlete from participation and direct the student-athlete to obtain a physical and mental status examination by a licensed healthcare provider. The licensed healthcare provider must be trained in the evaluation and management of concussions. BMCHS shall not be financially responsible for any healthcare bills associated with the examination.

3. If they do show concussion indications, the medical professional will notify the Athletic Director and/or Athletic Trainer.

4. The Athletic Trainer will then notify the level counselors, who will send a message to the student's teachers. Due to HIPAA privacy issues, only the student's current teachers will be notified.

5. The teachers should then make allowances for the student. These MAY include delaying testing, allowing the use of sunglasses in class, limiting requirements for iPad or computer use (Illuminated screens can cause additional irritation and prolonged concussion symptoms), re-positioning in class nearer to the teacher or any wall boards, etc.).

6. The BMCHS athletic trainer(s), as a designate of the team physician, will update the counselors about the student's necessary concussion accommodations level. The counselors will keep teachers informed until the student graduates from the need for accommodations, thus completing the Return to Learn protocol.

Return to Play Protocol

Student-athlete will undergo steps 1-3 above. Additionally, they will undergo steps 1-2 below before being allowed to return to the athletic activity.

1. After suffering a concussion, a student-athlete's physical and cognitive activities should be carefully managed and monitored by the licensed healthcare professional. Pursuant to Oklahoma Statute Section 24-155 of Title 70, any student-athlete removed from participation shall not be allowed to participate in practices or competition until he/she is evaluated by a licensed healthcare provider and received the provider's written release to return to participation, a copy of which shall be provided to the School.

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

Equipment Return

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

Athletic Forms

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

Physical Form

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

New Student Form

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

The OSSAA boundary map for BMCHS can be found on the BMCHS website under "Athletics."

Transportation and Equipment Form

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

Medical Emergency Information Card Form

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

Sudden Cardiac Arrest Acknowledgment Form

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

Hazing

The hazing or intimidation of any student or students joining clubs or teams is prohibited. (See Regulations for Student Conduct section for more information about the BMCHS hazing policy.)

Team Rules and Policies

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

Conditioning

The conditioning of athletes is in control of the coach in season. Summer conditioning should be shared by each of the athlete's coaches.

Multi-sport Athletes

During the school year, when a sport concludes its regular and post seasons the athlete is released to his/her next sport when all equipment is turned in. Students may participate in more than one sport per season with the consent of each coach and the athlete's parents. If an athlete quits an in-season sport, they may not be able to begin a new sport until the conclusion of the in-season sport's season.

Communication

A student's athletic experiences are enhanced through clear communication between coaches, athletes and parents.

Coaches will dispense the following information (usually at a pre-season meeting of parents):

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

Information coaches expect from parents include:

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

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

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

Some things are left to the discretion of the coach:

1. Strategy
2. Play Calling
3. Playing Time

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

1. Athletic Director
2. Principal
3. Superintendent

Prospective College Athletes

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

Athletic Letters of Intent

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

Chapter 14: Anti-Discrimination, Anti-Harrassment, and Anti-Retaliation Policy and Grievance Procedure

Policy and Grievance Procedure

This Policy and Grievance Procedure applies to all applicants for admission and employment, students, and employees. The Policy and Grievance Procedure will be disseminated to all such individuals, as well as parents and legal guardians of students.

Bishop McGuinness Catholic High School ("the School") is a Catholic faith-based community providing students with exceptional Christ-centered Catholic formation and education. Rooted in the Catholic understanding of the human person and her or his relationship with God and neighbor, the School fully embraces the teachings of the Catholic Church's Magisterium, and the School fully incorporates these into every aspect of the School, including but not limited to, its curriculum and co-curricular activities. The physical environment of the School has external signs of the Catholic tradition including images, symbols, icons, crucifixes in every classroom, liturgical celebrations, and other sacramental reminders of Catholic life. In short, every aspect of the School's life reminds students, parents, faculty and staff to intentionally consider the implications Catholic teaching has for their lives and for the formation and education of the School's students. This policy is not intended to conflict with any of the School's religious tenants or teachings of the Catholic Church. This specifically includes Catholic teachings on modesty, sanctity of life, sanctity of marriage, the theology of the body, sexual orientation, and gender identity. The School will defer to the appropriate Catholic faith leaders, including the local ordinary, and teachings in implementing this policy and nothing in this policy is intended to conflict with those teachings.

A. Prohibited Discrimination, Harassment, and Retaliation of Students, Employees, and Others

The School is committed to providing a school environment that is free from unlawful discrimination, harassment, and retaliation. The School strictly prohibits and does not tolerate any discrimination, harassment, or retaliation that is inconsistent with Catholic teaching on the basis of a person's race, color, national origin, disability, genetic information, sex, pregnancy, biological sex, age, military status, or any other protected classes recognized by applicable

federal, state, or local law in its programs and activities. The School further prohibits discrimination on the basis of sex in the recruitment and admission of students, in its education programs and activities, and in all employment-related decisions, including recruitment, application, hiring, promotion, termination, and other employment actions.

The following persons have been designated as Coordinators to handle inquiries or complaints regarding the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy:

Name: Ms. Courtney Gougler
Address: 801 NW 50th St., Oklahoma City, OK 73118
Telephone Number: 405-842-6638 ext. 225
Email address: cgougler@bmchs.org

Designated Coordinators will be responsible for:

a. Ensuring compliance with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations in a manner consistent with Catholic teaching.
b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment, and anti-retaliation laws and regulations, including the training areas listed above.
c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other School employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
e. Overseeing discrimination complaints.
f. Referring all sexual assault or harassment complaints to designated external third-party investigator for investigation.
g. Immediately informing the Archdiocese of Oklahoma City's Director of Catholic Education
   and Chancellor of all complaints of discrimination and keeping them informed of all developments in each case as well as final disposition of the case.
h. Identifying and addressing patterns and/or systemic problems and reporting such patterns
   or systemic problems to the Principal, with a carbon copy to the Archdiocese of

Oklahoma
City's Director of Catholic Education and Chancellor.

i. Reviewing all evidence in harassment or violence cases brought before the School's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
j. Ensuring that all investigations address whether students or employees other than the reporting student or employee may have been subjected to discrimination, harassment, or retaliation.
k. Informing the Archdiocese of Oklahoma City's Director of Catholic Education and Chancellor of all instances in which a reasonable person in the Coordinator's position determines that School employees with knowledge of allegations of discrimination, harassment, or retaliation failed to carry out their duties in responding to and reporting the allegations to the designated compliance coordinator.
l. Recommending changes to this policy and grievance procedure.
m. Performing other duties as assigned.
n. Removing oneself from the Compliance Team if a conflict of interest is discovered.

The designated Coordinators will not be assigned any additional job responsibilities that may create a conflict of interest with their Coordinator responsibilities.

The School is committed to keeping all faculty, staff, and employees safe and the School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure is intended to be a guideline for an appropriate process in accomplishing that goal. The School's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure is expressly not incorporated into any tuition, employment, or other contract and does not confer any statutory, common law, or contractual rights. The School reserves the right to amend the Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy and Grievance Procedure.

1. Anti-Harassment

Harassment is a form of discrimination, and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, disability, age, sex, or other protected category, that is objectively sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- Conduct that is objectively sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- Requiring an individual to endure the objectively offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the School, whether those programs take place in School facilities, on a school bus, at a class or training program sponsored by the School at another location, or elsewhere. Programs and activities include all locations, events, or circumstances where the School exercises control over the individuals involved and the context of any alleged misconduct. The School's education programs and activities further include buildings or other locations that are part of the School's operations, including remote learning platforms, and off-campus settings if the School has substantial control over the individuals involved (e.g., a school field trip to a museum).

The following are examples of behavior that may constitute harassment:

a. Ongoing name-calling
b. Ongoing teasing or taunting
c. Ongoing insults, slurs, epithets, or derogatory names or remarks
d. Demeaning or inappropriate jokes
e. Inappropriate gestures
f. Graffiti or inappropriate written or electronic material
g. Visual displays, such as cartoons, posters, or electronic images
h. Threats or intimidating or hostile conduct
i. Physical acts of aggression, assault, or violence
j. Sexual advances, requests for sexual favors, or sexual jokes
k. Offensive or obscene material
l. Criminal offenses

This list is illustrative only, and not exhaustive. Harassment includes inappropriate conduct based upon any legally protected status. Harassment has no place at the School. It is expected that employees and students will treat one another with mutual respect and dignity. It is the

responsibility of every student and employee to conduct themselves in a manner consistent with the School's policies, and to create an atmosphere free of discrimination and harassment.

Sexual harassment is also against the policy of the School. The School strictly prohibits any discrimination, harassment, or retaliation based upon an individual's sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex), as well as any unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature, when:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of an individual's employment, grades, academic status, or participation in the School's programs or activities;
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment or academic decisions affecting such individual, including the provision of an aid, benefit, or service;
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, access to School programs or activities, or creates an intimidating, hostile, or offensive environment for the individual or others; or
- The conduct constitutes sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Please see Appendix A for additional detail on the definitions of sexual misconduct covered by this Policy.

The following are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions
b. Intentional indecent exposure in any form
c. Requests or pressure for sexual favors
d. Unwelcome comments about an individual's body, sexual activity, or sexual attractiveness

e. Physical contact or touching of a sexual nature, including touching intimate body parts and
inappropriate patting, pinching, rubbing, or brushing against another's body
f. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as
rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol
g. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.
h. Sex-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving the conduct of a sexual nature
i. Sexual harassment, sexual assault, stalking, dating violence, and domestic violence
j. Strangulation

This list is illustrative only, and not exhaustive.

2. Anti-Retaliation

The School prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for the purpose of interfering with any rights under this Policy, including the right to oppose discrimination (including harassment), or for participating in the School's discrimination complaint process, making a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing related to such conduct. Retaliation is a form of discrimination. Reports made in good faith will not result in any discipline.

The School will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim, including the reporting individual. These steps will include but are not limited to: notifying students, employees, and others that they are protected from retaliation, ensuring that all involved individuals know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the School will take prompt and appropriate responsive action, including disciplinary action up to and including expulsion or termination, if applicable.

B. Grievance Procedures

These Grievance Procedures are intended to provide for the prompt and equitable resolution of all student and employee complaints alleging any action that is prohibited by the School's Anti- Discrimination, Anti-Harassment, and Anti-Retaliation Policy.

Complaint

If you believe you are a victim of any conduct that is prohibited by this Policy, or if you believe this Policy has been violated in any way, you should immediately report it pursuant to this Policy and the School's Grievance Procedures. You can help the School prevent and correct alleged misconduct. Reports should be made to the School's designated Coordinator. Complaints should be made in writing, when possible. The complaint can be made to the Coordinator in person, by mail, or by electronic mail. Your complaint should be as detailed as possible, including the names of individual(s) involved, any witnesses, dates, times, and locations of all incidents, and a factual description of the incident(s).

As a condition of employment with the School, all School personnel and employees must immediately report alleged violations of this Policy, complaints or reports of violations of this policy, and all incidents of alleged discrimination to the School's designated Coordinator, even if doing so may result in duplicative efforts. All employees of the School are charged with this obligation. Failure of personnel/employees to abide by this requirement will result in disciplinary action, up to and including termination.

If the school has notice about possible discrimination, harassment, or retaliation, including violence, and any conduct that would violate this Policy, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred (see the School's "Grievance Procedures"), and take appropriate interim measures, as necessary. The School may receive notice through an oral report, written report, personal observation by an employee, anonymous report, or other means. If the School determines that unlawful harassment occurred, the School will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, as appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the School will follow this Policy and Grievance Procedure.

Supportive Measures

The Coordinator may determine that supportive measures should be provided to the complainant, and if so, the Coordinator will promptly contact the complainant to discuss the availability of such supportive measures and consider the complainant's wishes. Interim measures may also be appropriate for the respondent. For example, the Coordinator may determine that the respondent should (i) be removed on an emergency basis from education programs and activities based on a safety and risk analysis, or (ii) be placed on administrative leave during the pendency of the investigation and grievance process. Supportive measures are designed to: preserve access to the School's programs and activities; protect the safety of all parties; and deter further misconduct. Such supportive measures may include counseling, schedule adjustments, extensions of deadlines, escort services or additional supervision, no-contact orders, leaves of absence, and other similar measures. The implementation of supportive measures will remain confidential to the extent possible. The Coordinator is responsible for the effective implementation of supportive measures, and may implement such measures where no formal complaint has been submitted to the School, or where the complainant does not wish to pursue to grievance process, if the circumstances warrant.

Parents and Guardians

Consistent with applicable state and local law, a student's parent or guardian will be permitted to exercise the rights granted to their child under this School's policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process. A student's parent or guardian will also be permitted to accompany the student to meetings, interviews, and hearings, if applicable, during the grievance process in order to exercise rights on behalf of the student.

Notice of Receipt of Complaint

Once the School receives notice that discrimination, harassment, retaliation, or other misconduct under this Policy has occurred, the School will respond promptly and effectively. Upon receipt or submission of a written complaint, the Coordinator will provide written notice to the known parties of the following:

a. the School's Grievance Procedures;
b. the allegations constituting a potential violation of these Policies, including details of the identities of the parties, the alleged incident(s), and dates and locations of the alleged incident(s), if known;

c. the fact that the respondent is presumed not responsible for the allegations until a determination is made at the conclusion of the grievance process;
d. the fact that a determination regarding responsibility will be made at the conclusion of the grievance process;
e. that the parties have the right to an advisor of their choice present at any meeting or proceeding, who may be, but is not required to be, an attorney; and
f. the parties' opportunity to request inspection and review of evidence obtained as part of the investigation.

During the course of the investigation, should the Coordinator discover allegations that were not included in the initial notice to the parties, the Coordinator may decide to investigate such allegations. If the Coordinator determines that additional allegations require investigation, the Coordinator will provide written notice of the additional allegations to the parties, if and when known.

Dismissal of Complaint

If at any time during the investigation it is determined that no violation of this Policy or no unlawful discrimination, harassment, or retaliation has occurred, the School will dismiss the complaint or any allegations in the complaint. However, it is possible that the alleged conduct may constitute a violation of other School policies, including the School's code of conduct, and as such may be further investigated under those policies. A complaint may also be dismissed if: (i) the complainant notifies the Coordinator in writing that he or she wishes to withdraw the complaint or any allegations therein; (ii) the respondent is no longer enrolled in or employed by the School; or (iii) specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The School may nevertheless investigate if the Coordinator determines it is necessary in light of a health or safety concern. If a complainant refuses to participate in the investigation after making a complaint, it may result in a dismissal of the complaint. However, the School may proceed with an investigation as the circumstances may allow.

Investigation

Once the School receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the School will conduct a prompt, thorough, and impartial investigation to determine whether unlawful conduct occurred. Throughout the investigation process, the School will undertake an

objective evaluation of all relevant evidence, treat the parties equitably, ensure that investigators and decision makers are free from conflicts of interest or bias, and work through the grievance process with reasonably prompt time frames. The Coordinator will conduct the investigation unless the Coordinator or the School determines that an outside, third-party should conduct the investigation. If necessary, the School will take immediate, interim action to provide Supportive Measures and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The Complainant will be notified of his or her options to avoid contact with the Respondent, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the School's investigation. The School will minimize any burden on the Complainant when taking interim measures to protect the Complainant.

The investigation may include gathering physical, electronic, and other evidence, and interviewing witnesses and parties. Individuals who are evasive, obstructionist, or who do not fully cooperate in the investigative process may be subject to disciplinary action, up to and including expulsion or termination. The parties will receive advance notice before they are interviewed for investigative purposes.

The parties may elect to have an advisor of their choice for purposes of the investigation and grievance proceedings. Advisors are welcome to attend meetings, interviews, and any grievance proceedings, but are not permitted to speak in place of the parties. The role of the advisor is narrow in scope: the advisor may attend any interview or meeting connected with the grievance process that the party whom they are advising is invited to attend, but the advisor may not actively participate or intervene in interviews or meetings and may not serve as a proxy for the party. In addition, while advisors may provide guidance and assistance throughout the investigation and grievance process, all written submissions must be authored by the student or employee.

The School will investigate all complaints received, even if an outside entity or law enforcement agency is also investigating a complaint involving the same facts and allegations. The School will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this Grievance Procedure. If the allegation(s) involve possible criminal conduct, the Coordinator will notify the complainant of his or her right to file a criminal complaint. No School employee shall dissuade the complainant from filing a criminal complaint either during or after the School's investigation.

The School will attempt to complete its investigation within thirty (30) school days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses, witnesses refusal to cooperate, additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance Coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the timeframe to complete the investigation will be extended as needed, keeping in mind the goal of prompt and effective resolution. Periodic status updates will be given to the parties, if necessary.

Informal Resolution

When a formal complaint has been filed, at any time during the investigation and grievance proceeding and prior to a determination regarding responsibility, the parties may agree to resolve the matter informally. The Coordinator or the School may facilitate an informal resolution process, subject to obtaining the parties' voluntary, written consent. In addition, although the parties may not contact one another for purposes of direct mediation, they may communicate through their advisors or through the Coordinator for purposes of reaching an informal resolution.

Informal resolution is not permitted in a situation where an employee is alleged to have sexually harassed a student or where and employee or student is alleged to have sexually assaulted another person.

If the parties consent to an informal resolution process, it will be facilitated through the Coordinator or an outside, third-party, free from conflicts of interest and bias. Each party will receive written notice prior to the informal proceeding, disclosing: (A) the allegations; and (B) the requirements of the informal resolution process. Informal resolution may involve pursuit of individual or community remedies, supported direct conversations, mediation, indirect action by the facilitator of the informal process, or other forms of resolution tailored to the needs of the parties. Informal resolution may also be used to reached agreed upon disciplinary sanctions.

If a resolution satisfactory to the parties is reached, through an informal resolution proceeding or otherwise, the Coordinator will prepare a written document indicating the resolution of the matter, to be signed by both parties, and the investigation and/or proceeding will then be closed. The written document indicating resolution will be maintained by the School as a confidential record.

Preliminary Review Prior to Investigative Report

Prior to completion of the investigative report, the School will send to each party and the party's advisor, if any, all evidence subject to inspection and review in an electronic format or a hard copy for review. The parties will have ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The designated compliance Coordinator (or designated investigator) will complete an Investigative Report, which will fairly summarize all relevant evidence gathered during the investigation. If someone other than the designated compliance Coordinator conducted the investigation, the compliance Coordinator will review, approve, and sign the Investigative Report.

The Report will be sent to each party and the party's advisors, if any, for the party's review and written response. The parties will also be entitled to submit written, relevant questions that the party wants asked of any party or witness prior to any determination regarding responsibility, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The response to the Investigative Report and written questions, if any, must be sent to the Coordinator or designated investigator within ten (10) calendar days of the party's receipt of the Investigative Report.

The compliance Coordinator (or designated investigator) will have discretion on which additional information to provide and to determine which questions may be relevant and appropriate.

The School will maintain relevant evidence obtained during the investigation, including the Investigative Report, and any witness statements, interview summaries, and any transcripts or audio recordings pertaining to the investigation as required by any applicable law.

Determination Regarding Responsibility

The School will utilize a "preponderance of the evidence" standard when determining whether any violation of this Policy occurred. The decision-maker, who will not be the same person as the Coordinator or the investigator, will issue a written determination regarding responsibility (the "Determination"). The written Determination will include:

a. identification of the allegations potentially constituting a violation of this Policy;
b. a description of the procedural steps taken from the receipt of the allegations or complaint
throughout the entire investigation and grievance process;
c. findings of fact supporting the Determination;
d. conclusions regarding the application of the School's Policy or code of conduct;
e. a statement of and rationale for the result as to each allegation, including a determination
regarding responsibility, any disciplinary sanctions to be imposed, and whether any remedies designed to restore or preserve equal access to the School's education program or activity will be provided; and
f. the procedures and permissible bases for appeal.

The Determination will be provided to the parties at the same time. The Determination becomes final the date on which an appeal would no longer be considered timely, or upon the conclusion of an appeal with the issuance of the Decision on Appeal.

The Coordinator will be responsible for implementing any remedies set forth in the Determination.

Appeals

Both parties are entitled to appeal the Determination, including any sanctions, or the School's dismissal of a formal complaint or any allegation therein. Appeals must be made within ten (10) School days after the party receives the Determination or the dismissal.

The grounds for appeal are as follows:

a. Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the School's own procedures);

b. New evidence that was not reasonably available at the time the Determination regarding responsibility or dismissal was made that would affect the outcome of the matter; or

c. The Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or
against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of an appeal stays any sanctions for the pendency of the appeal. Supportive measures, including remote learning opportunities, remain available during the pendency of the appeal. If a party appeals a Determination, the School will notify the other party in writing of the appeal as soon as is practicable; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. The non-appealing party may submit a written response to the appeal within five (5) school days after receiving notice of the appeal. Appeals will be decided by the Appeals Team, who will be free of conflicts of interest and bias, and who have not and will not serve as investigator, Coordinator, or decision-maker in the same matter.

The Appeals Team will review the appeal, any written response thereto, all evidence gathered during the investigation, investigative documentation, and the Determination, and will conduct additional investigation, if necessary, at the Appeals Team's sole discretion. The Appeals Team will then issue a written Decision on Appeal within thirty (30) school days after receiving the appeal. The Decision on Appeal will describe the result of the appeal and the rationale for the result, and shall be sent to all parties at the same time. The Decision on Appeal is final. (If a member of the Appeals Team is the subject of the complaint or is involved in the investigation, a new member will be appointed.)

Sanctions and Remedies

Sanctions are imposed against the wrongdoer/harasser in an effort to stop and/or correct his/her conduct, prevent any recurrence of misconduct, deter any future misconduct, and remedy the effects of the misconduct.

Sanctions may include, but are not limited to: any level of disciplinary action, such as a verbal warning, written warning, suspension, administrative leave, demotion, termination of

employment, expulsion, suspension or dismissal from School, modification of schedule, reduction or elimination of financial or other benefits, and no-contact orders.

Remedies are actions taken to overcome the effects of the misconduct. Remedies provided to the complainant are designed to restore or preserve that individual's educational or employment access and opportunities. Remedies may include the same individual services provided as Supportive Measures, or other, additional items. Other remedial measures may be taken to ensure learning and working environments that are free from misconduct, such as, but not limited to, training and counseling support services. Remedies will be prompt, age-appropriate, effective, tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the School's investigation, counseling, health, and mental health services, and other remedies, such as those listed below.

Remedies for an individual further include but are not limited to:

a. Providing an escort to ensure the complainant can move safely between classes and activities.
b. Ensuring the complainant and alleged harasser do not attend the same classes.
c. Providing academic support services, such as tutoring, if desired.
d. Arranging for the complainant to retake a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The School may also provide Remedies for the School or broader student population, including, but not limited to:

a. Providing resources to all students or employees affected by sexual harassment or sexual violence so that they can access comprehensive victim services, and notifying students and employees of community counseling, health, mental health, and other services.
b. Providing additional training to the School's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.

c. Informing students and employees of their options to notify law enforcement authorities, including school and local police, and the option to be assisted by School employees in notifying those authorities.
d. Creating measures of feedback from students, employees, and School officials to identify strategies for ensuring that students and employees:
    i. Know and understand the school's prohibition against discrimination, harassment, and retaliation.
    ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
    iii. Understand how to report any incidents of discrimination, and to whom they must be reported.
    iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
    v. Feel comfortable that School officials will respond promptly and equitably to reports of discrimination, harassment (including violence), and retaliation.
e. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the School's policies against anti-discrimination, anti-harassment, and anti-retaliation.
f. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the School is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the School.

Confidentiality

The identity of the complainant will be kept confidential, to the extent that a fair and thorough investigation can be completed. The School will notify the complainant of the anti-retaliation provisions of applicable laws, and that the School will take steps to prevent retaliation and will take prompt and corrective responsive actions if retaliation occurs.

At the same time, the School will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students and employees. In some cases, the School may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement

or other officials, and the School may not be able to maintain the complainant's confidentiality. The School will inform the complainant that it cannot ensure confidentiality, if applicable.

If a complainant requests confidentiality or asks that the complaint not be pursued, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the School from responding effectively to the harassment and preventing harassment of other students. In some instances, the School may pursue an investigation with a complaint signed by the Coordinator. If a complainant or third party insists that his/her name or the complainant's name not be disclosed, the School will inform the complainant that its ability to respond may be limited. For example, the School would be unable to provide Supportive Measures without knowing the complainant's identity. Where a complainant desires Supportive Measures, the complainant's identity may be kept confidential unless disclosing the complainant's identity is necessary to provide Supportive Measures. Where a complainant desires to initiate a grievance process, the complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent. A respondent has the right to, and must be, notified of the complainant, complaint and details of the allegations, and the ensuing investigation in order to provide the respondent with an adequate opportunity to respond. Even if the School cannot take disciplinary action against the alleged harasser, the School will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

The duty of confidentiality has three exceptions: if disclosure is (1) permitted under FERPA, (2) required by law, or (3) necessary to carry out the purposes of this Policy and the grievance process.

Privacy of Records

Any complaint, the allegations involving misconduct, the evidence gathered during the investigation, the witnesses interviewed, and any records, reports, or documents generated in the process of the investigation and grievance proceeding, including at the appeals levels, are all confidential, not open to the public, and must be maintained as confidential records by the School. Any breach of confidentiality is grounds for disciplinary action.

Conflict of Interest or Bias

If at any point during the investigation or grievance process a party has concern about a conflict of interest or bias for or against any complainant or respondent, the party should report such concern to The Archdiocese of Oklahoma City. The School wants to ensure an impartial investigation and grievance process for all employees and students, and that all Coordinators, investigators, and decision-makers in the investigative and grievance process, including the Appeals Team, are unbiased and free from conflicts of interest. If any Coordinator, investigator, or decision-maker identifies his/her own conflict of interest or bias, they must immediately self-report the concern to the Archdiocese of Oklahoma City. Where concerns regarding conflicts or bias are validated, the School will remove the conflicted or biased individual from the matter, and appoint someone else.

Training

The School will ensure that all employees, including but not limited to: officials, administrators, teachers, substitute teachers, counselors, coaches, assistant coaches, paraprofessionals, aides, bus drivers, school volunteers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate School officials or employees. This training will include, at a minimum, the following areas:

a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and local laws and regulations, including the definitions of and several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
b. The School's current anti-discrimination, anti-harassment, and anti-retaliation notices, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the School's disciplinary procedures.
c. Identification of the School's designated compliance coordinators and their job responsibilities.
d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate School officials or employees. In addition, the School will emphasize that employees, students, third

parties, and others, should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the School's primary concern is student safety that any other rules violations will be addressed separately from the sexual violence allegation and that the use of alcohol or drugs never makes the victim at fault for sexual violence.

e. Potential consequences for violating the School's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence and remedy its effects.
g. A description of victim resources including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the School shall ensure that employees designated to address or investigate reports of discrimination, harassment, and retaliation, or carry out responsibilities under this Policy and Grievance Procedure, including designated compliance Coordinators, investigators, decision-makers, the Appeals Team, and any employee facilitating an informal resolution process, will receive additional specific training on the definitions of misconduct covered by this Policy and Grievance Procedure, the scope of the School's education programs and activities, how to promptly and effectively investigate, conduct a grievance process, and respond to complaints and reports of discrimination, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, how to make decisions on issues of relevance regarding questions and evidence, how to fairly summarize relevant evidence, and to know the School's Grievance Procedures and the applicable confidentiality requirements.

Preventive Measures

The School will publish and widely distribute on an ongoing basis a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the School's website and posting the notice at each building in the School. The School also will designate

an employee to coordinate compliance with anti-discrimination laws and widely publish and disseminate this grievance procedure, including prominently posting it on the School's website, at each building in the School, reprinting it in School publications, such as handbooks, and sending it electronically to members of the school community. The School will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The School also may distribute specific harassment and violence materials including a summary of the School's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Appendix A

Definitions

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as: Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
    a. an employee of the school/district, who
    b. conditions the provision of an aid, benefit, or service of the school/district,
    c. on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment:
    a. unwelcome conduct,
    b. determined by a reasonable person,
    c. to be so severe, and
    d. pervasive, and,
    e. objectively offensive,
    f. that it effectively denies a person equal access to the school's/district's education program or activity.

3. Sexual assault:
   a. an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
   b. This includes any sexual act, including rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

4. Non-Forcible Sex Offenses:
   a. Incest:
      i. Non-forcible sexual intercourse,
      ii. between persons who are related to each other,
      iii. within the degrees wherein marriage is prohibited by Oklahoma law.
   b. Statutory Rape
      i. Non-forcible sexual intercourse,
      ii. with a person who is under the statutory age of consent of 16.
   c. Dating Violence,
      i. Violence
      ii. committed by a person,
      iii. who is in or has been in a social relationship of a romantic or intimate nature with the victim; and
      iv. where the existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
      v. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
      vi. Dating violence does not include acts covered under the definition of domestic violence.
   d. Domestic Violence:
      i. Felony or misdemeanor crimes of violence
      ii. committed by a current or former spouse or intimate partner of the victim, or

iii. by a person with whom the victim shares a child in common, or
iv. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or
v. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma or
vi. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

e. Stalking:

i. engaging in a course of conduct,
ii. directed at a specific person,
iii. that would cause a reasonable person to
    1. fear for the person's safety or the safety of others or
    2. Suffer substantial emotional distress.
iv. Stalking includes cyber-stalking