



2026-27 PARENT-STUDENT HANDBOOK

Archdiocese of Oklahoma City
Revised July 2026



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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.

Chapter 1: Spirit of McGuinness

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."

PORTRAIT OF A GRADUATE

In describing the Bishop McGuinness graduate, we identify qualities under three integrated dimensions of formation, Spiritual, Academic, and Social, each rooted in a Christ-centered and values-based vision of Catholic education.

These dimensions reflect the mission of Bishop McGuinness High School to form young men and women of conscience, courage, intellect, and compassion who seek truth, serve others, and uphold the dignity of every human person. These characteristics are habits of mind and heart that prepare the graduate for lifelong growth as a disciple of Christ and a responsible member of the Church and the wider world.

SPIRITUAL FORMATION - CHRIST-CENTERED AND VALUES-BASED

The graduate seeks a personal and active relationship with Jesus Christ and recognizes faith as something lived through daily choices and actions, not merely professed in words. Faith informs judgment, decision-making, and the courage to persevere in the face of challenge. The graduate demonstrates a developing, well-formed conscience rooted in Gospel values and Catholic moral teaching, using good judgment in personal, academic, and social decisions.

ACADEMIC FORMATION - INTELLECTUALLY CURIOUS AND TRUTH-SEEKING

The graduate reflects prayerfully on life experiences, seeking to understand God's presence and call, and remains open to questions that deepen faith and spiritual understanding. The Bishop McGuinness graduate demonstrates strong academic preparation and a genuine love of learning. Intellectual curiosity, perseverance, and reflection guide the graduate's pursuit of truth across disciplines. Faith and Reason are understood as complementary, enabling the graduate to think critically, empathetically, and ethically.

SOCIAL FORMATION - SERVICE-ORIENTED AND COMMITTED TO THE COMMON GOOD

The Bishop McGuinness graduate understands relationships and community as essential to human flourishing. Rooted in Christ's call to love and serve, the graduate seeks healthy relationships, meaningful service, and active participation in building a just and compassionate society. The graduate leaves Bishop McGuinness High School ready to seek truth, defend human dignity, serve others, and live faithfully as a witness to Christ in the world.

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.

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.

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.

Twelve 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), Mr. David Morton (2001-2024), and Dr. Andrew Worthington (2024-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.

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 Ursuline 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, until 2024, when Monsignor Rick Stansberry was named President and began serving in a full-time capacity.

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.

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 added 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 2025, under the direction of Msgr. Rick Stansberry, president, and Dr. Andrew Worthington, principal, BMCHS partnered with the Meitler firm and BMCHS stakeholders to develop a long-term strategic plan. Many aspects of the plan have already been completed or are underway, including the renovation of the school foyer to include conspicuous sacred art, the building of a school store, updates to school-wide climate systems, and the addition of a prayer grotto outside the chapel. Also in 2025, BMCHS was awarded the National Blue Ribbon Schools Award for excellence in education.

SCHOOL PATRON

Saint 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."

Pope Leo XIV canonized Pier Giorgio Frassati on Sunday, September 7, 2025, in St. Peter's Square in Rome.

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.

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!

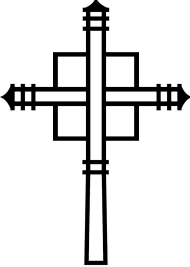
USE OF SCHOOL NAME AND LOGOS

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.

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
			

Script Irish	Shamrock	Cross	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

BELL SCHEDULES

Regular		Late Start		AM Assembly	
1st hr	8:00-8:55	1st hr	8:30-9:20	1st hr	8:00-8:40
Announ.	9:00-9:05	2nd hr	9:25-10:10	2nd hr	8:45-9:25
2nd hr	9:05-9:55	Announ.	10:10-10:15	Release	9:25-9:30
3rd hr	10:00-10:50	3rd hr	10:20-11:05	Assembly	9:30-10:30
4th hr	10:55-12:55	4th hr	11:10-1:10	3rd hr	10:35-11:15
1st lunch	10:50-11:25	1st lunch	11:05-11:40	4th hr	11:20-1:20
2nd lunch	11:25-11:55	2nd lunch	11:40-12:10	1st lunch	11:15-11:50
3rd lunch	11:55-12:25	3rd lunch	12:10-12:40	2nd lunch	11:50-12:20
4th lunch	12:25-12:55	4th lunch	12:40-1:10	3rd lunch	12:20-12:50
5th hr	1:00-1:50	5th hr	1:15-2:00	4th lunch	12:50-1:20
6th hr	1:55-2:50	6th hr	2:05-2:50	5th hr	1:25-2:05
				6th hr	2:10-2:50
PM Assembly		Extended Homeroom		AM in the PM	
1st hr	8:00-8:45	1st hr	8:00-8:50	1st hr	8:00-8:40
2nd hr	8:50-9:35	2nd hr	8:55-9:40	2nd hr	8:45-9:25
Announ.	9:35-9:40	Release	9:40-9:45	Announ.	9:25-9:30
3rd hr	9:45-10:30	Assembly	9:45-10:15	3rd hr	9:35-10:15
4th hr	10:35-12:35	3rd hr	10:20-11:05	4th hr	10:20-11:00
1st lunch	10:30-11:05	4th hr	11:10-1:10	5th hr	11:05-1:05
2nd lunch	11:05-11:35	1st lunch	11:05-11:40	1st lunch	11:00-11:35
3rd lunch	11:35-12:05	2nd lunch	11:40-12:10	2nd lunch	11:35-12:05
4th lunch	12:05-12:35	3rd lunch	12:10-12:40	3rd lunch	12:05-12:35
5th hr	12:40-1:25	4th lunch	12:40-1:10	4th lunch	12:35-1:05
6th hr	1:30-2:15	5th hr	1:15-2:00	6th hr	1:10-1:50
Assembly	2:20-2:50	6th hr	2:05-2:50	Assembly	1:50-2:50
7-7		Short Day - No Lunch		Short Day w/Lunch	
1st hr	8:00-8:45	1st hr	8:00-8:40	1st hr	8:00-8:40
2nd hr	8:50-9:30	2nd hr	8:45-9:25	2nd hr	8:45-9:25
Announ.	9:30-9:35	3rd hr	9:30-10:10	3rd hr	9:30-10:15
3rd hr	9:40-10:20	4th hr	10:15-10:55	4th hr	10:20-11:00
4th hr	10:25-11:05	5th hr	11:00-11:40	1st lunch	11:00-11:35
5th hr	11:10-1:15	6th hr	11:45-12:25	5th early	11:05-11:45
1st lunch	11:05-11:40			2nd lunch	11:45-12:20
2nd lunch	11:40-12:10	Short Day w/Assembly and No Lunch		5th late	11:40-12:20
3rd lunch	12:15-12:45	1st hr	8:00-8:35	6th hr	12:25-1:05
4th lunch	12:45-1:15	2nd hr	8:40-9:15		
6th hr	1:20-2:00	Assembly	9:20-9:50		
7th hr	2:05-2:50	3rd hr	9:55-10:30		
		4th hr	10:35-11:10		
		5th hr	11:15-11:50		
		6th hr	11:55-12:30		

FACULTY

Campus Ministry	Mathematics	Social Studies
Ms. Kelly Golbuf, M.Ed	Ms. Danielle Coats, BA	Ms. Jennifer Collins-Worthington, MA
	Mr. Tyler Cunningham, BS	Mr. Alex Genheimer, MS
Electives	Ms. Diane Drum, JD	Ms. Kendall Gomez, MA
Mr. Matt Avra, BFA	Mr. Nathan Hopkins, BS	Mr. Matt Grover, BS
Chad Johnson, MBA	Mr. Matt George, BS	Mr. David Hughes, MPA
Mrs. Heather Shanahan, BS	Mr. David Gilpin, BS	*Ms. Laney Maguire, BS
Mr. Ryan Stringer, M.Ed	*Ms. Lauren Reichman, M.Ed	Ms. Susan Smith, PhD
	Ms. Sally Schmidt, BS	
English	Mr. Scott Stevenson, M.Ed	Theology
Ms. Kathy Judge, MFA	REACH/Accessibility Services	Ms. Kelly Golbuff, M.Ed
Ms. Kelly Matteson, BA	*Ms. Carly Batchelder, M.Ed	Ms. Angela Basse, BS
*Ms. Christine Pankratz-West, M.Ed	Mr. Jade Carter, BE	Mr. Troy Bodman, BA
Ms. Genieve Pezalski, M.Ed	Mrs. Jessica Cates, M.Ed	*Mr. Justus Fostfedt, MA
Ms. Rebecca Savuto, M.Ed	Ms. Maralee Shirley, M.Ed	Mr. Tom March, JD
Ms. Susan Wagner, M.Ed		Sr. Linh Nguyen, MA
Ms. Kelli Williams, M.Ed	Science/STEM	Ms. Lydia Sorrels, MA
Ms. Abby Williamson, M.Ed	Mr. Matthew Cowart, MS	Mr. Gabriel Van Ness, MA
	Mr. Phil Dennis, MS.Ed	
Fine Arts	Mr. Nicky Goff, BS	World Languages
Ms. Lori Crews, M.Ed	Mr. Marty Monigold, MS	*Ms. Taja Egert, BA
Mr. Charles Drury, MM	Ms. Jocelyn Perez, MS	Mr. Nima Keivani, MA
Ms. Denise Hughes, BFA	*Mr. Chris Ruesewald, BA	Mr. Travis Kirk, JD
Ms. Em Kemper, BA	Mr. Adam Sermersheim, BS	Ms. Cynthia Martinez, BA
Ms. Monica Orr, BFA	Mr. Trevor Swink, BS	Ms. Ling Miller, BA
Ms. Grace Sanchez, BFA		Ms. Suzanne Tate, BA
*Ms. Julia Anderson-Holt, MS		Ms. Sarah Warmker, MA
		*Department Coordinator

COACHES

Athletic Directors

Steve McCarthy
John Hamilton

Athletic Trainer

CJ Fedor

Baseball

Head Coach: Dr. Grant Ledbetter

Basketball

Boys Head Coach: Chadwick Johnson
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

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:

Pom

Head Coach: LaTasha Hinex

Soccer

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

Softball

Head Coach: Heather Shanahan

Swimming

Head Coach: Chris Ruesewald

Tennis

Head Coach:

Track

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

Volleyball

Head Coach: Laurel Church
Assistant Head Coach: Kendall Gomez

Wrestling

Head Coach: Marty Monigold
Assistant Coach: Courtney Mullinix

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

COMMUNICATION & STUDENT SUPPORT

CONTACTING SCHOOL PERSONNEL

- **Teachers:** Parents who wish to speak with a teacher should email them directly. Faculty email addresses can be found at www.bmchs.org/faculty.
- **Administrators, Counselors, or Staff:** Please call the school at 405-842-6638 to have your call directed to the appropriate person or their voicemail.
- **Appointments:** Parents must call ahead to secure a meeting time when the employee is available.

GRIEVANCE PROCEDURE

If a student or parent wishes to discuss an issue, please follow this step-by-step chain of command:

1. **First Contact:** Contact the specific teacher or coach involved.
2. **Second Contact:** If further discussion is needed, contact the student's counselor.
3. **Third Contact:** If the previous steps do not bring about a successful resolution, 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, or a life-threatening accident/illness of a student, faculty, or staff member. The temporary role of the Crisis Response Team is to assist the Principal, Chaplain, and staff during these periods.

In the event of a student crisis, please immediately contact:

- Dr. Andrew Worthington: aworthington@bmchs.org
- Mr. Tim McFadden: tmcfadden@bmchs.org
- Ms. Julia Anderson-Holt: janderson@bmchs.org
- Ms. Sarai Cerano: scerano@bmchs.org

SCHOOL SUPPORT ORGANIZATIONS

Active participation in these groups is highly encouraged and welcomed. Information on their activities is published weekly in the *Irish Eyes*. For current officers and contact information, please visit the BMCHS website.

Organization	Description
School Advisory Council	Provides for the progress and welfare of the school. Consists of 12 unpaid members serving overlapping three-year terms, appointed by the Archbishop of Oklahoma City.
Booster Club	Promotes the growth and involvement of the community in athletics. Its support benefits athletic programs.
Parent Teacher Student Organization (PTSO)	Regularly sponsors activities to increase communication between the various members of the Irish community.
Alumni Association	Sponsors activities to connect the school with its alumni. An executive committee meets monthly to plan and implement goals.

HOURS & DAILY OPERATIONS

HOURS OF OPERATION

- **School Building Access:** 6:30 a.m. to 5:00 p.m. on regular school days (including locker access).
Note: Students may be asked to leave early for special events or activities.
- **After-Hours Building Security:** To assist maintenance staff, all students remaining in the building at 4:30 p.m. must report to the school lobby area, where they may wait until 5:00 p.m.
- **Tutorial Period:** Monday–Thursday from 2:55 p.m. to 3:30 p.m.
- **Main & Business Offices:** Open daily from 7:30 a.m. to 4:00 p.m.

FRONT DESK & LOST AND FOUND

- **Front Desk Responsibilities:** Handles PA announcements, attendance, checking in/out of school, student forms, and lost and found.
- **Lost and Found Policy:** Students should label all personal items with a permanent marker. Turn in or claim items at the Main Office. Unclaimed items are donated to charity at the end of each nine-week period.

- **Liability Disclaimer:** The school does not assume responsibility for items lost or stolen anywhere on campus. Additionally, the school is not responsible for confiscated, unapproved uniform outerwear after 24 hours.

BUSINESS OFFICE, TUITION, & FEES

The Business Office oversees school assets, revenues, payables, payroll, departmental budgets, and internal financial controls.

TUITION, ENROLLMENT, AND LATE PAYMENTS

- **Catholic Discount:** Full tuition rates apply unless a valid Catholic baptismal or confirmation certificate is on file with the business office.
- **Admission Status:** Students are considered admitted upon receipt of their admission acceptance letter. Families will set an enrollment appointment at a later date.
- **Delinquency & Suspension:** Students may be dropped from enrollment if tuition is unpaid 15 days past the due date.
 - Student and parent access to PowerSchool, grades/transcripts, and schedules for the following school year will be withheld until all fees, tuition, and assessments are paid in full.
 - A family meeting with the administration and business office is required in the event of nonpayment.
- **Fees & Interest:**
 - A 3% monthly interest charge is assessed on all past-due balances.
 - A 3% convenience fee applies to all credit and debit card transactions performed at the school.
 - A \$30.00 fee is charged for any returned checks.

PAYMENT PLANS & WITHDRAWALS

- **Automatic Payments:** Families using a payment plan must submit a completed automatic tuition payment agreement at enrollment. If an agreement is dishonored due to non-payment or account closure, the full remaining school balance becomes due immediately. Changes to payment plans must be approved in writing.
- **Withdrawals:** If a student withdraws or is dismissed, parents may apply for a partial refund, which is approved and prorated at the sole discretion of BMCHS.

CAFETERIA SERVICES & POLICIES

The cafeteria serves breakfast daily from 7:30 a.m. to 7:55 a.m. and offers a well-balanced lunch. BMCHS participates in the National School Lunch Program; applications are available at orientation and in the business office year-round.

PAYMENTS & BALANCE REFILLS

- **Payment Methods:** Students can pay with cash, use a cafeteria-issued lunch card, or pay online via *MySchoolBucks*.
- **Fees:** Credit or debit card transactions performed at the school incur a 3% convenience fee.
- **Account Funding:** Funds can be added to a lunch account at the cash register during breakfast or lunch hours.

CAFETERIA ACCOUNT DEFICITS

In compliance with the School Nutrition Program (via the Oklahoma State Department of Health and Human Services), the school enforces the following deficit policies to maintain financial stability:

- **Balances of \$10.00 or Less:** Cafeteria staff will verbally notify the student at the register. Students are responsible for notifying their parents.
- **Courtesy Credit:** The cafeteria will extend up to a **\$10.00 courtesy credit** to the account.
- **Balances Exceeding Negative \$15.00:** The business office will notify the student that the account is delinquent.
 - Students have 3 days to bring the account current, or PowerSchool access will be suspended (students may still speak with teachers/counselors regarding grades during this time).
 - Once paid, PowerSchool access takes 24 to 48 hours to restore.
- **First Semester Monitoring:** Accounts below -\$15 will be notified by text with instructions to set up an online lunch account for low-balance alerts and easy monitoring.
- **Seniors (After Spring Break):** Any senior with a negative balance will automatically have their PowerSchool access barred until resolved.
- **End-of-Year Balances:** Any remaining negative balances at the end of the school year will be transferred to the student's main business office billing account.

CAFETERIA RULES & ETIQUETTE

- **Lunch Cards:** Cards and IDs cannot be shared. A student may use their card to buy food for a friend, but must be physically present with them at the register. Unauthorized use may result in a loss of cafeteria privileges and disciplinary action.
- **Backpacks:** Students must leave their backpacks at their tables *before* entering the serving lines.
- **Cleanliness:** Students must clear their own eating areas, place trash in bins, and return food trays to designated areas.
- **Locations:** Food and drinks are restricted to the cafeteria/commons area and may not be taken elsewhere. Students may only be in the cafeteria during their assigned lunch period (unsupervised seniors may use the commons during their off-hours).

THE SAINT PIER GIORGIO FRASSATI CHAPEL

- **Purpose:** Open to all students, faculty, and parents for personal prayer, reflection, adoration, and confession.
- **Expectations:** The Blessed Sacrament is present; a respectful attitude is required at all times.
- **Strict Rule:** No food, drinks, or chewing gum are permitted inside the chapel or the chapel foyer.
- **Mass Times:** Scheduled days at 7:30 a.m. or 3:00 p.m. Spiritual opportunities may be scheduled at other times by Campus Ministry.

ASBESTOS INFORMATION

BMCHS is in full compliance with all Federal and State Asbestos Regulations. The inspection and management plan, originally developed in the fall of 1988, confirmed full compliance. An updated copy of this management plan is kept on file in the 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 PROTOCOLS

- **Fire Alert:** Students must evacuate quickly and quietly via the posted room plan or as directed. Note that a fire alarm may also indicate a general security threat.
- **Tornado Alert:**
 - Underground level: Stay in classrooms.
 - *Above ground:* Move immediately to the underground level to fill classrooms and bathrooms that are contained between the safety doors (this does not include the counseling offices or the stairwells).
 - *Gym/Stadium/Baseball:* If time is short, assemble directly under the stadium in the locker rooms.
- **Security Threats:**
 - BMCHS will follow standard response protocol for any security and emergency situations.

PARKING & VEHICLE RULES

- **Registration:** All cars must be registered yearly with the Assistant Principal of Student Affairs and display a BMCHS sticker on the lower right (passenger side) front windshield.
- **Off-Bounds Areas:** Faculty lots, the circle drive, visitor spots, handicap spaces, fire lanes, grass, adjacent neighborhoods, under the carport east of the school, and along Francis Street. Violations can result in ticketing or towing.
- **Seniors:** Have a dedicated parking zone (East of McCarthy Gym to the Practice Field; South of Gym to Baseball Facility).
- **Restrictions:** Students cannot sit in cars during the day (even during off-hours). Teachers cannot excuse students to the parking lot without administrative approval. School outlets cannot be used to charge electric cars.
- **Safety and Collisions:** All drivers must adhere to posted speed limit signs and drive safely. SROs can ticket individuals for safety violations. On-campus collisions must be handled between students/families involved.

OFF-CAMPUS & FOOD POLICIES

- **Seniors:** Can leave campus during lunch/off-hours if written parental permission is on file and approved by the Assistant Principal. Loss of privilege can occur if called for by administration.
- **Non-Seniors:** Off-campus lunch is prohibited for 9th-11th grades. Students who need to leave during the lunch hour for an appointment must follow regular check-out procedures.
- **Food Deliveries: Parents only.** Commercial delivery services (DoorDash, UberEats, GrubHub, etc.) are strictly prohibited for students.

CAMPUS LOGISTICS & SECURITY

- **Lanyards:** Students must wear/possess their student ID and entry key card on a school-issued lanyard at all times during the school day.
- **Visitors:** Must be approved by an administrator at least 24 hours in advance, check in/out at the Main Office, and wear a Visitor's Badge. Unregistered visitors are considered trespassers.
- **Security Officer:** An Oklahoma County Sheriff Deputy is on campus daily as a school agent.
- **Weather Closings:** Broadcasted via local TV (Channels 4, 5, 9, 25) and Radio (KTOK 1000 AM, KOMA 1520 AM), the Principal's Remind app, and BMCHS Alerts text, phone call, and/or email (through PowerSchool Messenger). Do not assume BMCHS is closed just because other local schools are.
- **Pets:** Strictly banned unless they are documented and approved service animals or part of an approved school event (e.g., school learning or a Church pet blessing).
- **Insurance:** School provides supplemental accident insurance for school-related injuries, but primary coverage and ultimate liability remain with the family.

Chapter 4: Dress Code Policies and Procedures

ENFORCEMENTS & VIOLATIONS

- **Administration Rights:** The administration has final authority on what is considered a distraction or violation.
- **Consequences:** Students with infractions will be denied admittance to class (marked as an unexcused absence) until fixed.
- **Repeat Offenses:** Subject to administrative detention and/or parent conferences.

STANDARD UNIFORM REQUIREMENTS

CORE RULES FOR EVERYONE

- **Shirts:** White or green polo with the BMCHS logo. Only Seniors may wear black polos. If worn with shorts or slacks, shirts *must* be tucked in. Team game-day shirts are only allowed on game days.
- **Shoes:** Closed-toe, closed-heel, rubber-soled shoes only. **Banned:** Sandals, flip-flops, slippers, cowboy boots, Uggs, Crocs, Birkenstocks, clogs, and anything made of foam. (Medical exceptions require Assistant Principal approval).
- **Socks:** Must be worn and cannot be a distraction.
- **Outerwear:** Must be official McGuinness-branded apparel. A uniform polo shirt *must* be worn underneath at all times.

SLACKS & SHORTS RULES (BOTH MEN & WOMEN)

- **Shorts:** Khaki or gray walking shorts with belt loops and a belt. Length must be well below fingertips and approaching the knee when standing. Cannot fit too tightly or have torn/frayed hems.
- **Slacks:** Khaki or gray dress slacks (flat or pleated front) with belt loops and a belt. Must fit properly without frayed hems. These become mandatory at a time determined by administration.
- **Not Allowed:** Jean cut, cargo, painter, joggers, low-rise, capri pants, elastic cuffs, or outside stitched pockets.

FEMALE-SPECIFIC ITEMS

- **Skirts:** McGuinness plaid or gray skirts. Length must be well below fingertips and approaching the knee when standing. **Rolling at the top is strictly prohibited.**
- **Leggings:** Solid black or gray (full or 3/4 length) under skirts. These become mandatory at a time determined by administration. Loose-fitting, sweatpants, joggers, or flared/boot-cut bottoms are not allowed.
- **Not Allowed:** Tennis/athletic skirts.

GROOMING, HAIR, & ACCESSORIES

- **Headwear:** No hats, caps, stocking caps, or bandannas inside the building during school hours.
- **Hair & Facial Hair:** Must be neat, clean, properly groomed, and moderate in length. No styles or ornamentation deemed a distraction.
- **Jewelry, Piercings & Body Art:** Must be in moderation and good taste. Septum rings are strictly banned. Any other piercings or body art causing excessive attention or distraction must be removed.

SPIRIT DAYS & FREE DRESS**SPIRIT DAY ATTIRE**

- **Tops:** Approved BMCHS t-shirt or sweatshirt.
- **Bottoms:** Regular uniform bottoms, jeans, or joggers/sweatpants.
- **Banned on Spirit Days:** Leggings, non-uniform shorts, tennis/athletic skirts, and severely distressed jeans. No inappropriate logos, themes, messaging (alcohol, drugs, sex, violence, political messaging).
- **Shoes:** Standard shoe rules still apply.

NON-UNIFORM DRESS DAYS

- Specific guidelines will be communicated prior to the day.

CHURCH TEACHINGS POLICY

Any clothing intended to make a statement at odds with the teachings of the Catholic Church is strictly prohibited.

Chapter 5: Regulations for Student Conduct

All discipline at BMCHS is rooted in the Greatest Commandment: *To love God and love your neighbor as yourself*. The school approaches discipline as a tool for self-awareness, personal responsibility, growth, and ultimately drawing closer to Christ through forgiveness and natural consequences.

DISCIPLINARY ACTIONS

Disciplinary actions are not always sequential and will be applied at administration's discretion.

DETENTIONS

- **Classroom Detention:** Assigned and monitored directly by individual teachers for classroom rule violations.
- **Administrative Detentions:** Handled by Assistant Principals. Must be approved and served within 3 days of receipt. Detentions supersede all other extracurricular and athletic activities. It is the student's responsibility to communicate this requirement to pertinent parties. Options include:
 - **AM Detention:** 7:00 AM – 7:40 AM (Study hall, no phones).
 - **PM Detention:** 2:55 PM – 3:35 PM (Study hall, no phones).
 - **Lunch Detention:** Last 20 minutes of **two** lunch periods spent cleaning tables in the commons.
 - **Failure to show up:** Results in additional days assigned by an administrator.

CONTRACTS & SUSPENSIONS

- **Behavioral, Academic, and/or Attendance Contracts:** Contracts are used when students demonstrate distinct disregard for safety, education, and the well-being of the school community. A contract establishes clear behavioral boundaries while providing a pathway for the students to realign with the school's mission.
 - Put in place for up to two semesters if a student severely compromises safety or handbook rules. May limit privileges like running for student council, homecoming court, NHS, off-hours, off-campus lunch, course scheduling options, and/or athletic participation.
- **In-School Suspension (ISS):** Lasts 1–5 days. The student is isolated, does schoolwork, and can take tests/quizzes for full credit. No assignment extensions are given. No extracurricular activities from the day suspension begins until the last day of the suspension.

- **Out-of-School Suspension (OSS):** Saved for serious or repeated offenses. Teachers have the discretion to cap all grades earned on tests or assignments during OSS at 60%. All work is due and all missed tests/quizzes must be taken the day of return unless waived by the teacher. Students are banned from campus and all extracurricular activities from the day suspension begins until the last day of the suspension.
- **Expulsion:** The most serious disciplinary action, authorized only by the Principal after a parent-student meeting. Expelled students are permanently banned from campus.

SCHOOL CONDUCT REGULATIONS

RESPECT AND MORALITY

- **Eucharistic Reverence:** Desecration or irreverence toward the Holy Eucharist (Christ's presence) or during school liturgies is treated as a most serious offense.
- **Conduct:** 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 not tolerated.
- **Morality:** Any behaviors that constitute immorality in talk or action that is in opposition to the school's mission and/or any conduct that is detrimental, defaming, or slanderous toward the church or school community are grounds for disciplinary action or separation from the school.
- **Honesty:** Lying or misleading to cover up your own misdeeds or the misdeeds of others is a direct offense against the school community.
- **Communication:** The use of inappropriate, abusive, or profane communication is strictly forbidden on the BMCHS campus and at all school-sponsored events. This policy applies to all forms of expression, including verbal and written language, and digital media such as AI-generated images, memes, GIFs, photos, and videos.
 - **Distribution:** The dissemination, sharing, or distribution of inappropriate media in any format (digitally or in print) is strictly prohibited and subject to disciplinary action.

ZERO-TOLERANCE INFRACTIONS

- **Weapons:** Full ban on guns, knives, chemicals, or explosive compounds at school or any school function.
- **Substances:** Prohibits the use, sale, possession, or distribution of illegal drugs, alcohol, tobacco, and vaping devices/paraphernalia. Students who demonstrate through their behavior, language, or media posts that they are involved in these activities will also be held accountable.
 - A "school function" includes **any** activity using the BMCHS name, whether on or off campus.

- Refusing required screenings or help leads to removal from the school.
- **Fighting & Instigating:** Fighting is strictly prohibited. All participants are penalized equally.
 - Physical retaliation is not permitted; threats must be reported immediately.
 - Instigators (those spreading rumors, inciting fights, or making racial, vulgar, or insulting remarks) will also be subject to disciplinary action.
- **Hazing:** Hazing, intimidation, or team/club initiations are banned.
- **Harassment:** Zero tolerance for harassment of any kind.

DIGITAL, MEDIA, & DEVICE RULES

- **Parental Responsibility:** The primary responsibility of monitoring use of non-educational technology rests with the parent/guardian. The school may choose to become involved if the behavior causes a disruption in the daily life of the school.
- **Cell Phones:** Cell phones must remain powered off and stored securely inside backpacks for the duration of the instructional day (8:00 AM to 2:50 PM). This restriction is enforced across all school environments, including classrooms, passing periods, bathrooms, lunch periods, religious gatherings, and assemblies, except when explicitly authorized by school personnel. Violations will result in confiscation.
 - For urgent communication, parents and guardians should call the school receptionist or contact students via email.
 - BMCHS requires documentation to support any medical exemption. Any exemption is specific to the need only and must be determined by a medical professional. The cell phone must be used exclusively for this medical directive and only in the presence of school personnel.
- **Other Smart Devices:** Other smart devices that become a distraction, such as smart watches, may be confiscated. Meta glasses and similar wearable technology are prohibited.
- **Unauthorized Recording:** Unauthorized recording, filming, or photographing *anyone* in any location — including classrooms, restrooms, dressing rooms, or locker rooms is strictly prohibited.
 - Possession or dissemination of unauthorized media is grounds for immediate suspension or expulsion.
- **Harmful Media:** Searching for, possessing, or distributing pornography or violent, racially and sexually harmful, and/or hate material is forbidden. This applies universally to real, digitally altered, and AI generated media.
- **Gambling:** Gambling of any kind, including card games, dice, sports pools, and online gambling, is banned.

OTHER CAMPUS RULES

- **Campus Boundaries:** Students may not leave campus between arrival and dismissal without permission. Sitting in cars or being in the parking lot during the day (including senior off-hours) is prohibited. No student may bring outside guests or use delivery services on campus.
- **Disruptions:** Repeatedly disturbing a class can result in expulsion from that class and a permanent loss of course credit. Disturbances in the library, chapel, cafeteria, or during liturgies will lead to immediate removal and disciplinary action.
- **Substitutes:** Disrespecting a substitute teacher results in immediate removal from class and direct parent notification.
- **Unauthorized Access:** Students may not share locker combinations, username and passwords, passcodes, or other secure access information with each other. Students who obtain and/or attempt to bypass security measures will be subject to disciplinary action. Students who delete their school profiles will incur disciplinary action.
- **Vandalism:** Vandalism or theft on the BMCHS campus or a rival school's campus is a serious offense.
- **Sportsmanship:** High standards of sportsmanship are mandated for students, parents, and guests at all games: heckling or insulting officials, opposing teams, or fans is forbidden.
- **Staff Privacy:** Invading the privacy of faculty or staff members and their families, including disturbing them at their homes, is strictly prohibited.

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.

ACADEMIC INTEGRITY

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

Defined as any dishonest act giving an unfair academic advantage, or intellectual theft, such as copying work without proper credit or unauthorized use of AI.

- **Reporting:** Teachers will contact parents and inform the Assistant Principal of Academics.
- **Consequences:** May include a zero on the assignment, loss of ability to drop or remediate the assignment, academic and/or behavioral contract, suspension, loss of NHS membership, loss of college recommendation letters, or loss of course credit.
- **Severe Violations:** Acquiring, being in possession of, texting/transmitting assessment materials digitally or in person can result in immediate loss of class credit, suspension, or expulsion.

DUE PROCESS & GRIEVANCE APPEALS

RIGHT TO BE HEARD

BMCHS operates under the principle of due process. Before any teacher or administrator assigns a detention or enforces a more serious disciplinary action, the school must provide the student with:

- A clear, direct explanation of the reasons for the disciplinary action.
- The opportunity to speak, present their side of the situation, and be heard.

THE APPEALS CHAIN OF COMMAND

If a student or parent believes a situation was handled unfairly, they have a formal right to appeal the decision. To ensure the appeal is heard, it must strictly follow the administrative chain of command in this exact order:

[1] Teacher → [2] Assistant Principal → [3] Principal → [4] President

Important Policy Rule: An appeal will not be reviewed by higher administration unless the student and parents have first attempted to resolve the grievance with the school official directly preceding them on this list.

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.

Reasonable suspicion is a logical conclusion based on experiences, observations and first-hand knowledge of a student's appearance, speech, and/or behavior resulting in a sincere concern that the student may be involved in drugs or alcohol. Any student required by the school to take a drug test or an alcohol test based on reasonable suspicion, and the results are determined to be positive by the testing agency, is subject to disciplinary action.

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 of 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) 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. Families must work with BMCHS counseling department on suitable programs.
 - Assessment at Teen Recovery Solutions (TRS) 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.
 6. Some students may be required to test more frequently in person at CRG.

A list of counseling services and resources are available by request.

CONSEQUENCES FOR THIRD POSITIVE RESULT

This handbook specifies that a third positive test will result in dismissal from school. All second semester 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.

DRUG TESTING COLLECTION PROCESS

- **Standard Method:** Routine on-campus testing utilizes an oral fluid sample.
- **Partner Lab (CRG):** If referred to the partner lab, students may be required to provide a urine or hair sample at the school's discretion.
- **Sample Tampering:**
 - If a sample is returned as tampered or diluted, a parent/guardian must accompany the student to CRG for a mandatory follow-up test within 24 hours.
 - A second tampered or diluted sample is treated as an automatic positive result with full corresponding penalties.

TOBACCO & VAPING POLICY

BMCHS enforces a strict, 24/7 total ban on all tobacco and vaping products across all school property and during school events (on or off campus). Violations will result in disciplinary action.

- **School Property Defined:** Includes all building interiors, surrounding grounds (parking lots, athletic fields, recreational areas), and any vehicles used to transport students or staff.
- **Tobacco/Vape Defined:** Cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, e-cigarettes, vapes, or any alternative inhaling/smoking devices and materials, including chargers.

HUMAN SEXUALITY & LIFE POLICIES

All policies regarding identity, relationships, and human life strictly reflect the moral teachings of the Catholic Church.

RELATIONSHIPS & MARRIAGE

- **Comportment:** Sexuality is viewed as a holy gift reserved for marriage. Any form of sex outside of marriage is contrary to the use of this gift and to the dignity of life itself. Inappropriate public displays of affection (PDA) are prohibited.
- **Early Marriage:** Strongly discouraged. Because the school is structured for the development of individual youth, student marriage may result in the discontinuation of studies. A mandatory meeting with the Principal, student, and parents is required to evaluate the feasibility of remaining enrolled.

PREGNANCY & ABORTION

- **Pregnancy Support:** The school promises a compassionate, respectful, and confidential environment for pregnant students and the fathers involved. The Principal will collaborate with families to ensure an uninterrupted high school program (even if studies must temporarily transition off-campus). A physician's release may be required for a pregnant student to return to class.
- **Abortion:** In alignment with Catholic teaching on the dignity of life, willfully procuring, encouraging, or assisting in an abortion will result in immediate dismissal (expulsion) from BMCHS. This applies equally to the mother, the father, or any other student who helps secure the procedure.

SEXUAL IDENTITY

- **Pronouns & Names:** All official name and pronoun usage must correspond directly to the student's biological sex given at birth.
- **Facilities & Trips:** Access to bathrooms, locker rooms, facilities, and overnight trip accommodations strictly aligns with biological sex at birth.
- **Activities:** Eligibility for single-sex sports, extracurriculars, and curricular tracks is determined by biological sex at birth.

SEARCHES

- **The Right to Search:** To ensure campus safety, administration reserves the right to search lockers, book bags, purses, any personal containers, electronic devices, and all vehicles driven onto campus.
- **Contraband Liability:** Students are legally and disciplinarily responsible for any contraband (weapons, drugs, alcohol, tobacco) found in their personal possession, locker, bag, or vehicle.

MANDATORY REPORTING

- **Mandatory Abuse Reporting:** In strict compliance with Oklahoma State Law, all faculty and staff are mandated to report any suspected cases of child abuse or neglect directly to the Oklahoma Department of Human Services (OKDHS).

Chapter 6: Attendance Policies and Procedures

FOUNDATIONAL ATTENDANCE PHILOSOPHY

INSTITUTIONAL REQUIREMENTS

BMCHS is legally and academically mandated to provide a strict number of instructional days. This requirement is monitored and enforced by three governing bodies: the State of Oklahoma, the Archdiocese of Oklahoma City, and Cognia® (the school's accrediting agency).

Because faculty members cannot effectively teach or award credit to students who miss significant class time, all non-school-related absences are permanently recorded on the student's final transcript.

THE DEEPER MEANING OF CHRONIC ABSENTEEISM

The school views regular attendance — including individual classes, Mass, assemblies, field trips, retreats, and other school-related activities — not just as a compliance rule, but as a direct indicator of a student's overall well-being.

According to school experience, chronic truancy or excessive tardiness is rarely an isolated issue—it is often a warning sign that students need additional supports in one or more of the following areas:

- Academic struggles or falling behind.
- Social, emotional, or behavioral difficulties.
- Maturity and coping adjustments.
- More serious, impending safety concerns.

THE SCHOOL-FAMILY PARTNERSHIP

Parent Responsibility: The primary responsibility of the parent/guardian is to ensure the student is at school ready to learn.

School Responsibility: BMCHS partners with the family in identifying the root cause, addressing it, and getting the student back to class.

Note: The school administration reserves the ultimate right to make official judgments regarding attendance patterns and required intervention plans.

REPORTING & TRACKING ABSENCES

DAILY CALL-IN RULES

- **Morning Notification:** Parents must email or call the school office **(405-842-6638)** before 9:30 AM every day a student is absent.
- **Automated Safety Alerts:** If the school has not received a parent call or email, automated alerts are sent to guardians on file via PowerSchool Messenger:
 - **11:30 AM** for 1st–3rd hour absences.
 - **3:00 PM** for 4th–6th hour absences.
- **Mid-Day Illness Checkout:** If a student becomes sick at school, they must check out through the front office before leaving campus. Parent phone calls received *after* a student has already left campus will not be accepted, and the absence will be marked unexcused.

COMMON ABSENCE REPORTING

- **Parent Reported Absence (PRA):** Coded when a parent calls in an absence without medical paperwork. This still counts toward a student's unexcused absence limits.
- **Confirmed Medical Absence (MD Form):** Parents have a strict two-week window from the date of the absence to submit written verification from an appropriate healthcare professional to convert a PRA into an "MD Form" excused status. The school reserves the right to determine if a submitted medical form is valid.
- **Anticipated Absences:** Requires parent notification submitted at least 3 days in advance. The student must then take an "Out-of-School Form" around to all teachers for signatures.
- **Part-Day Absence:** If a student is to be absent from school for more than one class period, the student must check-in/check-out with the attendance secretary. Parental notification must be conveyed to the attendance secretary in advance of the absence.
- **Extended Absences:** For extended absences, parents must contact a grade level counselor regarding the nature and expected duration of the absence. Details are shared with school staff strictly on a need-to-know basis.
 - **Make-Up Work:** Missed assignment arrangements are tailored to specific student circumstances in consultation with parents, teachers, and counselors.
 - **Absences of 9+ Days:** May result in a temporary withdrawal if warranted by the nature of the absence. The administration reserves the right to determine the best course of action.

- **Re-Entry Requirements:** A formal Return to School agreement must be on file with administration prior to resuming classes, and written documentation regarding the absence must be presented on the day of return.
- **Unexcused Absences (UnEx):** While parents have the right to keep a student out of school, the school reserves the right to determine whether an absence is excused or unexcused.
- **Grading Penalty:** Tests and assignments due on the day of the unexcused absence are due immediately upon the student's return. **Teachers have the discretion to cap grades at 60% of the actual earned score** for assignments/tests due on that day.

COLLEGE VISITS, EXTRACURRICULARS, RETREATS, FINALS

COLLEGE VISITS

Official college visits count as excused absences if students submit a college visit form to their level counselor and attendance secretary *before* leaving. Absences will be coded as PRA until students provide a letter/email from the college admissions office verifying that the student visited the campus.

Grade Level	Allowed Visits Per Year	Restriction
9th	0 visits	N/A
10th	1 visit	N/A
11th	3 visits	One of the three visits can span multiple days, two of the visits are for a single day only. Multi-day visits cannot be claimed during the T6 grading period.
12th	4 visits	Two of the four visits can span multiple days, two of the visits are for single day visits only. Multi-day visits cannot be claimed during the T6 grading period.

SPORTS & CLUB RESTRICTIONS

- **Club/Non-School Teams:** Club activities or outside athletic events are **not** school-related and are logged as unexcused parent-reported absences (PRA). If a club-related activity could be considered a college visit, then appropriate paperwork must be filed ahead of time. See "College Visits" for more information about paperwork.

- **Spectator Policy:** To be released as a daytime spectator for state/regional competitions, parents must contact the school in writing by the announced deadline. Same-day parent contacts will not be honored as excused. Any student who has crossed a tardy or attendance threshold (outlined below), is on a tardy, attendance, academic, or behavior contract, or on the eligibility list may have this privilege limited.
- **Activity Eligibility:** Students must be physically present in class for a minimum of 3 consecutive periods on a given day to participate in any practice, game, or school-sponsored activity that evening.

CLASS RETREATS

Attendance at class retreats is a graduation requirement. Students who incur an unexcused absence on a class retreat day will be required to meet with Msgr. Rick and complete a project related to the retreat theme.

FINAL EXAMS

Students who incur an unexcused absence or unexcused tardy on a final exam day will be required to take the final exam at a time determined by administration, and administration has the discretion to apply the 60% penalty for an unexcused absence to the final exam grade. **For final exams, medical documentation must be turned in within 24 hours of the last final exam.**

THE ABSENCE ESCALATION SCALE

Unexcused Absences (UnEx), Parent Reported Absences (PRA), and Out-of-School Suspension (OSS) count toward these critical semester limits. Teachers have the right to cap grades on work missed due to unexcused absences at 60%.

Total Absences	Type of Absence	Required Action / Academic Consequence
5	UnEx/PRA/OSS	Mandatory parent, student, counselor, and admin meeting.
9	UnEx/PRA/OSS/MD Form	Mandatory administrative enrollment status review to determine if continuation at BMCHS is viable.

TARDINESS & TARDY RECOVERY TIME

A student is tardy if they are not inside their classroom when the bell rings. They must report to the Attendance Office for an admit slip.

EXCESSIVE TARDY PENALTIES (PER SEMESTER)

Summary of Penalties for Unexcused and Parent Reported 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

OFFICIAL MAKE-UP WORK POLICIES

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 Assistant Principal of Academics 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 & EMERGENCY CHECKOUT

- **Sick Room:** A student who feels ill may spend a maximum of one class period in the sick room. If they are still too ill to return to class after one period, they must secure parental permission to go home.
- **Fever Threshold:** If a student's temperature reaches 100°F or higher, a parent or registered emergency contact will be contacted to take the student home.
- **Mid-Day Illness Checkout:** If a student becomes sick at school, they must check out through the front office before leaving campus. Students are not permitted to drive themselves home unless the parent gives permission for the student to leave campus. Parent phone calls received *after* a student has already left campus will not be accepted and the absence will be marked unexcused.

OTHER HEALTH ISSUES

- **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 be discussed by contacting the student's level counselor.

MEDICATION POLICY

BMCHS maintains strict safety standards regarding how medications are handled on campus (which includes the building, parking lot, lockers, backpacks, and personal items):

PRESCRIPTION MEDICATIONS

- **Storage:** All prescription medications must be stored securely in the medication safe in the Registrar's Office.
- **Dispensing:** Prescription medications must be brought to the Registrar before school starts in their original bottle (displaying the doctor's name, medication type, and exact dosage). Students must visit the Registrar to have the medication dispensed by authorized personnel.

- **Life-Saving Device Exceptions:** Students with diabetes, seizure disorders, severe asthma, and/or hyper-sensitive allergies are permitted—and expected—to keep their emergency rescue medications (e.g., inhalers, EpiPens, insulin) with them at all times.
- **Disposal:** Leftover prescription medication will never be sent home with a student. A parent must physically pick it up.

OVER-THE-COUNTER (OTC) MEDICATIONS

- The school is legally prohibited from dispensing any OTC medications (such as aspirin, Ibuprofen, Tylenol, or cough drops).
- If a student requires OTC medications, they must keep them in their own possession and self-administer.

STATE IMMUNIZATION REQUIREMENTS

Immunization records are required for all students enrolled in Catholic schools in the Archdiocese of Oklahoma City. The Archdiocese accepts medical and personal exemptions that have been approved by the Oklahoma State Department of Health. The Archdiocese does not accept religious exemptions, as the Catholic Church is not opposed to time-proven vaccinations and supports their use for the benefit of the common good. As such, schools and pastors in the Archdiocese of Oklahoma City will not sign a religious exemption document.

- **Exemption Process:** The exemption process must go through Oklahoma State Department of Health. Full instructions can be found at <https://oklahoma.gov/health/services/personal-health/immunizations>. Once the parents receive approval, they must submit a copy of the exemption to the school. If the full exemption process is not completed prior to the first day of school, the school has the discretion to deny admission.
- **Continuous Enrollment Exception:** Families continuously enrolled in the Archdiocese of Oklahoma City prior to the current school year are accepted under their existing status.
- **Outbreak Exclusion:** Parents must be aware that medically exempted students may be barred from attending school during an active outbreak of a vaccine-preventable disease.
- **Transfers:** Immunization exemption forms do not need to be refilled annually. They follow the student when transferring to a new school. If a student is transferring from out of state, a new Oklahoma-compliant form must be completed.

COUNSELING AND MENTAL HEALTH SERVICES

BMCHS provides academic, college, career, and personal counseling to all students. Regular, planned appointments are highly recommended and can be scheduled online.

CRISIS INTERVENTION & LIMITS OF CARE

While school counselors offer a safe environment for students facing distress, the school is not equipped or licensed to provide emergency or long-term clinical mental health therapy.

If a student experiences a mental health crisis that compromises their ability to function safely or normally at school, the administration will initiate appropriate support protocols.

MEDICAL EVALUATION REQUIREMENT

Depending on the severity of the crisis, the school's administrative support plan may require a student to undergo a formal mental health evaluation by a licensed medical professional as a mandatory condition for returning to school.

SUICIDE PREVENTION

All BMCHS students undergo suicide prevention education beginning in their freshman year. This instruction is integrated into the theology department and covers recognizing signs of distress, immediate safety procedures, and peer intervention protocols.

CHURCH PHILOSOPHY & SEXUAL IDENTITY POLICY

In alignment with the foundational teachings of the Catholic Church regarding human sexuality and the biological reality of the human body (Catechism of the Catholic Church #2333), BMCHS operates under the following policies:

- **Recognition of Biological Sex:** The school recognizes "sex" as the biological reality of being male or female established at conception. The school interacts with all students, staff, and faculty according to their biological sex observed at birth.
- **Names and Pronouns:** School personnel will address students **solely** by the official name under which they are registered (or its common derivative) and pronouns that correlate with their biological sex.
- **Gender Transition Restrictions:** The school cannot support, facilitate, or permit "gender transitions." This includes:
 - *Social transition:* dressing or identifying as the opposite sex or as non-binary.
 - *Medical transition:* the use of puberty blockers or cross-sex hormones.
 - *Surgical transition:* surgeries intended to alter biological sexual characteristics.
- **Enrollment Status:** Because gender transition practices run contrary to the holistic Catholic view of the human body as a sacred gift from God, families or students who actively promote or undergo a gender transition are choosing a path incompatible with continued enrollment at BMCHS.

Chapter 8: Academic Program

Academics is the essential core of a Bishop McGuinness Catholic High School (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.

An individual course of study is developed for each student based on God-given talents and virtues, academic policy, and guidance from professional staff. BMCHS is fully accredited by the state of Oklahoma, Cognia®, and the Archdiocese of Oklahoma City.

BMCHS strives to meet and exceed all requirements outlined by these accrediting agencies. All courses at BMCHS are college-preparatory and designed to be accessible to all students while fostering critical thinking, problem-solving, and academic growth.

GRADUATION CREDITS & REQUIREMENTS

All graduates of BMCHS must earn a minimum of 27.0 credits and complete a minimum of 90 hours of Christian Service.

CREDIT LOAD & PARTICIPATION RULES

- **Grades 9–11:** Required to take 7 courses each semester.
- **Grade 12:** Rising seniors who have completed 21.0 credit hours must take a minimum of 6 courses each semester.
- **Graduation Ceremonies:** Only students who have fulfilled **all** graduation requirements are permitted to participate in graduation ceremonies.
- **Transfer Credits:** Credit eligibility for transfer students is determined by administration.

ALTERNATIVE CREDIT OPTIONS (EXTRACURRICULARS)

Students can satisfy fine arts and physical education credits through administratively-approved extracurricular participation. These credits will not be calculated into the GPA and are recorded in PowerSchool. If a student fails to complete all requirements, no credit will be awarded.

- **Fine Arts Extracurricular Option (0.5 credits per activity):** Earned by full participation in qualifying activities (e.g., lead acting or tech theater roles in the school play or musical). Certified by the Fine Arts department coordinator.
- **Physical Education Extracurricular Option (0.5 credits per season):** Earned by full participation in competitive athletics as an athlete or team manager. Requirements are determined and certified by the sport's head coach. *Team managers cannot claim the graduation credit and service hours to the school in the same season.*

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 SAS or in special circumstances at the discretion of the Assistant Principal of Academics.
Fine Arts	1	Can be earned via normal course work or with certain extracurricular activities. See more under "Alternative Credit 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. A maximum of two total credits from P.E. courses (such as Sports and Fitness or Weight Lifting) and a maximum of 0.5 credits for athletics will count toward graduation
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 approved by academic advisors or administration.

TESTING PROGRAM & COLLEGE ENTRANCE EXAMS

IN-SCHOOL STANDARDIZED TESTING SCHEDULE

PSAT: All 9th-11th grade students in October.

Pre-ACT: All 10th grade students in November.

MAP Growth: All 9th and 10th grade students three times a year.

World Language Exams: All students enrolled in World Languages take either the AAPPL or National Language Exam (as determined by their instructor) in their target language each spring.

COLLEGE ENTRANCE EXAM REQUIREMENT

- All students are required to take at least one ACT or SAT exam by the beginning of their senior year.
- **Registration:** Parents/students must register themselves directly on the ACT or College Board websites. The school does not register individual students for these exams, but counselors are available if assistance is needed.

ACADEMIC PROGRAM & ENROLLMENT POLICIES

The academic program at BMCHS is a college preparatory program designed to prepare students for post-high school success. Courses of study are individually tailored based on each student's aspirations, academic skills, work ethic, and maturity. Course placements are informed by testing data, teacher/counselor recommendations, and parent consultations.

Flexible Level Placement: Students are not required to be placed in the same academic level across all subjects. Placement in each discipline is based on student aptitude and work ethic. In some cases, a teacher interview may be required.

THE COURSE ENROLLMENT PROCESS

Course enrollment is a multi-stage process that begins during the academic year and concludes with a finalized schedule for the following school year.

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.
Departmental Recommendations (if required)	In early spring, teachers recommend students for placement in the following year based on the current year's observations. These recommendations are used in conjunction with established course parameters to determine eligibility for enrollment.
Course Requests	In mid to late spring students request courses for the upcoming school year.
Scheduling	Over the summer, student schedules are created for the upcoming school year. Preference in scheduling particular courses is always given to what a student needs in order to be on track to graduate.

COURSE WAIVERS

Students who wish to take a course for which they were not recommended can undergo the course waiver process below:

- **Initial Meetings:** Student contacts the teacher of the the class they wish to take to discuss the expectations/realities of the course.

- **Goal Setting:** The teacher will help the student set goals to meet by the end of the semester. These goals are shared with counselors, administration, and families.
- **Form Submission:** Student will return the required waiver contract by the due date.
- **Waiver Approvals/Denials/Appeals:** After final exams are posted, counselors and administration will verify that goals have been met. If they have, the enrollment will be approved and the student's schedule will be changed. If goals are not met, students will have the chance to appeal the denial by a set date.

CREDIT GAPS VS. CREDIT DEFICITS

Annual graduation credit checks are conducted for all students to identify missing requirements.

- **Credit Deficit:** Caused by *failing* a course.
- **Credit Gap:** Caused by *not enrolling* in a required course.

Remediation Rule: If a credit gap is identified, the student forfeits an elective and will be enrolled in the missing course during the next semester or school year. Credit gaps must be resolved through regular school-year enrollment and cannot be fulfilled via online courses or summer school.

SCHEDULE CHANGE POLICIES

Returning students may request schedule changes through their grade-level counselor prior to **June 1**. Once student schedules are released, strict change policies apply:

- **Non-Eligible Changes:** Elective changes will only be considered in cases of vertical matriculation, such as Computer Programming 1 into Computer Programming 2. Classes will not be adjusted for teacher preference, friend groups, lunch periods, or specific time-of-day requests.
- **Add/Drop Window:**
 - **Days 1–3 of Semester:** Requests may be submitted via the digital schedule change form. Requests are processed in the order they are received and may not be processed the same day. Not all requests can be honored due to course availability.
 - **After Day 3:** No student-generated schedule changes allowed.
- **Seniors:** Seniors with a full course load dropping a class for an off-hour must do so by the end of the first six-week grading period (T1). Only the Senior Counselor may adjust senior schedules.
- **AP to On-Level Transfers:** Requests to move from an AP to an on-level course in August depend on space availability. Any summer grades earned may transfer to the new class at the discretion of the instructor, and uncompleted work may result in academic penalties.
- **Course Withdrawals:** Classes that are dropped after deadlines are subject to a **"W"** (Withdrawal) on the transcript.

SPECIAL COURSES OF STUDY

BMCHS provides tailored academic tracks to support diverse learning styles and high-level academic goals.

Program	Description
Advanced Placement® (AP)	College Board® program enabling high school students to earn college credit through rigorous coursework and exams.
Student Accessibility Services (SAS)	Support with documented disabilities by providing reasonable accommodations that promote equitable access to learning.
Concurrent Enrollment	State-supported option allowing eligible students to earn college credits on a university campus during summer.

ADVANCED PLACEMENT® (AP) PROGRAM

The AP Program offers college-level instruction audited and certified by the College Board®. Students prepare for AP Exams administered in May.

- **Student Profile:** Successful AP students demonstrate strong critical thinking, analytical writing skills, self-discipline, and task orientation.
- **AP Support:** The Assistant Principal of Academics acts as the AP Student Coordinator and is available by appointment and on a limited walk-in basis to help students with College Board account management, exam planning, and academic support.

ADVANCED PLACEMENT® COURSE OFFERINGS

Arts

- AP 2-D Art and Design
- AP 3-D Art and Design
- AP Drawing
- AP Art History
- AP Music Theory

English

- AP English Language and Composition
- AP English Literature and Composition

History and Social Sciences

- AP Macroeconomics
- AP Psychology
- AP United States Government and Politics
- AP United States History
- AP World History: Modern

Math and Computer Science

- AP Calculus AB and AP Calculus BC
- AP Computer Science A
- AP Computer Science Principles
- AP Precalculus
- AP Statistics

Sciences

- AP Biology
- AP Chemistry
- AP Environmental Science
- AP Physics 1 (Algebra-Based)
- AP Physics C: Mechanics

World Languages and Cultures

- AP French Language
- AP Spanish Language
- AP Spanish Literature
- AP Latin

STUDENT ACCESSIBILITY SERVICES (SAS)

Student Accessibility Services partners with students, families, teachers, counselors, and administration to support students with documented disabilities by providing reasonable accommodations that promote equitable access to learning.

- **Eligibility:** Students qualify for accommodations through a formal review process by the SAS coordinator involving documentation (psychoeducational evaluation), educational history, and demonstrated need. SAS follows the same guidelines as the Individuals with Disabilities Education Act for qualifying disabilities which can receive services within the educational environment. Accommodations are individualized and based on the student's specific disability-related needs.
- **Tiers:** SAS offers five service tiers to serve students, listed below in order of increasing support levels.
 - **Tier 1 - Accommodation Services:** Provides individualized accommodations for students to remain fully independent in general education coursework.

- **Tier 1 Plus - Independent Study:** Adds a dedicated 55-minute monitored study period to the student's daily schedule.
- **Tier 2 - Executive Support:** Features a dedicated class focusing on scaffolded executive functioning and academic skill building.
- **Tier 2 Plus - REACH Program:** Provides daily targeted intervention and remediation specifically in math and reading skills.
- **Tier 3 - Blessed Stanley Rother Program:** The highest support level, featuring modified curriculum, peer mentors, and functional life skills.
- **World Language Waiver:** To fit dedicated SAS courses into their schedule, students drop either an elective or a World Language. **Note:** *Waiving World Languages may impact eligibility for Oklahoma's Promise scholarships or NCAA Eligibility Center requirements, and does not exempt students from college-level language requirements.*
- **Transition through Tiers:** Annual evaluations determine if students are better served by a different tier. Movement during a school year is possible depending on demonstrated need supported by testing.

CONCURRENT ENROLLMENT (SUMMER ONLY)

Allows rising juniors and seniors to earn college credit on a university campus during the summer.

- **Basic Requirements:** Must be a rising junior or senior with current Christian Service hours and no active disciplinary agreements.
- **Summer Only:** Due to full-time high school credit load requirements, school-year concurrent enrollment is not permitted.
- **No High School Credit:** Credits do not fulfill BMCHS graduation requirements and will not appear on the high school transcript.
- **Cost:** Families cover all tuition, book, and fee costs, paid directly to the college.
- **BMCHS Oversight:** Requires counselor and administrator approval.

GRADING SYSTEM & SCALE

Grades measure mastery of course benchmarks through formative and summative assessments.

Grade	Range	Description
A	90–100%	Excellent. Superior effort, depth of knowledge, strong communication, and consistent deadlines.
B	80–89%	High Quality. Good mastery, above-average achievement, and solid initiative.
C	70–79%	Average. Satisfactory mastery. Minimum acceptable grade for college entry. Tutorials recommended before exams.
D	60–69%	Below Average. Weak grasp of material, missed work, or low test scores. Mandatory tutorial recommended.
F	59% or lower	Failing (No Credit). Mandatory tutorials required until a grade of "C" is achieved. Incurring an "F" significantly impacts GPA.
I	Incomplete	Must be resolved within 10 working days after semester finals or it converts to an "F". <i>Seniors are ineligible for an "I" during their final semester.</i>

GRADE POINT AVERAGE (GPA) & WEIGHTING

GPA is computed on a 4.0 weighted scale based on course level:

Letter Grade	Standard / On-Level Courses	Honors & AP® Courses
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0
F	0.0	0.0

ACADEMIC HONORS

- **Class Rank:** BMCHS does not report official class rank. If required for college admissions, the Senior Counselor communicates rank details directly to the university.
- **Honor Roll:** Earned by maintaining a 3.70+ GPA on a 4.0 scale for the previous semester:
 - Pier Giorgio Academic Honor Roll: Perfect 4.00 GPA.
 - Principal's Honor Roll: 3.70 – 3.99 GPA.
- **Gold Cord Achievement:** Seniors with a 7-semester weighted GPA of 3.70+ and a minimum ACT score of 22 earn a gold cord to wear at graduation.
- **Valedictorian & Salutatorian:** Awarded to the graduating senior(s) with the highest (Valedictorian) and second-highest (Salutatorian) weighted GPAs. If the top two GPAs are within 0.01 of each other, both are named Valedictorians.
 - **Requirements for Valedictorian / Salutatorian Eligibility:**
 - Enrolled at BMCHS for at least 6 consecutive semesters.
 - Must complete at least 28.0 total credits (seniors are ineligible for off-hours).
 - Complete a minimum of 20 total Honors/AP courses (14.5 must be core courses, including AP US Government; 3rd-year Journalism/Yearbook count toward this total).
 - Fulfill all core BMCHS graduation requirements.

ACADEMIC PORTALS, TESTING, & FINAL POLICIES

POWERSCHOOL & GRADE REPORTING

BMCHS uses PowerSchool to display grades, attendance, enrollment forms, and graduation progress.

- **Account Access:** Contact Mr. Trevor Swink, PowerSchool Administrator (tswink@bmchs.org)
- **Financial Holds:** Access to PowerSchool will be blocked if tuition or other financial obligations are delinquent. Contact the business office to clear obligations.
- **Report Cards:** Hard copies are mailed only at the end of each semester (S1 and S2).

GRADING TERMS & SEMESTER WEIGHTING

Each semester is divided into three 6-week cumulative reporting terms (T1–T3 for Semester 1; T4–T6 for Semester 2).

Term Code	Description	Term Code	Description
T1 / T4	1st six weeks term	F1 / F2	Semester Final Exam
T2 / T5	2nd six weeks term	S1 / S2	Final Semester Grade (Weighted average of term grades + final exam)
T3 / T6	3rd six weeks term		

- **Semester Weighting:** Final semester grades (S1/S2) combine cumulative term grades with the semester final exam or project. The final exam/project is weighted between 10% and 25% of the total semester grade, as specified in each instructor's syllabus.

ELIGIBILITY

- **Grade Checks:** Weekly grade checks are generated for students in OSSAA-sanctioned sports and school-sponsored extracurriculars. More information is available in Chapter 13.
- **Service Hours:** All Christian Service Hours must be current to participate in athletics and school-sponsored extracurricular activities.

CREDIT RECOVERY & SUMMER SCHOOL POLICIES

PROBATION & TIMELINE RULES

- **Rising Sophomores:** Students who fail a core class and fail to remediate it over the summer will be placed on strict academic probation with a mandatory deadline to recover the credit before the end of the summer immediately following the failed courses. Students off-track for graduation must attend a meeting with guardians, the level counselor of the grade they will be entering, and the Assistant Principal of Academics.
- **Rising Juniors and Seniors:** All required credits must be remediated before school starts in August or they will be unenrolled.

REMEDIATION METHODS & LIMITATIONS

- **Maximum Online Remediation:** A maximum of 4 online semester courses from an approved provider may be accepted for core course remediation.
- **Non-GPA Calculation:** Grades for approved online courses or public summer school sessions yield transcript credit only and are not calculated into the student's cumulative GPA (except for Math courses remediated directly through BMCHS summer school, which earn a "D" that counts toward GPA).

- **Guidelines:** Online providers and courses must be approved the Assistant Principal of Academics prior to enrollment.

SEMESTER FINAL EXAM POLICIES

STANDARD EXAM RULES

- **Courses:** All core courses (Theology, English, Math, Science, Social Studies, and World Language) administer a comprehensive final exam weighted between 10%–25% during the last three days of each semester.
- **Prohibited Items:** No electronic devices (including smartwatches), backpacks, food, or drinks are permitted in testing areas. Students must bring their own pens, pencils, and calculators.
- **Early Exams and Absences:** Early final exams are strictly forbidden (except for 2nd-semester AP courses - see below). Students who incur an unexcused absence or unexcused tardy on a final exam day will be required to take the final exam at a time determined by administration, and administration has the discretion to apply the 60% grade cap for an unexcused absence to the final exam grade.
- **Documentation:** For final exams, medical documentation must be turned in within 24 hours of the last final exam.

2ND SEMESTER AP EXAM POLICY

AP instructors have the discretion to administer their 2nd semester final exam prior to the official College Board exam date or during regular finals week.

- **Benefit:** Allows focused preparation, creates equity for students taking multiple AP exams, and provides more accurate test results.
- **Exemption from Regular Finals Period:** AP students who take their final prior to the official AP exam date are not required to attend school during the scheduled finals period for that subject.

2ND SEMESTER SENIOR FINAL EXAM EXEMPTIONS

Seniors may be exempt from 2nd semester final exams for full-year courses if they meet all of the following criteria:

- **Grade Average:** Minimum 80% average in the course for S2.
- **Assignments:** All work, projects, and papers fully completed. Teachers have the discretion to excuse certain assignments from this requirement.
- **Absences:** No more than 5 combined unexcused or parent-reported absences in any class period.
- **Conduct:** Not on behavioral, attendance, or academic contracts

- **Service Hours:** All Christian Service hours fully completed by the end of S1.

REQUIREMENTS FOR PARTICIPATION IN GRADUATION CEREMONIES

To walk in graduation ceremonies (Robing, Baccalaureate, and Graduation), seniors must meet the following strict deadlines:

- **Coursework & Service:** All late work, projects, assignments, and Christian Service Hours must be submitted for grading no later than 12:00 p.m. on the last day of class before senior finals.
- **No Incompletes:** No senior may take an "Incomplete" ('I') grade for the second semester.
- **Online Course Deadline:** Final grades for any non-BMCHS courses must be in the Registrar's office by April 15th.

VIRTUAL LEARNING DAYS VS. WEATHER DAYS

Policy	Virtual Learning Days	Weather Days (Non-Virtual)
7-Day Schedule Rotation	Remains intact. Students follow the regular schedule for that calendar day.	Postponed. The rotation schedule pauses and resumes when instruction continues.
Assignments	Asynchronous assignments posted on Google Classroom. Due between 3:00 p.m. and 9:00 p.m. same day.	No new assignments posted. Assignments given <i>prior</i> to the weather day remain due on original dates.
Live Instruction / Zoom	Optional Zoom tutorials may be offered; attendance cannot be required.	No live instruction.
Scheduled Tests	Rescheduled; teachers will email updated testing information.	Rescheduled; teachers will email updated testing information.

STUDENT RECORDS & TRANSCRIPTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests must be submitted in writing to the principal, clearly identifying the part of the record to be changed and specifying why it should be changed.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent (e.g., disclosure to school officials with legitimate educational interests).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

DIRECTORY INFORMATION NOTICE

FERPA permits the district to disclose appropriately designated directory information without prior written consent, unless you have advised the district to the contrary in writing. Directory information includes items such as the student's name, address, telephone listing, photo, date/place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight/height of members of athletic teams, degrees/honors received, and the most recent school attended.

If you do not want directory information disclosed, you must notify the main office in writing by September 1.

OTHER RECORDS INFORMATION

- **Non-Custodial Parent Rights:** BMCHS complies with the Buckley Amendment, granting non-custodial parents access to records unless an official court order stating otherwise is provided to the school by the custodial parent.
- **Parchment Online Ordering:** Transcripts are processed through [Parchment](#). Current students receive 15 free transcript requests. Additional copies for current students and copies for former students or alumni will incur a processing fee.
- **Testing Scores (ACT/SAT/AP):** Official ACT, SAT, and AP scores are not included on transcripts. Students must request score reports directly through [act.org](#) or [collegeboard.org](#).

Chapter 9: Digital Device Usage

COMPUTER ACCEPTABLE USE POLICY & IPAD GUIDELINES

Digital devices are valuable tools for education at Bishop McGuinness Catholic High School (BMCHS). Our goal is to encourage the proper, responsible use of technology in alignment with Catholic values and school expectations. Access to technology comes with the responsibility to use these resources wisely and ethically. While BMCHS does use web-filtering technology, all users remain individually accountable for their activity on the network.

EDUCATIONAL RATIONALE

Use of technology throughout the academic program at BMCHS is expected and required. The integration of educational technology at BMCHS aims to:

- **Enhance Learning:** Deliver curriculum transparently and engage students through diverse electronic tools.
- **Develop Critical Thinking:** Teach students to evaluate, synthesize, and analyze information from global digital sources.
- **Build Digital Competency:** Prepare students to work effectively with evolving communication and computer technologies needed in modern higher education and society.
- **Support Collaboration:** Provide technology-rich projects for student-centered learning.

GUIDELINES FOR ACCEPTABLE USE

ACCOUNT ACCESS & NETWORK SECURITY

- **Passwords & Logins:** Logins and passwords are issued strictly for registered students. Users must memorize and protect their credentials and never share them with peers.
- **Identity Protection:** Impersonating another individual or entity in electronic communications is strictly prohibited.
- **Network Monitoring:** BMCHS administrators, IT staff, faculty, and staff reserve the right to monitor and search any user's school account, email, or digital device connected to (or previously used on) the school network.
- **System Integrity:** Users must not attempt to bypass system security, guess passwords, alter hardware configurations, or attach unauthorized external devices. Creating personal Wi-Fi hotspots to bypass school filtering is strictly forbidden.

- **Software Installation:** Installing freeware, shareware, or unauthorized software is prohibited.

BEHAVIOR & CONTENT STANDARDS

- **Educational Purpose:** Network and device usage during class must be limited to class-related activities. Games and non-educational applications during class are prohibited.
- **Social Media:** When interacting with official BMCHS social media accounts, students are expected to post responsibly and adhere to Catholic values.
- **Privacy & Files:** Users must not trespass in another individual's folders, files, or work.
- **Copyright Laws:** Transferring or illegally downloading copyrighted software or media without express permission is a violation of Federal law and school policy.
- **Commercial Use:** Using the school network for personal financial gain, profit, or commercial ventures is prohibited.

IPAD RESPONSIBILITIES & SPECIFIC RULES

Every student is responsible for the care, security, and proper use of their personal iPad.

- **Charge Daily:** Bring iPad to school fully charged every morning.
- **Label Device:** Ensure the iPad has an identifying name or mark.
- **Passcode Security:** Maintain a secure passcode; do not share it.
- **Protective Case:** Use a school-appropriate protective case.
- **Privacy Areas:** Keep iPads closed and in cases in all restrooms, locker rooms, and changing areas at all times.

RESTRICTIONS & ADMINISTRATIVE CONTROLS

- **Freshmen (Grade 9):** iPads for 9th graders automatically have additional restrictions applied. Parents may submit written consent to the network coordinator to modify these settings.
- **Grades 10–12:** Parents may request to apply restrictions to their student's iPad by emailing the network coordinator.
- **Academic Requirements:** Students with a grade of D or F must attend a meeting with school administration before iPad restrictions will be removed.

DIGITAL CITIZENSHIP CURRICULUM

Digital citizenship education is integrated across the curriculum and rooted in Catholic social teachings. During annual student orientation, instruction is provided on:

- Proper user etiquette and appropriate online behavior.
- Constructive interaction on social networks.
- Cyberbullying awareness, prevention, and proper reporting procedures.

CONSEQUENCES FOR POLICY VIOLATIONS & DISCLAIMER

CONSEQUENCES

Failure to abide by the Acceptable Use Policy will result in loss of privileges and disciplinary action, including:

- Restriction or loss of network and Internet privileges.
- Loss of school computer access.
- Disciplinary penalties up to and including suspension or expulsion.
- Legal action and/or criminal prosecution under applicable state and Federal laws.

SCHOOL DISCLAIMER

BMCHS makes no warranties, expressed or implied, regarding Internet service, network connectivity, or data storage. The school is not responsible for any damages, including data loss resulting from service delays, interruptions, or user error. Use of information obtained via the network is at the user's own risk.

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}](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.

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 3:00 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 10: Christian Service Requirements and Campus Ministry

As part of our Catholic identity, every BMCHS student is called to be a "Person for Others" by reaching out to the poor, vulnerable, suffering, and marginalized through sincere acts of charity.

CHRISTIAN SERVICE HOUR REQUIREMENTS

All students must complete a minimum of 90 volunteer service hours with non-profit organizations as a graduation requirement.

YEARLY REQUIREMENT & EXTRACURRICULAR ELIGIBILITY DEADLINES

To maintain eligibility for extracurricular activities and athletics, students must meet minimum service hour benchmarks at the start of each semester:

Grade	Hours Required Each Year	Start of S1 Eligibility Threshold	Start of S2 Eligibility Threshold	Cumulative Hours Required (End of Year)
9th	10 hrs	0 hrs	5 hrs	10 hrs
10th	20 hrs	10 hrs	20 hrs	30 hrs
11th	30 hrs	30 hrs	45 hrs	60 hrs
12th	30 hrs	60 hrs	90 hrs (by end of S1)	90 hrs

Transfer Students: Students enrolling after the first semester of freshman year will receive "gifted" hours to align with their grade level. Gifted hours count toward graduation requirements but do not count toward Red Cord totals. Verified hours from a previous school may be substituted.

EXTRACURRICULAR INELIGIBILITY & PROBATION

Coaches and administrators have 24-hour access to live service logs.

- **1-Week Probation:** At the start of each semester, students falling below required thresholds enter a one-week probation period to complete missing hours.

- **Activity Restriction:** After probation, students with insufficient hours are restricted from extracurricular competition (they may practice with teams, but cannot compete). Full eligibility is restored once minimum hours are logged, approved, and verified.

THEOLOGY COURSE GRADE & MANDATORY SEMESTER HOURS

Even if a student exceeds their total required hours, they must complete specific semester hours to earn credit in their Theology course:

- **Freshmen:** 1 hour per semester
- **Sophomores:** 2 hours per semester
- **Juniors:** 3 hours per semester
- **Seniors:** Full participation in the Senior Service Project (a mandatory graduation requirement).

LOGGING HOURS VIA MOBILESERVE APP

All service hours must be logged using the **MobileServe** app/website.

SUBMISSION GUIDELINES

- **Contact Info:** Must enter service organization, category, a description of service completed, and name and email for a supervisor.
- **Invalid Supervisors:** Parents, family members, and other students cannot act as site supervisors. Supervisors must be an authorized volunteer or project coordinator recognized by the non-profit organization.
- **Non-Profit Requirement:** All service must be completed in-person for an official non-profit organization. Household chores, family favors, fostering animals, and buying/donating items do not qualify. Additionally, no payment can be received, nor can the service be a consequence of disciplinary actions or for the completion of public/governmental programs.
- **Limits:** Maximum of 8 hours/day in direct service to others for non-profit camps. Travel time, sleeping time, and recreational time cannot be claimed as service.
- **Community Service Split:** At least 40 hours must be performed outside the BMCHS community. A maximum of 100 school-service hours (e.g., athletic manager, stage crew, Ambassadors, STUCO) count toward the Red Cord application.
- **Falsification Penalty:** Knowingly submitting false information is prohibited. Any unintended logging errors should be reported to the campus minister immediately. Suspicious entries may result in loss of hours, a 10-hour deduction penalty per fake entry, a behavioral contract, and/or suspension.

CHRISTIAN SERVICE AWARDS

- **Red Cord of Distinguished Service:** Awarded to seniors who complete 300+ approved hours. Applications are reviewed by the Campus Minister and presented at an all-school Mass in the spring.
- **Verso l'Alto Service Award:** Presented at Baccalaureate to the senior who has served the community in the greatest way over four years.
- **St. Pier Giorgio Frassati Award:** The highest spiritual honor given by BMCHS, awarded at Baccalaureate to a senior candidate (from the Red Cord recipients) who embodies the life, joy, athletic spirit, and selfless service of St. Pier Giorgio Frassati.

RETREATS & SPIRITUAL LIFE

MASS & RETREAT EXPECTATIONS

- **Class Retreats:** Attendance at class retreats is a graduation requirement. Students who incur an unexcused absence on a class retreat day will be required to meet with Msgr. Rick and complete a project related to the retreat theme.
- **Monthly Mass:** Mandatory for all students regardless of religious affiliation. Absences require 24-hour prior notice or an official doctor's note upon return.
- **Spiritual Development Requirement:** Theology courses require specific spiritual development activities detailed in teacher syllabi. (Mass and class retreats do not count toward this course requirement).
- **Kairos Retreats:** Optional, multi-day retreat opportunities for 11th and 12th graders to deepen their faith and their relationship with God. Girls' Kairos is offered once per semester; Boys' Kairos is offered once per year.

Chapter 11: Athletic Program

Athletic activities are an integral part of the Bishop McGuinness Catholic High School (BMCHS) educational program. However, participation is a privilege reserved exclusively for students who meet established eligibility standards.

The true value of athletics lies in the pursuit of individual excellence through competition—with oneself as well as opponents—and the willingness to sacrifice personal accolades for the success of the team. BMCHS offers a wide variety of competitive athletic activities to accommodate student interests.

SPORTSMANSHIP

All students are encouraged to participate actively as team members, support staff, and enthusiastic spectators. It is imperative that students, participants, and spectators conduct themselves in a positive, respectful manner at all athletic events. BMCHS takes great pride in winning, but does not condone a "winning at all costs" mentality or poor sportsmanship. Anyone representing BMCHS must exemplify mature behavior. All school spirit and support must remain positive and directed toward generating enthusiasm for our program rather than detracting from or tearing down opponents.

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS (NFHS) STANDARDS

- **Respect:** Show respect for self and others at all times.
- **Official Support:** Show respect for the officials and maintain a willingness to accept and abide by their decisions.
- **Rule Integrity:** Know, understand, and appreciate the rules of the contest. Good sportsmanship suggests conforming to the spirit, as well as the letter, of the rules.
- **Self-Control:** Maintain self-control at all times. Prevent the desire to win from overcoming rational behavior.
- **Appreciation:** Recognize and appreciate skill in performance regardless of team affiliation.

DISQUALIFICATION & FIGHTING POLICIES

The Oklahoma Secondary Schools Activities Association (OSSAA) guidelines dictate strict compliance regarding unsportsmanlike conduct:

OSSAA Guideline: "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."

BMCHS recommends that a disqualified student forfeit the right to participate in at least one contest before reinstatement.

AUTOMATED SUSPENSIONS FOR FIGHTING AND ABUSE

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 contests on the same level of competition.

- **Definition of Fighting:** Includes, 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 acts that cause an opponent to retaliate.
- **Timeline:** The fighting rule applies to both pre-contest and post-contest sponsored activities.
- **Post-Game Ceremonies:** Fighting or engaging in unsportsmanlike conduct during post-game handshaking ceremonies will be severely penalized. The head coach and team will be subject to additional suspension penalties beyond the standard enforcement.

SAFETY & INSURANCE CONSIDERATIONS

PARTICIPANT RESPONSIBILITY

While serious injuries are uncommon, it is impossible to eliminate all risks. While participating in any practice or competition, there exists a risk of minor injury, serious injury, or even death. Participants must help reduce these risks by:

- Obeying all safety rules and training regulations.
- Reporting all physical problems and facility hazards to their coaches immediately.
- Following proper conditioning programs and inspecting personal equipment daily.

SUPPLEMENTAL ACCIDENT INSURANCE

When parents/legal guardians and students sign athletic participation forms, they assume the risks inherent to sports. BMCHS assumes neither responsibility nor liability obligations for injuries resulting from curricular or extracurricular athletic programs.

BMCHS carries supplemental accident insurance for students while at school or participating in school-sponsored events. This is a supplemental plan, not a primary policy, and benefits are limited. For further details, contact the Athletic Director.

OSSAA CATASTROPHIC INJURY POLICY & EMERGENCY FORMS

The OSSAA carries a catastrophic injury policy that takes effect to assist a family once medical expenditures reach a specific financial threshold. If a family chooses not to use the school-offered

insurance program, it is assumed that primary coverage is already available through other personal programs.

Because of the injury risks, every athlete must have a Medical Emergency Information Card on file giving permission/instructions for treatment if parents cannot be reached. A student will not be permitted to practice or compete without documented proof of medical coverage.

ELIGIBILITY POLICIES

GENDER IDENTITY ELIGIBILITY POLICY

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

OSSAA SCHOLASTIC ELIGIBILITY

As a member of the OSSAA, BMCHS enforces all association rules and regulations. To maintain eligibility, students must:

- Maintain amateur athlete status.
- Be passing all required courses at the time of participation.
- Meet age and residency requirements. Students reaching their 19th birthday before September 1st are ineligible for the school year.

9TH GRADE & TRANSFER RULES

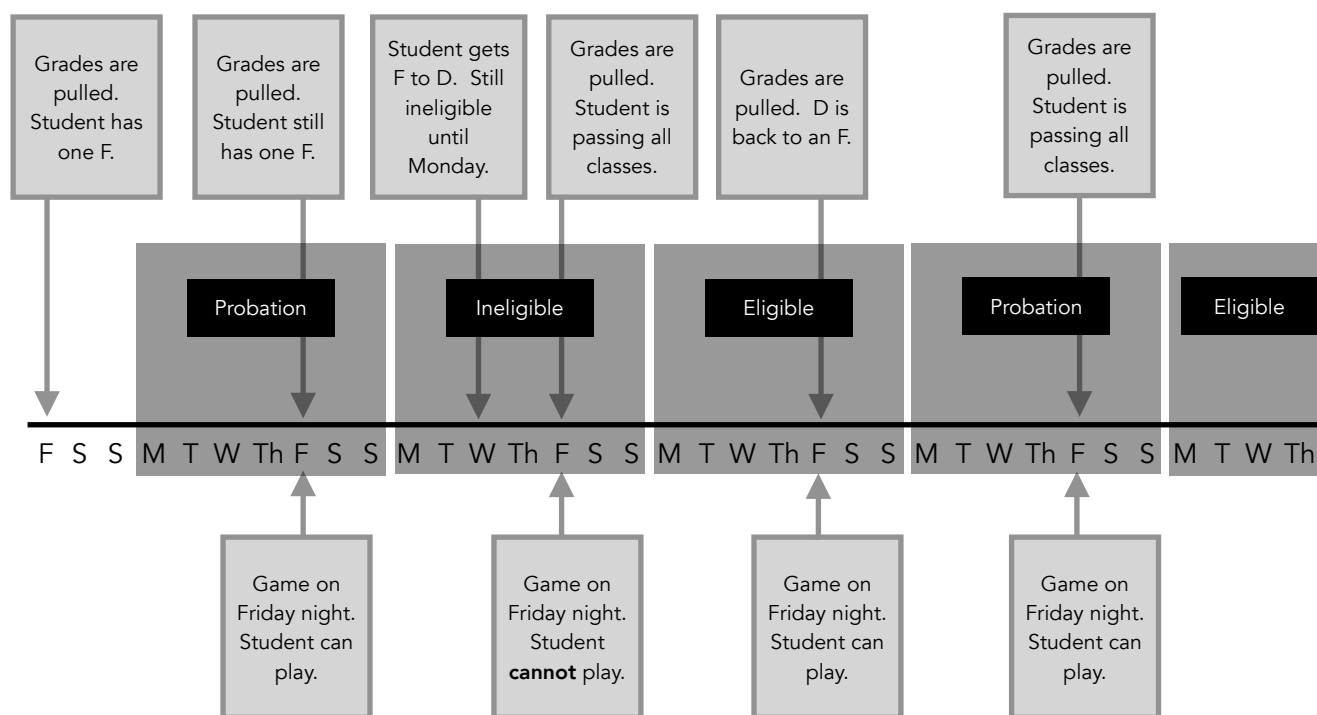
- **Incoming Freshmen:** A student entering the 9th grade who lives with their parent(s) or legal guardian establishes immediate eligibility on the first day of school. They are eligible for all levels (Freshman, JV, or Varsity).
- **Late Enrollees & Transfers:** Students entering BMCHS after the start of their 9th-grade year can usually obtain immediate eligibility for Freshman or JV teams. However, immediate Varsity eligibility depends on their unique circumstances and may require an OSSAA hardship application. Families should consult the Athletic Director for assistance.

"NO PASS, NO PLAY" ACADEMIC POLICY

Academic success is the student-athlete's primary responsibility. A student will not be permitted to participate in athletic competitions while failing any academic coursework.

WEEKLY ELIGIBILITY CYCLE

- **The Check:** Academic eligibility checks begin on the Friday of the third full week of each semester and repeat every Friday. If school is closed on a Friday, grades are pulled on the final school day before the break.
- **Probation:** The first week a student-athlete is flagged as failing any course, they are placed on probation. During this probationary week, the student may continue to practice and play. (A student may not be on probation for two consecutive weeks).
- **Ineligibility:** If the student is still failing the same course—or any other course—during the following Friday's check, they become ineligible.
- **The Penalty Period:** Academic ineligibility begins on the Monday following the second failed check and runs through the following Sunday.
- **Practices vs. Games:** Ineligibility applies only to competitive events, not practices. Coaches and ineligible athletes should coordinate a practice and tutorial schedule that best helps the student regain eligibility.



SEMESTER GRADES

While weekly checks govern immediate play, semester grades dictate long-term eligibility. A student must receive a passing grade in at least five subjects that meet graduation requirements during the preceding semester. If a student fails to meet this standard, they are barred from competition for the

first six weeks of the next semester, at which point they may regain eligibility if they are passing all current classes.

ADDITIONAL ATTENDANCE & DROP RULES

- **Daily Attendance:** Students must be in attendance at least three (3) consecutive out of the six (6) periods during the school day to be eligible to participate in practices or games that day.
- **Dropping a Class:** If a student drops a class after the first three weeks of a semester, they become automatically ineligible for a three-week period.
- **AP/Honors Exception:** A student dropping an AP or Honors course after the third week may maintain eligibility *only if* they held a passing grade at the time of withdrawal and immediately enroll in a standard-level course in the same subject.

NOTIFICATION PROCEDURE

1. **Teacher:** Flags the academic failure at the designated weekly cutoff time and notifies the student.
2. **Athletic Director:** Accesses the failure list, notifies the head coach, and provides the list to assistant principals and counselors.
3. **Coach:** The head coach (or designated assistant) must notify the parents/guardians before practice time on Monday. Note: Teams traveling on Fridays may experience a delay in parent notification until Monday; however, a failure to notify does not postpone the enforcement of the eligibility penalty. Only the Principal and Athletic Director may issue eligibility exceptions.

CHRISTIAN SERVICE ELIGIBILITY

Completing ninety (90) Christian service hours is a mandatory graduation requirement. Student-athletes must remain current with their hours throughout their four years at BMCHS.

At the start of each semester, a one-week probationary period is granted to any student falling below the minimum benchmarks. Students who remain below the minimum requirement after this week will be restricted from external athletic competitions (though they may continue to practice). Full athletic eligibility resumes immediately once the minimum service hourly benchmarks are met and verified.

TEAM RULES, CONDITIONING, & MULTI-SPORT PARTICIPATION

- **Team Rules:** Individual head coaches may establish sport-specific rules concerning behavior, attendance, and attire. Consequences may include team suspension or removal.
- **Conditioning:** In-season conditioning is dictated by the head coach. Summer conditioning programs should be collaborative and shared across all sports the athlete plays.

- **Multi-Sport Athletes:** When an athletic season concludes, the student-athlete is released to their next sport once all equipment from the previous sport has been returned. Students may participate in more than one sport per season with the concurrent approval of both coaches and parents. If an athlete quits an in-season sport, they may not begin a new sport until the official conclusion of the sport they left.

TRANSPORTATION & TRAVEL GUIDELINES

REQUIREMENTS & EXCEPTIONS

- **Default Policy:** All student-athletes must travel to and from away contests via school-provided transportation.
- **Exceptions:** Any exception to this rule requires direct, prior written authorization from the Head Coach & Athletic Director.

ALTERNATIVE POST-GAME TRANSPORTATION PROTOCOL

If an authorized exception is made and a student-athlete is not returning on school transportation, they must fulfill one of the following protocols:

- **Parent/Guardian Transport:** A parent or guardian may transport *only their own child* home. The parent must submit a written request to the head coach and physically sign the student out before departing the venue, assuming full liability.
- **Third-Party Parent Transport:** If a student is riding home with another student's parent, the legal guardian must email a written authorization to **both** the Head Coach and Athletic Director at least 24 hours prior to the event. The designated adult driver must physically sign the student out with the coach post-game, assuming full liability.

ELECTRONIC DEVICE & DRESS CODE POLICIES

- **Cell Phones:** Allowed on team trips, though coaches reserve the right to collect devices at any time to encourage team focus, bonding, or rest.
- **Travel Dress Code:** Student-athletes must wear the designated team attire specified by the head coach (e.g., travel suits, uniforms, or school dress code). Attire must be clean, unwrinkled, and worn correctly in public spaces.

RELEASE FORMS & TIMELY PICK-UP

The mandatory Transportation Release Form must be completed and signed digitally via *Healthy Roster*.

- Parents must ensure athletes are picked up from practice and school return-trips in a timely fashion. Coaches should not have to wait unreasonable amounts of time at the conclusion of events.

EARLY RELEASE FOR ATHLETIC EVENTS

When a scheduled athletic activity requires a team to miss instructional school time, the head coach will submit an official roster of participating students to teachers and the attendance secretary 72 hours in advance. For multi-day or postseason tournaments where schedules shift rapidly, notification will be sent as soon as game times are locked.

- **Student Responsibility:** It is strictly the student-athlete's responsibility to contact teachers prior to an anticipated absence to secure assignments.
- **Teacher Discretion:** For anticipated absences, teachers have the authority to require that previously assigned work be turned in, or previously scheduled tests/quizzes be taken, up to 24 hours *early*. Failure to communicate with the teacher does not excuse the student from academic consequences.

BMCHS CONCUSSION & HEAD INJURY POLICY

OVERVIEW AND PURPOSE

The BMCHS administration recognizes that concussions and head injuries can have serious, long-term consequences. Consistent with Oklahoma state law, BMCHS is committed to protecting student-athletes by educating players, parents, and coaches on the risks associated with head injuries.

ANNUAL MANDATORY TRAINING AND COMPLIANCE

- **Coaches and Officials:** Must complete annual concussion training provided by the CDC, NFHS, or a comparable program.
- **Information Sheets:** A Concussion and Head Injury Information Sheet are provided through annual paperwork collection..
- **Required Signatures:** Student-athletes and parents/legal guardians must review and sign this form annually.
- **Participation Restriction:** No student-athlete may practice or compete until the signed form is returned to the school.

IMMEDIATE RESPONSE TO SUSPECTED INJURY

- **Immediate Removal:** Any coach who suspects a student-athlete has sustained a concussion during practice or competition must immediately remove them from play.
- **Mandatory Evaluation:** The student-athlete will be directed to obtain a physical and mental status examination from a licensed healthcare provider trained in concussion management.
- **Financial Liability:** BMCHS is not financially responsible for any healthcare bills associated with this examination.

RETURN TO LEARN PROTOCOL

Academic recovery must precede a full return to physical activity. BMCHS implements the following coordinated communication and accommodation process:

- **Medical Notification:** If a student shows concussion indications, the evaluating medical professional will notify the Athletic Director and/or Athletic Trainer.
- **Counselor & Teacher Alert:** The Athletic Trainer/Athletic Director will notify the appropriate level counselors. To comply with HIPAA privacy guidelines, counselors will only notify the student's current teachers.
- **Academic Accommodations:** Teachers will implement necessary classroom adjustments. Depending on the student's symptoms, these **may** include:
 - Delaying tests and quizzes.
 - Allowing the use of sunglasses in class.
 - Limiting required use of iPads, laptops, or illuminated screens.
 - Repositioning the student's seat closer to the teacher or whiteboards.
- **Progress Monitoring:** The BMCHS Athletic Trainer(s), acting as a designate of the team physician, will update counselors on changing accommodation levels.
- **Protocol Completion:** Counselors will keep teachers informed until the student is officially cleared from needing academic accommodations.

RETURN TO PLAY PROTOCOL

A student-athlete must successfully complete the Return to Learn protocol and meet all requirements below before returning to any athletic activity.

- **Medical Clearance:** Pursuant to Oklahoma Statute Section 24-155 of Title 70, a student-athlete removed from play cannot return to practices or competition until they receive a written release from a licensed healthcare provider trained in concussion management. A copy of this release must be provided to the school.
- **Stepwise Progression:** Prior to full return, the student-athlete must complete a "Graduated Stepwise Return to Athletic Participation" under the direct supervision of the BMCHS Athletic Trainer(s).
- **Final Authority:** In accordance with national consensus statements, the BMCHS Athletic Trainer(s), as a designate of the team physician, holds the final determination regarding a student-athlete's clearance to return to play.

EQUIPMENT & MANDATORY ATHLETIC FORMS

EQUIPMENT RETURN

Students are ordinarily responsible for purchasing their personal practice gear. At the conclusion of each season, all school-issued uniforms and equipment must be returned to the head coach. When deadlines are missed, or if equipment is lost or damaged, financial liens will be imposed, and student records and access to PowerSchool will be frozen until proper remuneration or return is executed.

MANDATORY PRE-PARTICIPATION FORMS

All forms must be completed online via *Healthy Roster* (creating a digital record) prior to the first day of practice, with the exception of the physical examination:

- **Physical Form:** Must be administered and dated after May 1st preceding the upcoming school year. It must be signed by the parent, student-athlete, and a qualified physician confirming full athletic clearance.
- **OSSAA New Student Form:** Required for all incoming students to verify residency and confirm that boundaries have not been violated (e.g., families moving outside BMCHS boundaries). Requires signatures from both parent and athlete. The official OSSAA boundary map is available on the BMCHS website.
- **Transportation and Equipment Form:** Outlines the parameters, safety regulations, and liability limitations regarding student travel. Requires parent and student signatures.

- **Medical Emergency Information Card:** Used by hospitals and first responders to ensure prompt emergency care if parents cannot be reached. Requires parent and student signatures.
- **Sudden Cardiac Arrest Acknowledgment Form:** Details educational materials and risk factors regarding cardiac events in youth sports. Requires parent and student signatures.

HAZING POLICY

The hazing, harassment, or intimidation of any student joining an athletic team or school club is strictly prohibited. Violations will result in severe disciplinary actions, up to and including expulsion. (Please refer to the *Regulations for Student Conduct* section of this handbook for explicit definitions and disciplinary protocols).

ATHLETIC FUNDING

The Athletic Department is funded primarily through the general operating budget of BMCHS. Operational expenditures are offset by gate admissions, tournament sponsorships, advertisements, athletic physical fees, and grade school athletic facility rentals.

Additionally, the department hosts the annual All-Sports Golf Tournament to supplement funding.

- **Fundraising & Donations:** All fundraising efforts must receive prior joint approval from the Athletic Director, Advancement Director, and Principal. Tax-deductible financial gifts can be designated to specific sports through the Advancement Office.
- **Sport-Specific Accounts:** Particular sports may run approved special events to generate funds. These dollars are placed into sport-specific activity accounts and spent on team needs at the discretion of the Head Coach and Athletic Director.
- **Donations:** Tax-deductible financial gifts can be designated to specific sports through the Advancement Office.
- **Booster Club:** Generates overall support funding through the sale of concessions, and seasonal ticket packages.
- **Equipment Responsibility:** Students are ordinarily responsible for purchasing their personal practice gear. All fundraising efforts must receive prior joint approval from the Athletic Director, Advancement Director, and Principal.

COMMUNICATION GUIDELINES

Clear communication between coaches, athletes, and parents minimizes conflicts and enhances the program.

PRE-SEASON BRIEFING

Coaches will conduct a pre-season parent meeting to establish expectations regarding:

- Handbook requirements (academic and service eligibility, drug/alcohol policies).
- Practice times, tutorial periods, travel schedules, and lettering criteria.
- Summer programs, fundraising responsibilities, and appropriate conflict-resolution channels.

EXPECTATIONS OF PARENTS

Parents are expected to provide coaches with:

- All completed medical and digital paperwork prior to the first day of practice.
- Timely notification regarding student illness, injury, or severe scheduling conflicts.

CONFLICT RESOLUTION PROTOCOLS

When concerns arise, they are best resolved at the lowest level possible beginning with a private discussion between the student-athlete and the coach.

- **Meeting Rule:** Immediately before, during, or after a game is an inappropriate time to approach a coach regarding a complaint. Parents must wait until twenty four hours before requesting a meeting.
- **Appropriate Topics for Discussion:** Coach-to-athlete interactions, peer relationships within the team, or pathways for athletic improvement.
- **Discretionary Topics (Off-Limits):** Team strategy, play-calling, and individual playing time reside entirely within the coach's discretion and are not open to parental negotiation.

COLLEGE BOUND STUDENT-ATHLETES

PROSPECTIVE NCAA/NAIA RECRUITS

The NCAA and NAIA require all student-athletes planning to compete at the Division I or II levels to be certified by their respective eligibility [clearinghousecenter](#). Because collegiate eligibility regulations change frequently, prospective athletes must coordinate with the [Senior level](#) [Counselors](#) early in their high school career to ensure coursework aligns with core requirements.

ATHLETIC LETTERS OF INTENT

Student-athletes who have been awarded a collegiate athletic scholarship and wish to host an official "Letter of Intent" signing ceremony on the BMCHS campus must coordinate and finalize all arrangements through the Athletic Office at least one week prior to the event.

To celebrate our student-athletes collectively and manage the academic calendar, BMCHS designates four official signing ceremony dates per school year. Students wishing to participate in a campus signing ceremony must align their event with one of the following dates:

- Fall Signing Date: November 11, 2026
- Football Signing Date: December 2, 2026
- Winter Signing Date: February 3, 2027
- Spring Signing Date: April 14, 2027

Note: Specific times and campus locations for each date will be finalized by the Athletic Director based on the number of participating athletes.

Chapter 12: Anti-Discrimination, Anti-Harassment, 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 Mullinix

Address: 801 NW 50th St., Oklahoma City, OK 73118

Telephone Number: 405-842-6638 ext. 225

Email address: cmullinix@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.

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.

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 an 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 reach 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:

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- 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

