



BISHOP MACHEBEUF HIGH SCHOOL

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Rev. Jorge Aguera, DCJM, Chaplain
Mrs. Pat Nelson, Director of Business Administration
Mr. Hans Bihr, Director of Athletics
Mr. Michael Augustine, Director, Center for Academic Resources
Ms. Monica Everhart, Director of Enrollment Management
Mrs. Kim Jetton, Director of Development
Ms. Laura Henry, Director of Alumni & Events
Mr. Josh Applegate, Director of Student Life
Mr. Ed Lugo, Director of Campus Ministry

MISSION STATEMENT: Based on the foundation and heritage of Bishop Joseph P. Machebeuf, our mission is to be an academic community of faith that strives to form the hearts, minds and souls of our students in the Gospel of Jesus Christ and the living Tradition of the Catholic Church. Our Core Values are: Devotion to God, Academic Excellence, Community Service, Ethnic and Cultural Diversity, Christian Morality.

2011-2012 STUDENT & PARENT HANDBOOK

Bishop Machebeuf High School (hereafter referred to as BMHS) is accredited by the North Central Accrediting Association and the National Catholic Educators Association. BMHS is certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools of the Archdiocese of Denver, Colorado. This handbook is to serve as a guide for Students and Parents of BMHS. **Students and Parents are responsible for knowing the contents of this handbook and for following school regulations.** As acknowledgment of receipt of and understanding of the contents herein, the *Handbook Receipt Form* is to be completed, signed by the student and parent, and returned to the school before students can attend classes or other school-sponsored activities.

Contents of this handbook are subject to interpretation and modification by the school Principal, Administration, and Faculty if the common good of the community so justifies. The rules and regulations, which follow are illustrative, but not exclusive, of what is expected of BMHS students.

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NON-DISCRIMINATION POLICY

The Office of Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Charles Chaput O.F.M. Cap. and at the direction of the Superintendent of Catholic Schools, attest that all their Catholic schools admit students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with Archdiocesan Policy No. 2000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs or athletic or other school administered programs.

PROGRAM OF STUDIES

Bishop Machebeuf's Program of Studies is based on a Catholic Philosophy of Education. The requirements are derived from the North Central Association of Colleges and Secondary Schools, the Colorado Department of Education, the Archdiocese of Denver Curriculum Office and general entrance requirements of colleges. There are two general divisions of our college preparatory programs: honors and advanced placement program, and a regular college prep program.

ADMISSIONS INFORMATION / GENERAL POLICIES

Bishop Machebeuf High School has a selective admissions policy. Students of any race, religion, ethnicity, gender, and nationality are admissible and accorded all rights, privileges, programs, and activities, through recruitment efforts, admission policies, scholarships, athletics, and other school-administered programs.

Applicants are reviewed by the Admissions Committee. Offers of admission are based on academic competence, standardized test scores, letters of recommendation from an administrator/principal, Math teacher, and English teacher, writing samples, a personal interview, and the promise for future development.

Bishop Machebeuf High School is open to students who sincerely seek a Catholic College Preparatory education and meet the requirements listed below according to the guidelines established by the Archdiocese of Denver:

1. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, admission preference is given to Catholic students.
2. No person shall be admitted as a student unless that person and his or her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese of Denver. Whether Catholic or non-Catholic, the student must agree to attend religious classes and school-conducted religious activities (see Conduct during Assemblies and Liturgies).
3. No student will be admitted to any Catholic school unless he or she is deemed to have reasonable hope of successfully completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
4. Students shall not be denied admission to an Archdiocesan school because of a disability unless the disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the disabled child. In some instances, admission may require a birth certificate to verify a student's age.
5. Each Catholic school retains the right to set local admission standards, policies, and procedures in addition to those specified by the Archdiocese of Denver.
6. A copy of the 2011-2012 Student & Parent Handbook is given to all enrolled students. Parents/legal guardians are to indicate in writing (the Handbook Receipt Form) that they have read and agree to adhere to the policies and regulations therein.
7. Parents who wish to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the Principal and approval of the Archdiocese of Denver Office of Catholic Schools. Such requests shall be judged on a

case-by-case basis and if granted will be for a period of no more than one academic year. Granting this type of enrollment is solely at the discretion of the Principal and the Archdiocese of Denver Office of Catholic Schools.

HEALTH REQUIREMENTS

All Archdiocesan schools comply with Colorado State Law which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Requests for exemption will be granted only in accordance with Colorado Law.

Colorado's immunization law for school-aged children, K-12, requires the following immunizations:

MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION

Kindergarten through Grade 12, 2011-12 VACCINE	Number of Doses	Grades K-12 (5-18 Years of Age)
	<i>Vaccines administered ≤ 4 days before the minimum age are valid</i>	
Pertussis	5 to 6	5 DTaP or if dose 4 was administered on or after the 4 th birthday, the requirement is met. The final dose must be administered no sooner than 4 years of age. (DTaP is only licensed for children under 7 years of age). 1 Tdap is required for students entering 6 th through 12 th grades.
Tetanus/Diphtheria	3 to 5	5 DT or if dose 4 was administered on or after the 4 th birthday, the requirement is met. A student 7 through 9 years of age who has had only a 2 doses of DTaP or DT (before the age of 7 years) can meet the tetanus/diphtheria requirement by receiving a dose of Td if it is given 6 months after the 2 nd dose. (Tdap should be given to students at 10 or 11 years of age to complete the tetanus/diphtheria requirement if possible).
Polio	4	4 IPV or if dose 3 was administered on or after the 4 th birthday, only 3 doses are required. The final dose must be given no sooner than the 4 th birthday. <i>A laboratory test showing immunity is acceptable.</i>
Measles/Mumps/Rubella (MMR)	2	For school certification, the 1 st dose cannot be administered more than 4 days before the 1 st birthday. The minimum interval between dose 1 and dose 2 is at least 28 days. <i>A laboratory test showing immunity is acceptable.</i>
Varicella (Chickenpox) <i>Documentation of disease from a health care provider (physician, RN or PA) is required.</i>	1 or 2	For school certification, the vaccine cannot be administered more than 4 days before the 1 st birthday. 2 doses are required for children entering K, through 4 th grade. 1 dose is required for 5 th through 11 th grade. <i>A laboratory test showing immunity is</i>

		<i>acceptable.</i>
Hepatitis B <i>Students who have not received 3 doses of Hep B vaccine prior to 7/1/09, must follow the minimum intervals recommended by the Advisory Committee on Immunization Practices (ACIP)</i>	3	ACIP minimum intervals: The second dose must be administered at least 4 weeks after the first dose. The third dose must be administered at least 16 weeks after the first dose and at least 8 weeks after the second dose. The final dose is to be administered no sooner than 24 weeks or 6 months of age. The 2-dose series is acceptable for ages 11-15. 2 doses can only be accepted using the approved vaccine for the 2-dose series with proper documentation (name of the vaccine, dosage, dates, and interval). <i>A laboratory test showing immunity is acceptable.</i>

Students may be excluded from school if the shots are not done within 60 days of enrollment.

FINANCIAL INFORMATION

STUDENT FEES

Students must pay a registration fee of \$500 (the fee for late registration after the published deadline is \$600) to reserve a space in the appropriate grade for the 2011-2012 school year. This fee is nonrefundable.

The student fee covers orientation, the class retreats, various testing, graduation activities and other activities applicable to each grade level.

TUITION

Parish-affiliated rate - \$8,700

(A signed parish affiliation form must be submitted to the Business Office to receive the affiliated rate.)

Unaffiliated rate - \$9,600

Tuition includes: use of textbooks; student identification card; admission to all regular athletic events at BMHS; and use of one locker with a combination lock.

If a student is late beginning a semester, the cost of tuition for the entire semester must be paid.

PAYMENT OPTIONS

One of the following tuition payment options must be selected prior to the start of the school year.

- Payment in full PRIOR TO July 1, 2011. Student will receive a \$100 discount.
- Payment of ½ of the tuition balance PRIOR TO August 1, 2011 and payment of the second ½ PRIOR TO January 1, 2012.
- Payment in monthly installments through FACTS. Payments will be spread over 11 months and automatically deducted from a checking or savings account. The first payment is deducted in July. FACTS charges a one-time service fee of \$41.00.

Any exceptions to the above payment options must be discussed with, and approved by, the principal prior to the start of the school year.

FINANCIAL OBLIGATIONS

All financial obligations, including tuition, must be paid on time and kept current.

If tuition payments are more than two months late, parents may be asked to withdraw the student from school. A seriously delinquent account will result in a student not being allowed to return for second semester of the school year.

Final grades and transcripts will not be sent for students with outstanding financial obligations at the end of the school year. Students with outstanding financial obligations at the end of the school year will not be able to register for the following school year.

Seniors with outstanding financial obligations at the end of the school year will not be allowed to participate in the Baccalaureate or graduation ceremonies and will not receive a diploma.

Severely delinquent accounts will be turned over to a collection agency.

Any exceptions to the above policies must be discussed with, and approved by, the principal.

MISCELLANEOUS FEES

Other fees may include, but are not limited to athletic fees, yearbook fee, schedule replacement fee, parking permit fee, and others.

BMHS RESERVES THE RIGHT TO WITHDRAW STUDENTS WITH DELINQUENT ACCOUNTS

FUNDRAISINGSUPPORT

The Bishop Machebeuf High School advancement office holds 2 annual fundraising events, the Buffalo Ball and the 5K Fun Run Walk, as well as ongoing funding initiatives including capital campaigns and the Machebeuf Fund. While understanding that each family has different giving capacities, we do request all families participate in these fundraising efforts. Not all donations need to be monetary. Procuring donations and sponsorships from local businesses for our events is just one way our families can support BMHS. Full participation from our families ensures that we keep our tuition rates as low as possible while providing an excellent education for each child.

VOLUNTEER HOURS

In order to build the Machebeuf community and provide successful programs, each family is required to volunteer at least 10 hours during the school year. Families should sign up for volunteer opportunities at the time of student registration in August. Volunteer opportunities are also listed on the website and there are a large variety of committee and club choices.

WITHDRAWL

Should a student or student's parent(s)/guardian(s) choose to withdraw from Bishop Machebeuf High School, his or her parent(s)/guardian(s) must initiate the withdrawal process with the Director of Admissions.

1. The parent(s)/guardian(s) MUST contact the Director of Admissions to set up an appointment for the withdrawal process and exit interview.
2. The Director of Admissions will communicate outstanding financial, athletic, textbook, and library obligations to the parent(s)/guardian(s). Parent(s)/guardian(s) MUST reconcile all outstanding obligations prior to official withdrawal from BMHS.
3. Parent(s)/guardian(s) MUST complete official withdrawal paperwork with the Director of Admissions.
4. Official transcripts will NOT be issued until all financial, athletic, textbook, and library obligations have been reconciled and parent(s)/guardian(s) have completed official withdrawal paperwork.
5. There will be a \$400.00 early withdrawal fee assessed for any withdrawal prior to the last day of the 2011-2012 School Year.
6. Tuition payments due will be based on ½ semester increments. If the parent(s)/guardian(s) withdraw a student during the first half of a semester, the parent(s)/guardian(s) are responsible for one-half semester tuition. If the parent(s)/guardian(s) withdraw a student during the second half of a semester, the parent(s)/guardian(s) are responsible for the entire semester's tuition.
7. In instances such as prolonged truancy, students will automatically be withdrawn from Bishop Machebeuf High School. In the even of an automatic withdrawal, the parent(s)/guardian(s) will be responsible for all financial, athletic, textbook, and library obligations and the school will no longer maintain attendance for the student. The parent(s)/guardian(s) are still responsible for completing official withdrawal paperwork.
8. Students leaving BMHS for academic or behavioral issues will be contacted by the Dean of Students but MUST complete the withdrawal process with the Director of Admissions.
9. Grades at the time of withdrawal will be calculated on a case-by-case basis at the discretion of the Academic Assistant Principal.

ACADEMIC INFORMATION

ACADEMIC ASSISTANCE

Support services are available to assist students in their academic efforts (see Center for Academic Resources section). All students are encouraged to seek help from teachers when they need it. Students are also encouraged to attend the after school study halls provided by the National Honor Society (NHS), class-specific study halls, and/or tutoring sessions that are available to them.

ACADEMIC POLICY / STUDENT ACCOUNTABILITY

BMHS is a college preparatory program where academic achievement and preparedness are a high priority of the students, faculty and parents. In an effort to maintain this priority, students are expected to achieve at least a "C" average (2.0 cumulative GPA) at all times. Students who fail to achieve this standard risk the opportunity to re-enroll at BMHS for the following year.

Freshmen who do not achieve a 1.0 GPA in the first semester will be asked to withdraw before the second semester begins.

Students who do not achieve a cumulative GPA of at least 2.0 will be placed on academic probation.

Students on academic probation are required to earn a 2.0 GPA in every subsequent semester in order to remain at BMHS.

A student is removed from academic probation only when their cumulative GPA is greater than 2.0.

ADVANCED PLACEMENT COURSES (AP COURSES)

Students who enroll in an AP course are required to take the corresponding AP test. Fees for AP Tests are non-refundable.

CHEATING / PLAGIARISM

Cheating and plagiarism are very serious offenses. They not only destroy the self-confidence of the individual involved, but also undermine her/his relationships with teachers and peers.

Cheating is defined as: not performing the required activity at the time, in the manner, and/or in the place designated by the professional faculty member in charge of the activity.

Plagiarism is defined as submitting assigned work as one's own which has not been properly cited from sources (e.g. sources including photographs, pictures, video clips, audio clips, and Internet sources) or is the work, in whole or in part, of another person or persons.

In some cases, such as cheating/plagiarism on final exams and major projects, the student may fail the class depending on the cumulative points achieved and the points missing when a zero is given on the exam or project. Students and parents must remember that "intentions," however good or misguided, are not viable excuses in cases of cheating/plagiarism. Students are expected to know what constitutes cheating/plagiarism, and understand that teachers cannot grade or give credit for work that does not belong to the student, or is not properly cited as the work of others. **Students and Parents should also remember that taking a test in possession of the answers, or having access to the answers while taking a test, is considered cheating. No distinction is made regarding the student's use or nonuse of the answers. If a student receives help on a homework assignment, test, quiz, or any other class requirement, both the student giving the help (answers, information, etc...) and the one receiving the help are guilty of cheating and/or plagiarism. Both students will receive the consequences associated with their actions.**

If a teacher discovers that a student is cheating on a test, quiz, assignment, etc... the student(s) should be sent to the Dean of Students immediately upon discovery of the cheating incident.

Automatic consequences for cheating and/or plagiarism are:

First offense

- Zero on the assignment
- The offense is recorded as an infraction in the student's discipline record by the Dean of Students
- Student receives a Detention.

Second Offense

- Zero on the assignment.
- The student and his/her parents must attend a conference with the Dean of Students, Academic Assistant Principal, and the teacher.
- Automatic suspension for a minimum of one day.

Third Offense

- **In cases of cheating/plagiarism on semester or final exams and/or semester projects, the penalty is much more serious even if it is the student's first cheating/plagiarism offense.**

- **A third cheating/plagiarism offense is considered grounds for expulsion and the Discipline Committee will review such an incident.**

COMMUNICATION IN ACADEMIC MATTERS

In questions of grades, disciplinary issues, and course policies and requirements, students should communicate directly with their teachers. When a problem arises and cannot be resolved satisfactorily between the student and teacher, parents should then become involved in the resolution of the issue. In addition, other faculty members, guidance counselors, and the department head may be called into the discussion. If it is deemed necessary to involve an administrator in the resolution of the issue, the Assistant Principal for Academics should be contacted if the issue involves course work, grades and/or teacher expectations. If the issue is related to discipline, the Assistant Principal/Dean of Students should be consulted. If the issue is still unresolved, the Principal should be consulted.

COURSE CHANGES

Course changes may be requested by the student and/or parents within 10 school days of the semester. Student initiated schedule changes must have the approval of the Academic Advisor, Academic Assistant Principal and the parents/guardians. The student will be required to schedule another course of equal credit and academic merit. **There will be no student/parent initiated schedule changes permitted after the tenth (10th) school day of a new semester.**

COURSE LOAD

Students are required to carry a minimum of seven classes a day. Upperclassmen who have two or more honors or AP classes may be allowed to have a study hall for one class period. Other course selection policies are available during the scheduling process.

EXAM EXEMPTION POLICY

The following is the exam exemption policy of BMHS:

- **Only seniors may be exempted from exams.**
- The following requirements for exemption are to be observed by every teacher granting exam exemptions from semester exams: **Student must have an “A” average in the course. Student must turn in his/her books on the last regular school day before exams.**

EXAM SCHEDULES

Semester exam days are listed in the annual school calendar. Exams are considered a serious part of our academic program. With rare exceptions, students are not permitted to take exams outside of the scheduled times. Any exam anticipation or postponement must be approved by the Academic Assistant Principal, Dean of Students, and all teachers involved.

FAILURES

Any student who fails a required course must make up that subject at a summer school approved by the administration. In rare instances, courses may be repeated during the academic year in which the course was failed. Students needing to make up courses will be advised by their advisor with the approval of the Academic Assistant Principal, as to when the course must be made up. The failing grade **and** the grade earned for the retaken course will appear on the student’s transcript. All Summer School classes must be completed and **completed transcript information** must be sent to Bishop Machebeuf High School before the first day of the next school year. Students who fail to comply with summer school requirements may not return to Bishop Machebeuf. Machebeuf students may not attend summer school classes in lieu of taking required courses at BMHS. **Summer School is for credit recovery only.**

GRADE CORRECTIONS POLICY AND INCOMPLETES

All grade corrections must be changed before grades are considered final. Fall semester grades are considered final on the 10th day of the spring semester. Spring semester grades are considered final at 12 noon on the last day of school. Any semester grade issued as an incomplete (I) will automatically be changed to an (F) grade at the time grades are finalized. It is the responsibility of the student to finish all necessary work within this time period. Any incomplete grades in the final semester must be made up as soon as possible.

GRADING SYSTEM

The scholastic year is divided into TWO SEMESTERS. A letter system of grading is used. The grade for each semester is based on class work, daily assignments, quizzes, tests and examinations. *The following standards are considered in assigning letter grades:*

Grade	Standard
A	Superior effort, originality and/or performance.
B	Consistently above average performance.

C	Average. Satisfactory fulfillment of class requirements.
D	Unsatisfactory. Partial fulfillment of class requirements.
F	Failure to meet minimum standards.
I	Incomplete. This grade is given only in the event of illness or other serious circumstances that have caused a student to be absent from school at the end of the marking period and unable to complete assigned work and it converts to an F at the time grades are final.
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing

*Machebeuf employs the grading scale required by the Archdiocese of Denver. Advanced Placement (AP) courses are graded on a scale of 5, honors courses are graded on a scale of 4.5 and all other courses are graded on a scale of 4. Grade point average (GPA) is the total number of grade points accumulated, divided by the total number of credits earned.

Letter	Percent	Regular/Adv	Honors	Advanced Placement
A	100-93	4.0	4.5	5.0
A-	92-90	3.75	4.25	4.75
B+	89-87	3.25	3.75	4.25
B	86-83	3.0	3.5	4.25
B-	82-80	2.75	3.25	4.0
C+	79-77	2.25	2.75	3.75
C	76-73	2.0	2.5	3.0
C-	72-70	1.75	2.25	2.75
D+	69-67	1.25	1.75	2.25
D	66-63	1.0	1.5	2.0
D-	62-60	.75	1.25	1.75
F	59 and below	0.0	0.0	0.0

Disciplinary measures should not be reflected in academic grades. (Archdiocesan Policy 4400)

GRADUATION REQUIREMENTS

1. Be in good standing.
2. Earn the minimum credits as indicated on the following:

<u>Subject</u>	<u>Credits</u>
English	4
Religion	4
Math (including)	4
Algebra I	
Geometry	
Algebra II	
Foreign Language	2 (must have 2 years of the same language)
Science (including)	3.5
Physical Science	
Biology	
Chemistry	
Social Studies (including)	3.5
Geography {0.5}	
World History	
Government {0.5}	
American History	
PE/Health	1
Computer (including)	0.5
Computer Apps	
Fine Arts	1
Speech {0.5}	
Visual Arts {0.5}	
Electives	2.5 (minimum)

TOTAL ACADEMIC REQUIREMENTS: 26

- To receive a Machebeuf diploma at the graduation ceremonies, a senior must meet all graduation requirements, take care of all financial obligations, serve outstanding detention hours, and return all property belonging to BMHS. Ordinarily, the student who has not yet met the requirements is

- permitted to participate in all graduation activities but does not receive a diploma. When the credit(s) is (are) earned through summer school, the student may then claim his or her diploma from the Principal.
- *LSP students will have .5 elective credits waived for each semester of enrollment in LSP. A four-year LSP Student will graduate with 24 credits.
 - The Principal may exclude a student from participation in graduation exercises for behavior/dress which is judged unfit and for other reasons as determined by the Principal.

HOMEWORK

Homework provides an opportunity for meaningful reinforcement and development of what has been taught in each class. It is necessary to establish independent working habits for students. Homework also serves as a means for the students to test themselves on what they have learned. Each faculty member has the right and responsibility to require homework assignments of his/her students.

HONORS DIPLOMA

An honors diploma will be conferred on students graduating with a GPA of **3.7**. The student receiving an Honors Diploma must have satisfactory conduct throughout his/her tenure at Bishop Machebeuf High School and be approved by the Administration.

HONOR ROLL

Eligibility for the Semester Honor Roll is determined in accordance with the guidelines used to determine the GPA. The student must be in good standing and have a satisfactory conduct record. The Honor Roll is as follows:

Principal's List: The student must earn a 4.0 GPA or higher.

First Honor Roll: The student must earn a GPA of 3.75.

Second Honor Roll: The student must earn a GPA of 3.5.

Average Academic GPA for the semester is used to determine honor roll at the end of each semester.

INSTRUCTIONAL PROGRAM

BMHS employs a college-preparatory curriculum.

MAKE-UP WORK POLICY

Make-up work, class work and homework assignments are the student's responsibility. If an excused absence is granted, the student is not given an unspecified amount of time to complete the missed work. Students will make up work missed due to excused absences according to each teacher's classroom policies published in the course syllabus. The students and parents must be aware of and abide by each teacher's policy.

PROGRESS REPORTS AND PARENT / TEACHER CONFERENCES

At approximately the 9th week of each semester, parent/teacher conferences are held where parents may visit with teachers and pick up their student's progress reports. Teachers will notify parents through the progress report and other suitable means when a student is in danger of failing a course so that the student may attempt to correct deficiencies. A consolidated meeting of every teacher who teaches a student, the student, and the parent(s) may be called to provide the student with specific suggestions to improve academic performance.

Teachers have the primary responsibility to confer with parents about the progress of their children. In cases involving ongoing problems or serious concerns about the student's performance which may lead to action beyond the scope of the teacher's responsibilities, the Assistant Principal for Academics must be included in a conference with the parents.

Information found on-line in the Sycamore Program, Report cards, standardized test scores, and parent-teacher conferences will provide parents with tangible evidence of student progress. When it becomes apparent a student might fail a particular subject, parents will be promptly notified in advance of the probable failure. Discipline measures should not be reflected in academic grades. However, credit is NOT given for work missed during unexcused/unverified absences and during times of suspension. The student may be present for all or part of the parent teacher conference at the discretion of the teacher.

SUMMER SCHOOL

Summer school is for credit recovery only. Students are not ordinarily allowed to take courses outside of BMHS in place of a Machebeuf course/graduation requirement. Any exceptions must be approved by the Assistant Principal for Academics prior to registering for the course and these exceptions are not normally added to the transcript or factored into the GPA. **For re-taking courses due to a failing grade, see "Failures" policy above.**

TEXTBOOKS

All students rent textbooks from the school. The following textbook policies apply to textbooks and supplementary books issued to students. The books are numbered and recorded by number when issued. The student is

expected to return **the same books in good condition** at the end of the semester of the course. Students are responsible for textbooks issued to them. If a book is lost or stolen, the student will be issued another book *after* the student has paid the replacement cost for a new book. If the missing book is turned in later, a credit will be made toward that student's account. Textbooks are to be turned in at the Semester Exam and lost textbooks must be paid for prior to the day of the exam. **An exam may not be issued to the student if he/she does not return the textbook or present receipt of payment for a lost book or damaged book.**

- **Textbook condition is evaluated at the time the book is issued and re-evaluated when turned in. The categories are: New – Good – Poor. If the book condition drops from Good to Poor, the student will be fined 50% of the replacement cost of a new book. If the book condition drops from New to Poor, the student will be fined 100% of the replacement cost of a new book.**
- **Book fines will be assessed on the damaged book. Damage to textbooks and subsequent fines are the responsibility of the student and must be paid before final semester exams will be issued.**

ATTENDANCE REGULATIONS

Regular Attendance and punctuality are extremely important qualities not only for academic success, but also for character development. These characteristics are indicative of reliability and dependability, and we stress their importance to our students. School doors open and students are **supervised** from 7:30am-3:45pm. Students are not allowed in the academic wing until 7:40 am. unless teachers have arranged to meet students prior to this time.

Attendance is taken and maintained in compliance with Colorado State Law. The responsibility for compliance with these laws belongs to the parents. The school is required to maintain an accurate record of daily attendance. This information is placed in the student's permanent record and is retained on file indefinitely. Any recurring pattern of tardiness/ absence requires administrative intervention. Excessive tardiness and/ or absenteeism may result in suspension or a request to withdraw from school. In addition, BMHS must report truancy to the appropriate State authorities.

EXCUSED ABSENCES

Excused absences are subject to the approval of the Dean of Students. Projected absences of two days or more are to be requested in writing at least three school days in advance. This includes any college visits.

The following are excused absences:

- **ILLNESS**
- **BEREAVEMENT**
- **DOCTOR OR DENTIST APPOINTMENTS VERIFIABLE BY THE DOCTOR OR DENTIST**
- **SCHOOL BUSINESS**
- **A REASONABLE NUMBER OF COLLEGE VISITS** (College visit days may not be used to complete senior service projects, for family vacations or for other personal reasons)
- **ACCIDENT AND / OR INJURY**
- **VERIFIED COURT APPEARANCES**

The following regulations must be adhered to in order for the absence to be excused:

Parents are required to call and report the absence to the main office Attendance Secretary or leave a voice mail message between **5:30AM** and **9:30AM** each day of the student's absence. **If the school does not receive notification from a parent or guardian within 24 hours of an incurred absence it will be recorded as an unverified absence and credit will not be given by teachers for missed class work.**

- Requests for partial absences are to be submitted in writing to the Dean of Students before 8:00AM on the day of the requested absence. Phone requests for partial absences are granted only if an emergency situation exists. Any phone request for a partial absence must be followed by a written note on the next school day following the absence or by an in person visit by the parent or guardian.
- When a student returns from any absence, the student must submit a note from his/ her parent or guardian confirming the reason for the absence to the Dean of Students. Credit for work is only given if the absence fulfills all criteria for an excused absence. **If a student fails to submit a parental note within 24 hours of an incurred absence, teachers will not give credit for assignments missed nor will the student be permitted to make up any missed work for credit.**
- **Students who enter the school after the first period bell rings, or leave the school before the final bell of the school day, must report to the main office for an appropriate tardy or early dismissal pass. Failure to comply will result in truancy subject to appropriate disciplinary action.**
- **The student has the responsibility to contact teachers for assignments missed during absences.**

UNEXCUSED ABSENCES

Unexcused absences are unnecessary absences whereby the above criteria are not met. Students having unexcused absences can expect to make up both the time and work missed when they return to school, but they will not receive credit for the missed work. **Extended unexcused absences will negatively impact a student's academic performance and may be cause for consideration of failure and/ disciplinary consequences and/or forced withdrawal.**

THE FOLLOWING EXAMPLES OF UNEXCUSED ABSENCES INCLUDE BUT ARE NOT LIMITED TO:

- Family vacations or trips during the school year that are not pre-approved by the Dean of Students.
- Personal appointments, including unverified court appearances
- Job interviews, Oversleeping, including ignorance of regular start schedule
- Car pool problems or unverified car problems
- Public bus schedules
- Other personal reasons

Students may not be excused during final semester exams except for personal illness or other serious reasons.

EARLY DISMISSAL PROCEDURES

If a student needs to leave early during the school day for any reason, the parent/guardian must send a written note and/or call the Main Office Secretary explaining the reason and time for the early dismissal. In order to avoid disruptions during the class period, parents should plan early dismissals at times at the beginning or end of class periods.

If a parent drops in and requests that his/her child be released early, the parent may need to wait until the end of the class period before the student can be released.

HOURS OF OPERATION

School doors open and students are **supervised** from 7:30am-5:00pm. Students are not allowed in the academic wing until 7:40 am unless teachers have arranged to meet students prior to this time.

LEAVING SCHOOL DURING THE SCHOOL DAY

Parents are discouraged from scheduling personal appointments for students during the day. Students who become ill must report to the Dean's Office and, if necessary, they will be released by the Dean to a parent/guardian or another adult listed on the emergency card or sent home with parent permission.

SENIOR OFF-CAMPUS PRIVILEGES

With parental permission, seniors are permitted to leave campus for lunch. With parental permission, seniors may also arrive later or leave earlier if their study hall is the first or last period of the day. All seniors are to complete and return the Open Campus Privilege Form, on which **parents indicate** whether or not they grant or deny permission for their son or daughter to have off campus privileges. Student Office Aids do not have off-campus privileges during 1st and 7th periods. Seniors who transport underclass students off campus or who appear tardy for their first class after lunch will face disciplinary consequences, and/or automatically have their senior privileges suspended. Underclass students who go off campus during lunchtime will face disciplinary consequences and/or may lose the right to off campus lunch privileges during their senior year. As with all privileges, the Principal may choose to deny the senior privilege, if he/she deems that the privilege is being abused and/or is not in the best interest of the students. Students who have a 7th period study hall and have their parent's permission to leave school early must sign out in the Main Office before they leave the Campus.

STUDENT RESIDENCE

BMHS students must reside with one or both parents or a legal guardian for the duration of the academic year. The student's address, home phone number, and parents' work number(s) must be kept current with the Dean of Students and front office. The school's inability to contact a student's parents for lack of current information or evidence that a student is not residing with one or both parents may be cause for requiring a student to withdraw immediately. Exceptions to this policy may be considered with the approval of the Office of Catholic Schools.

TARDINESS

A student is considered tardy when he or she is not in class when the second bell rings to mark the beginning of the period. All disciplinary consequences for tardy violations will be recorded in the student disciplinary record. **Students with excessive excused or unexcused tardies will receive disciplinary consequences**, and may be forced to withdraw from BMHS. This applies to both first period tardies, and tardies between class periods.

First Period Lateness

Students who are late to first period must obtain a tardy slip from the Dean of Students or Main Office Secretary in order to be admitted to class. Late Students who are late for a justifiable reason and who present a note or a call from a parent/ guardian in the Main School Office prior to 8:00, will receive an "Excused" Tardy.

Late Between Classes/ Unexcused

Each time a student is late (unexcused) between classes, they will receive a tardy.

All disciplinary action regarding attendance is at the discretion of the Dean of Students. A parent conference, detention, disciplinary probation, in or out of school suspension, and/or referral to the Discipline Committee may be required for cases of habitual tardiness.

TRUANCY

Truancy is not only a serious violation of school policy, but also a violation of Colorado State Law. A student that is absent without the consent of his/ her parent or guardian is considered truant.

Examples of truancy include but are not limited to:

- Leaving school without permission from the Dean's Office or Main Office Secretary.
- Being absent from class without permission
- Becoming ill and going home or staying in the restroom without reporting to the Dean's Office or the Main Office Secretary
- Coming to school but not attending classes
- Obtaining permission to go to a certain place and not going there
- Not being in the place assigned by the student's schedule or teacher during a class period

The Dean of Students will notify parents/ guardians of truancy.

Typical Truancy Policy Consequences (These do not include consequences as determined by the State of Colorado.)

First Truancy	Detention
Second truancy	Suspension, Discipline Committee Hearing
Third truancy	Indicates unwillingness to comply with school rules and in most cases, the student will have to be withdrawn from the school.

CAMPUS MINISTRY

RELIGIOUS OBSERVANCES

The faculty and staff of BMHS participate in daily morning, midday, and afternoon prayers as an entire school community. BMHS also has all-school Masses once a month. Daily Mass is offered either before or after school in the School Chapel. Confessions are offered weekly and anytime by appointment. Spiritual direction by the school chaplain is also available by appointment. Advent and Lenten Penance Services and Adoration of the Blessed Sacrament are also offered. No one is exempted from these religious observances since they are a vital part of the school program.

RETREATS

Class Retreats are such an important part of the holistic formation of our students that they are a mandatory part of the curriculum at BMHS. Students that cannot attend their freshmen, sophomore, Junior or Senior Retreat for any reason must, in writing, request permission from the Dean of Students to be excused. Subsequently, an alternative experience must be substituted that has been approved by the Dean of Students and Campus Minister.

Service Program

Purpose

The purpose of the Service Program at BMHS, put simply, is to form young men and women who are living, not for themselves, but for God and for others. As a Catholic educational institution, it is our hope that our students learn that love of God can never be separated from love of neighbor, and that, through the experience of loving and serving the marginalized in our society, they come to a greater awareness of the needs of the Body of Christ and to a firmer understanding of what it means to live out their Catholic faith.

Components and Requirements

The goal of the service program is to provide our students with numerous opportunities to have the experience of using their time and energy to serve those in our society who are most in need. Aside from being a core value of

BMHS, serving the needy of our community is part of what it means to be Roman Catholic, and part of who we are as a Catholic institution. For these reasons, students will serve the community in the following ways:

1. Once per year, each grade level will plan and execute a major service project. Students are required to attend this service project. In the event that a student is absent on the day of the service project, he /she must do service to compensate for the missed day in a fashion that is satisfactory to his/her religion teacher. Religion teachers may assign a paper/reflection regarding the service day.
2. Every club or student organization at BMHS is required to sponsor a service project during the year. Failure to do so may result in the termination of the club or student organization after review by the Dean of Students and the Director of Student Life.
3. Every sports team is required to sponsor a service project during the year.
4. Students are individually encouraged to participate in service projects aside from those mentioned above.

COMPUTER / SCHOOL NETWORK POLICY

INTRODUCTION

In this policy, USER is defined as "any staff member, student, or parent of a BMHS student" who uses a BMHS internet connection. In this policy the term "computer resources" denotes computers (hardware and peripherals), computer networks, connections to external computer networks, and subscriptions to external computer services. "Software" collectively refers to programs, data and documentation. "Licensed software" collectively refers to copyrighted and proprietary programs, data and documentation.

EDUCATIONAL POLICY

BMHS provides limited access to the Internet through school computers. The service is open to students and staff, and use of it must be in support of education and research and consistent with the educational objectives of **BMHS**.

RESPONSIBILITY

Use of computer facilities at **BMHS** requires that use of any and all resources be ethical, legal, and efficient. The use of the Internet at BMHS is a privilege, not a right.

SECURITY

The Internet access available at **BMHS** contains blocks and filters to ensure, to the best of our ability, a controlled access environment. Parents, students, staff, and administration should be aware that BMHS has no control over the content of the information residing on **other computers** connected with the Internet, or control over the identity of individuals having access to the Internet. Parents, students, and the adult community are therefore advised that computers connected to the internet contain material that is illegal, defamatory, obscene, profane, inaccurate, abusive or threatening, racial or ethnically offensive, or otherwise objectionable.

The administration and staff of BMHS do not condone or permit the use or viewing of such material, and persons are prohibited from bringing such material into the school environment.

Any user identified as a security risk, or having a previous history of problems with other systems, may be denied access to the school's Internet connections.

All students and staff of **BMHS** will be assigned their own user id, password and storage space on one of the school's servers and/or grading system. At no time is a student to share his/her password with another student or try to login to the system using anyone else's user name and password. Any user who violates these guidelines will be denied further access through the school connection.

Vandalism of any kind will also result in cancellation of privileges. Vandalism is defined here as:

- Any malicious or deliberate attempt to harm or destroy the computer resources, software, and licensed software, or to disrupt services, whether by physical means or by the uploading or downloading of any software or the creation of computer viruses.
- Students are not permitted to bring software from outside of the school for use on school computers. Computers at **BMHS** will only contain software licensed and authorized by **BMHS**.

ACCEPTABLE USE POLICY

The following is a guide to responsible computer use, but it is not an exhaustive list of what is permissible and not permissible:

Users are expected to abide by the generally accepted rules of network etiquette.

- All users are expected to abide by local, state, and federal laws and regulations. Transmission of any material in violation of these laws and regulations is PROHIBITED.

- Respect the resource limits. Use the system only for educational activities and high quality self-discovery activities.

E-Mail Communication The same rules of civility for speaking or writing apply to email. Language inappropriate in the school community is not permitted on the BMHS Network. Before an email message is sent, it should be read over to be sure it communicates the intended content and tone that is meant to be conveyed to the receiver. Unnecessary email that wastes the receiver's time should not be sent, and paper should not be wasted printing personal messages.

Copyright/Plagiarism Responsible users of information always acknowledge their sources, both in formal and informal communications. Use information from the Internet in the same way you use information from any other public, published source: tell users where the information originated to show that it's reliable.

Parents All students using the BMHS Network or accessing the Internet through the BMHS Network must indicate that they and their parent or guardian understand the responsibilities of exercising this access, and that the failure to follow the rules set forth in the Acceptable Use Policy may result in loss of their network privileges and possible further disciplinary action. By signing the handbook receipt form, parents grant their students the permission to use the school's communication tools, software, and other network resources. Any questions about this should be referred to the System Administrator. If any parent/guardian wishes to not have their family's information available online, he/she should indicate this in writing to the System Administrator at BMHS.

Shared Network The same respect for each other and responsibility for the consequences of one's actions apply on the BMHS Network as anywhere else in the school. Like any other school resources, computer resources are shared, so priority should always be given to school assignments; and arrangements for sharing time on equipment should be negotiated fairly.

Do not interfere with other people's work. Do not waste shared resources. Do not use language that is not appropriate in the school community.

Because school computers interact with the BMHS Network in invisible but carefully designed ways, it is possible to make destructive changes without realizing it. No alterations should be made to the hardware and software of any school computers: don't change settings, add or delete programs; and don't run programs from disks without permission of the school System Administrator. It is improper and illegal to copy programs, to alter files, or to enter certain areas of the BMHS Network without authorization.

The BMHS Network both within and beyond the school, is a rich forum for debate. Its value lies in the meeting of many different minds. Harsh disagreement and personal attacks are not an acceptable use of the BMHS Network at any time.

TECHNOLOGY EQUIPMENT

Students are not authorized to unplug, dismantle, or attempt to repair any technology equipment.

PRIVACY

Student users cannot expect that files stored on school-based computers will be private. Electronic messages (including personal e-mail accounts and pass-a-notes) stored on school computers may be treated like school lockers. The files may be reviewed to ensure that users are acting responsibly. If you are granted e-mail privileges, the administrators, computer teacher, the librarian and your parent's have the right at any time to see the contents of your e-mail files. Email messages are private, and may not be quoted or sent on to anyone else without the permission of the original sender. Using someone else's words or ideas as if they are your own is never acceptable and can be illegal.

CONSEQUENCES FOR VIOLATION

The consequences for violating the Acceptable Use Policy include, but are not limited to: Suspension or revocation of access privileges to computer resources at BMHS or referral to the Dean of Students.

NON-LIABILITY

BMHS makes no warranties of any kind, whether expressed or implied, for the service it provides, and will not be held responsible for any loss of data resulting from delays and service interruptions.

BMHS makes no guarantee that the system will be error free and is not responsible for the accuracy or quality of the information obtained through the system. All users make use of the information obtained at his or her own risk.

Students are **NOT AUTHORIZED** to make any purchases of goods and/or services through school accounts. BMHS is not responsible for financial obligations arising from such purchases made by students through the unauthorized use of the system. Students wishing to use the system **MUST** have signed the Handbook Receipt Form and turned it in to the Dean of Students. BMHS parents wishing to use the system agree to comply with the above policy by signing the Handbook Receipt Form on behalf of their student(s).

All computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to view any communications (including personal e-mail & pass-a-notes) sent from or to the school and/or any Internet sites accessed on school computers.

The Acceptable Use Policy and all its provisions are subject to local, state, and federal laws.

C.A.R. / ACADEMIC ADVISING AND SUPPORT

CENTER FOR ACADEMIC RESOURCES (C.A.R.)

C.A.R. provides students with the academic, administrative and emotional support that they need to succeed in high school and college. Academic support includes arranging tutors, study skills and goal setting. Administrative support includes scheduling, academic advising, assistance with college applications and financial aid for college. Because our advisors are not therapists, we offer only general emotional support. Students with serious emotional needs are referred to private therapists.

SERVICES

Students who achieve a semester GPA of less than 2.0 or fail 2 or more classes will be offered support from an academic advisor. Students are expected to be invested in this process. They are expected to take a proactive role in completing the necessary work and in meeting with academic advisors and teachers.

If a student is identified as needing academic services, a letter will be sent home notifying the parents and student of the student's need for additional academic support. This letter will make suggestions to the student and parents concerning the academic deficiency. The Advisor of each student will follow up with support and may suggest the student seek outside tutoring, fill out weekly progress reports or take other measures to address the academic weaknesses.

By the end of the school year, if sub-standard grades persist, a recommendation may be given to the Principal that the student not continue enrollment at BMHS. Students who chronically remain on academic assistance are at risk of being allowed to remain enrolled at BMHS.

BMHS Administration Reserves the Right to Interpret Academic Policies

SPECIAL ACCOMMODATIONS

BMHS strives to accommodate students with professionally diagnosed learning disabilities. Recommendations for adaptations and modifications should be regularly discussed with parents and must be supported by diagnostic testing. Major curriculum changes to required work will be noted on the report card and in the permanent record. Such a record should say, "Grade indicated by * denotes progress made based on a curricular program adapted to the needs and abilities of this student."

STUDENT RECORDS

Student records at BMHS are to be kept and maintained in accordance with the Federal Family Education Rights and Privacy Act of 1974 and the Colorado Open Records Law. The purpose of this policy is to assure parents of students, and students themselves, if they are over the age of eighteen, access to their records and to protect each individual's right to privacy by limiting the transferability of education records without consent of the parent or eligible student. A copy of the aforementioned laws is available in the C.A.R. Center. The center will also be able to furnish information regarding Archdiocesan policies. A student's "permanent record" is kept in the C.A.R. Office, as well. **If a student does not reside with his or her parents, custodial papers must be submitted and maintained in a student's file.**

TRANSCRIPTS

Transcripts will be sent for seniors applying for college or for work applications, provided all obligations to BMHS have been met. Transcripts will be issued upon receipt of a request from the student. Official transcripts cannot be given to the student or to his or her parents, but will be sent by mail to the scholarship program, college or university of choice. BMHS complies with the provisions of the Privacy Act passed by Congress on September 27, 1974.

TESTING PROGRAM

Each school in the Archdiocese of Denver participates in testing programs as outlined by the Office of Catholic Schools.

Achievement Testing

- The Office of Catholic Schools will make public each year the average test scores for Archdiocesan Schools; however, it will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese.
- Individual student's test scores will be made available to their parents and teachers. School principals may make their school's test scores available to parents and teachers. However, individual school's achievement test scores will not be published through news media or publicity brochures.
- The Office of Catholic Schools will use an individual school's test scores only for the purpose of improving instruction within that school.
- ESL students will be tested; however, accommodations may be made to assist them in taking the test in their own language.
- Accommodations for test-taking for students with active written IEP's may be made at the discretion of the school Principal. All students will participate in the assessment program and all students will be included in the class and school averages.

CONDUCT REGULATIONS

Parent/Student Noncompliance with Handbook policies may result in disciplinary action. Serious acts of noncompliance may result in disciplinary actions including, but not limited to: suspension, withdrawal, or expulsion.

Parent Conduct

Student Withdrawal on the Grounds of Parental Behavior

No person shall be admitted as a student to BMHS unless that person and his/her parent(s) or guardian(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of BMHS and the Archdiocese of Denver.

Normally a student is not to be deprived of an education by BMHS or otherwise penalized for the actions of parents. However, a student's parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from BMHS for any of the following reasons:

1. the parent(s) refusal to cooperate with school personnel;
2. the parent(s) refusal to adhere to Archdiocesan or BMHS policies and regulations; or
3. the parent(s) interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented by the Principal. If such effort does not correct the situation, then after consultation with the Superintendent of Catholic Schools, the Principal may recommend to the parent(s)/guardian(s) that they withdraw their student. Documentation signed by the Principal and parent(s)/guardian(s), as well as, any other information or evidence of consultation with the parent(s)/guardian(s) on the matter must be retained on file.

If the parent(s)/guardian(s) refuse to accept the recommendation of withdrawal, the procedures for expulsion shall be followed as stated in the Student/Parent Handbook for BMHS and according to Policy 2600 of the Archdioceses of Denver. Registration the following year may also be denied on the basis of this policy.

Student Conduct

Acts of misconduct generally warrant a consequence. Consequences will ordinarily be relevant to the problem in an attempt to modify behavior. Different and varying approaches may be employed in attempting to modify poor or unacceptable behavior. Incidents of serious misconduct require a conference with the Dean of Students. Parents will be notified of the offense and will be expected to meet with the Dean of Students to discuss consequences and corrective actions. **Parent/Student Noncompliance with Handbook policies may result in disciplinary action. Serious acts of noncompliance may result in: suspension, withdrawal, or expulsion.**

All infractions are logged on a student's disciplinary record. **All detentions count against a student's record. When a student accumulates 5 detentions, the student's disciplinary record is reviewed by the Dean of Students and/or Principal. In such cases, a student could be suspended for a minimum of one day without credit. When a student accumulates 10 detentions, the student's disciplinary record is reviewed by the Dean of Students and/or Principal. Ten detentions could result in a student being expelled or told to withdraw. Disciplinary records may be reviewed by the Dean of Students and/or the Principal at any time.**

CONDUCT AT ASSEMBLIES AND LITURGIES

Liturgies and assemblies will be scheduled as indicated by the school calendar. Students must sit in assigned areas. Liturgies are a part of the spiritual life at BMHS, and all students are required to attend. Unexcused

absences from liturgies and assemblies are treated as truancy from class. All students are required to conduct themselves in a manner befitting a Liturgy. All students are required to behave as a respectful audience during the Mass (which includes sitting and standing as the Liturgy dictates). No student will be exempted from participation in religious observances which are deemed part of the school program.

CONDUCT AT ATHLETIC EVENTS

Family members and other guests of BMHS students are required to follow the same rules of conduct as our students. ***Any school, whose coaches, players or spectators are guilty of misconduct during the period of transit or during the contest, may be suspended for one year from the sport that is being played at the time the incident occurs.*** The responsibility for supervising the conduct of coaches, players and spectators at an athletic contest lies with the administrator of the home school. In addition, all schools are governed by the rules of fair play, conduct policies, and tenets of good sportsmanship as delineated by the Colorado High School Activities Association (CHSAA).

BMHS policy for all athletic events is as follows:

- BMHS students will cooperate with all school officials and demonstrate respect for athletic officials and rival school members.
- BMHS students will direct cheers to BMHS athletes and will not engage in derogatory cheers directed toward the rival team or engage in the use of noisemakers or stomping intended to distract rival players.
- Student athletes, spectators, and guests will demonstrate good sportsmanship during all athletic contests, awards' ceremonies, and halftime programs. Failure to exhibit good sportsmanship will result in serious disciplinary consequences.

CONDUCT AND ATTENDANCE AT SOCIAL FUNCTIONS

All students are encouraged to attend social functions such as dances, parties or shows specifically planned for their level or organization and held at BMHS or sponsored by BMHS and held at an off Campus location. If a student leaves the social event, that student may not re-enter. BMHS dances are for our students only. A BMHS student may bring a date from another school, but that student must abide by the rules of conduct which pertain to BMHS students. Guests must also enter dances with a valid student identification card. For BMHS Students, Conduct Contracts are often required in order to attend a dance. It is also required that a BMHS parent sign the Conduct Contract if their child is bringing a guest to the dance with them. Ordinarily, the contracts hold BMHS Students accountable for their guest's behavior, which includes any disciplinary penalties.

If a guest is found to be violating a school rule, it is the BMHS student who will be subject to any disciplinary penalties. All students are required to follow the dress code set for each dance. Student/guests not following the dress code will not be admitted. **BMHS students who are suspended from school for disciplinary reasons will not be admitted to any school functions including, but not limited to athletic contests and practices, dances, social functions, and play rehearsals and performances.**

CONDUCT IN THE CAFETERIA

The cafeteria is located in the Commons and offers a daily menu of hot and cold items at affordable prices. All students, except seniors who qualify for the off-campus lunch privilege, are expected to eat lunch on campus. The BMHS campus is *closed* to visitors during the lunch hour for students in grades nine, ten, eleven, and twelve. This means that no underclass student will be allowed to leave the campus. Closed campus also means that no one from outside the school is allowed to eat with BMHS students without permission obtained in advance from the Dean of Students.

Food may be brought from home or purchased in the cafeteria. Students and parents may not order food from outside to be delivered to the school. An outside lunch area is provided on the east side of the school. Students are to place all trash in the proper container. In situations where a table is not left clean, all or some the students sitting at the table may be required to clean up- regardless of which individual made the "mess." **Food and drink are permitted only in the Commons or in the designated outside eating area during their lunch period. Food/drink consumption is not allowed in the hallways. Students may not eat lunch in the parking lot, athletic fields, outside the front doors, in restrooms, the library, and the C.A.R. Office.**

CONDUCT ON SCHOOL BUSES / VANS / CHARTERS

To keep the vans/buses running on schedule and to prevent accident or injury to riders or others, it is necessary to have rules governing use of the buses/vans. Students are to be aware of, and abide by, the following rules:

Passengers shall:

- Go to their seats without crowding or pushing and will remain seated while the bus is in motion.
- Keep books, equipment, and similar objects out of the aisles of the bus.
- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly manner and make sure that all trash has been picked up.

Passengers shall not:

- Extend any part of the body out of the windows.
- Talk to the driver while the bus is in motion except in the case of an emergency.
- Tamper with the emergency doors or windows or any other equipment on the bus/van.
- Mark or deface the bus/van and its equipment.
- Fight or scuffle on the bus/van, throw objects from the window, make inappropriate gestures or yell out the windows, or disrespect/disobey the bus driver in any way.
- Open the bus/van windows except with the permission of the bus driver.

Failure of the student to follow the above rules will result in disciplinary action.

OFF- CAMPUS CONDUCT

Since Catholic Schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about a student's life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus; including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following – electronic/internet or cell phone threats or harassment, threats of violence, alcohol use, drug use, possession or sales of illegal drugs and/or drug paraphernalia, fighting, hazing, reckless driving, sexual assaults, theft, actions that bring negative publicity to BMHS, and other immoral and/or illegal acts. Interventions may include, but are not limited to – required private assessment and counseling, detention, suspension, or expulsion, probation, removal from participation in school activities, class trips, student government positions and other leadership positions, and graduation ceremonies.

DRUG AND ALCOHOL INTERVENTION PROGRAM

Drug and alcohol use compromises the safety of the school and BMHS is committed to providing a safe, secure environment for all students. Drug and/or alcohol use or possession on our campus will be dealt with as a serious offense, which may result in immediate expulsion. At the same time, we wish to offer help to students who are experiencing problems with drugs or alcohol. Students who are experiencing drug or alcohol problems are encouraged to seek help by alerting an administrator, faculty or staff member. If they are not found to be in possession of an illegal substance on the BMHS Campus, they will be directed to the Drug and Alcohol Advisor.

BMHS reserves the right to request a drug test from any student at the parent's expense. Under the following circumstances, drug testing may be mandated:

- a. A student's grades drop dramatically for no obvious cause
- b. A teacher has reasonable cause to be concerned about possible usage by a student
- c. The administration suspects usage or consistent information is brought to their attention
- d. Excessive absences or tardiness
- e. Apathy
- f. Bloodshot eyes or smell of smoke
- g. A student's friends present concern
- h. Constant anger or emotional problems
- i. Chronic discipline problems
- j. Personality or peer group changes
- k. Police or local residents report a student for suspected drug use

INTERVENTION STEPS:

Level One: The school mandates a drug test. **The test must be taken from our service provider within 24 hours of the request by BMHS at the parent's expense.** If the student tests positive for drugs/alcohol, he/she will be required to do the following:

1. meet with school counselor each month
2. meeting with parents and school counselor
3. agree to stop use of substances
4. attend the substance abuse education group
5. be prepared to take another drug test after 30 days

Level Two: Students go into level two if the second drug test is positive for any substance, and he/she will be required to do the following:

1. continue requirements of Level One
2. receive weekly counseling from an approved outside source (releases will be signed for BMHS counselor to be in contact with the treatment provider)
3. continue with drug/alcohol group

Level Three: If a third test is positive while attending BMHS, the student may be asked to withdraw from BMHS. The school can give the student the option to remain at Machebeuf if he/she attends an intensive outpatient program (approved by Machebeuf) or inpatient treatment.

Note: If a student refuses to comply with the school's drug/alcohol policy, then he/she may be asked to withdraw from school. A drug test may be required at any point throughout the year.

CRIMINAL ACT Using, selling, or buying alcohol, drugs or tobacco on campus or at any school-sponsored event may result in immediate expulsion.

Any attempt to adulterate a drug test can lead to immediate expulsion.

DISCIPLINE POLICIES

BEHAVIOR CONTRACTS / IMPROVEMENT PLANS

In certain cases, as deemed appropriate by school officials, a student may be placed on a Behavior Improvement Plan used to modify student behavior. It is used as a "last chance" effort to avoid withdrawal or expulsion. Implementation of this process will include a conference with the student and parent/s to clarify the behavioral concerns, to appeal for support from the parents, and to describe in detail the consequences for violation of said expectations/guidelines, which is suspension, withdrawal or expulsion from BMHS. This process may be used in conjunction with or in lieu of a suspension for some first time offenses with the purpose of deterring any further behavioral problems. **The Dean of Students or Principal can initiate a Behavior Improvement Plan whenever circumstances warrant, regardless of the number of detentions a student may have accumulated.**

DETENTION

Detention is a disciplinary measure for acts of misconduct. *After-school detention* begins five minutes after school is dismissed and lasts a maximum of one hour. Saturday detentions may be arranged under certain circumstances. Duration varies in conjunction with the seriousness of the offense or amount of detention time accumulated. The student who is assigned to detention reports to the Dean of Student's office.

Failure to report to any assigned detention automatically generates a new infraction and an additional consequence, which is reported on the student's disciplinary record. ***Jobs, appointments, car pools, athletic events (games or practice) or other after-school commitments are unacceptable excuses for missing an assigned detention.*** In the event of a serious need, the date of a student's detention may be re-assigned once, but it is the responsibility of the student and/or parent to request such deferment. Failure to do so will result in the sequence of penalties detailed above.

DISCIPLINE COMMITTEE

The Discipline Committee consists of faculty members and the Dean of Students, and meets for cases of serious misconduct or in cases where repeated attempts at correction have failed. The committee meets with the student and parents to review the student's discipline record and to review the matter brought before the committee. The committee then recommends appropriate disciplinary action to the Dean of Students and/or the Principal. **Should parents fail to attend a scheduled discipline committee meeting, the student may be suspended without credit until the necessary parental involvement is obtained. The Discipline Committee process is not used in all disciplinary situations.**

PROBATION

A student may be placed on probation by the Principal for a specified time for serious or continued misconduct or serious academic deficiency. In such cases a conference with the parents, student, Assistant Principal/Dean of Students or Assistant Principal for Academics, Principal and, if appropriate teacher(s) and/or counselors, will be held. A written report of the conference outlining the conditions of the probation as discussed in the conference will be sent to the parents. The statement of probation conditions will be signed by the parents, student, and Principal. A copy of this document will be given to the parents and one copy kept in the student's file. At a time determined by the Principal, the student's progress during the probationary period will be discussed and evaluated. At that time, the probation could be lifted or extended.

SUSPENSION

- **In-school Suspension**
In-school suspension may be with or without academic credit. During in-school suspension, the student will be isolated from the rest of the student body, both from the classroom and from all school activities, for the duration of the suspension.
- **Out of School Suspension**
Suspension is a temporary dismissal from school and all of its activities. It is given as a result of serious or repeated infractions of school regulations and/or after other remedial measures have been

employed without success. **Parents and the student are required to meet with the Dean of Students prior to readmission to school. Subsequent to this conference, the student may be allowed to return to classes. During a suspension, the student may not report to school for any activity or attend any activity held before or after school hours.** This includes, but is not limited to, athletic practices and/or games, field trips, school-sponsored overnight trips, dances, drama practices and/or performances. The student is usually placed on disciplinary probation if allowed to return to classes, and does not receive credit for class work that occurred during the suspension.

EXPULSION

Expulsion is an extreme measure, which is taken for the following reasons:

- For certain serious acts of misconduct which are flagrantly opposed to school policy.
- In situations where repeated efforts at correction have failed.

It would be impossible to list all types of behavior which could result in suspension or expulsion. The following are illustrative, but not exclusive, of such behavior:

- **Fighting.**
- **Cheating.**
- **Truancy.**
- **Bringing a laser pointer to school or using a laser pointer in school.**
- **Forgery**
- **Disrespect/defiance toward a staff member.**
- **Leaving campus without permission from the Administration.**
- **Use, possession of drugs, or drug paraphernalia, or being under the influence of alcohol, non-prescriptive drugs, tobacco or narcotics. The possession, use, sale or attempting to sell alcohol or illicit drugs. Being found in the company of those in possession of alcohol, drugs, tobacco, narcotics. *CRIMINAL ACT***
- **Theft**
- **Any physical retaliation or threat thereof to a staff member and/or student.**
- **Obscene literature, language, and/or note writing. *Includes e-mail, text message***
- **Continued unexcused absences or truancy.**
- **Possession of deadly weapons or knowledge of such possession by another.**
- **Using any type of object as a weapon.**
- **Continued willful disobedience or open and persistent defiance of proper authority.**
- **Willful destruction of school or neighbor's property.**
- **Harassment**
- **Setting off the fire alarm**
- **Use of fireworks, explosive devices**
- **Reckless driving on Campus or in the Lowry Neighborhood**
- **Behavior which is inimical (unfavorable or hostile) to the welfare, safety or morals of other pupils or staff members which includes all teachers, secretaries, custodians, aides, or others who serve the Bishop Machebeuf community.**

In the event a student commits an expellable offense, the Dean of Students (or Principal in the Dean's absence) will suspend the student immediately. The Dean of Students will notify parents in writing that expulsion is being contemplated. The Discipline Committee conducts a full hearing. The Principal then contacts the Office of Catholic Schools. Once the decision has been made to expel a student, the parents are notified in writing and the student's Permanent Record (transcripts) will indicate that the reason for transfer was expulsion.

HARASSMENT POLICY

Statement

The Archdiocese of Denver and BMHS "prohibit any verbal, physical, or visual, conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment." (Archdiocese Policy 2610)

Bishop Machebeuf High School believes that we are all created in the image and likeness of God, and should be treated as such. If we truly believe that we are children of God, then offensive or inappropriate behavior toward peers or school staff, including school grounds, parking lots, school sponsored activities, field trips, and all parts of the school building including hallways, classrooms, restrooms, entryways, and lockers, is intolerable. Based on the faith of the Catholic Church, and Christ's calling of peace and charity, this policy prohibits any intentional verbal, physical, or visual interactions that are intimidating, hostile, offensive, or malicious in nature.

Serious disciplinary action will be taken in the event that the school's harassment policy is violated. This may include suspension or expulsion. As well, students are under obligation to report an incident that may constitute

harassment on the part of others. Failure to report possible harassment may result in serious disciplinary action as well.

Examples of harassment include but are not limited to the following:

Physical: hitting, kicking, spitting, pushing, shoving, punching, slapping, jabbing, bumping, hair pulling, damaging property or work, tearing clothes, social alienation, invading another's personal space

Visual: gestures, facial sneering, body postures, graffiti, e-mail, text messages, internet, pictures, notes, exposing of personal items of clothing

Verbal: profanity, name calling, teasing, taunting, laughing at, threatening, ordering, mocking, ridiculing, gossiping, spreading rumors

Reporting

School officials will investigate all complaints and will endeavor to handle each complaint in a timely and professional manner so as to respect the rights of all parties involved.

- All reports filed are confidential. They are not shared with others who are not in a position of authority.
- Students should tell their parents and a teacher, Dean of Students, or the Principal, of any concerns.
- Athletes should tell their parents, teacher, coach, Athletic Director, Dean of Students or the Principal of any concerns.
- Parents are asked to discuss their concerns with the Dean of Students or Principal.

Teachers are to report any incidents to the Dean of Students or the Principal immediately and may discuss the incident with the victim and/or offender. The teachers will follow-up with the Dean of Students or Principal.

Administrative Responsibilities

Administrative staff will first notify all parties involved of the definition of the Harassment Policy. They will then conduct a thorough and confidential investigation. The Administration will conduct interviews with all possible parties involved, and gather all appropriate information, to determine if the student(s) behavior did in fact violate the harassment policy. If after discussion the Administration determines that the behavior violated the harassment policy, then the student will be given consequences that reflect the seriousness and/or frequency of the offense.

Consequences include, but are not limited to, being reprimanded, conferences with parents, expulsion, detention, suspension, required counseling, withdrawal or dismissal, and/or criminal charges filed. All actions taken will be documented and on file in the school office.

The Superintendent of Catholic Schools will be informed of any charges filed and expulsions. Privacy protects all parties from the disclosure of information regarding a student to anyone other than his/her parent or legal guardian and school staff.

SEXUAL HARASSMENT

Sexual harassment is unwanted sexual attention from other students or from adults which includes, but is not limited to the following: verbal comments, written material, subtle pressure for sexual activity, leering, pinching, touching, patting, chasing and cornering, and other forms of unwanted physical contact.

When a student believes he/she has been sexually harassed, he/she is to report the incident to an administrator or faculty member with whom he/she is comfortable immediately. All information given by the student is to be treated as confidential. The adult in whom the student confided is to report the matter to the principal immediately.

Retaliation in any form against a person filing a complaint related to sexual harassment is forbidden and will be considered as grounds for expulsion. Students engaging in sexual harassment will be subject to disciplinary measures including possible expulsion. Adults who engage in sexual harassment will be subject to disciplinary measures according to the policies of the Archdiocese of Denver.

SEARCHES OF STUDENTS / CARS / LOCKERS

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property. The Principal, Assistant Principal for Academics, Dean of Students, and the Office of Catholic Schools may conduct a search of the school and every aperture thereof, including lockers and desks.

Normally, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. are not conducted without the student's permission. If permission is not given, the Principal will follow the procedures set by the Office of Catholic Schools. After following the directives of the Office of Catholic Schools, inspection of personal property may be made if the Principal has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property. BMHS administrators will conduct such searches when there is a reasonable suspicion of a threat to the health, welfare, and safety of students.

Notwithstanding anything contained above, BMHS at its sole discretion, may alter, vary or deviate from the above policies on a case-by-case basis.

EXTRACURRICULAR POLICIES

GENERAL ATHLETIC INFORMATION AND POLICIES

All qualified students may try out for membership on sports teams. The school is committed to providing every student a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach/moderator, in conjunction with the Athletic Director, is final. BMHS is a member of the **Colorado High School Activities Association** (CHSAA) and the Metropolitan League. Each athlete must have on file with the Athletic Director the following:

- **An annual physical examination from a doctor**
- **A parental permission slip.**
- **An insurance waiver form.**
- **A medical emergency form.**
- **A signed Athletic Code of Conduct form.**
- **Parents are responsible for providing each athlete with health insurance in case of injury.**

ELIGIBILITY FOR ATHLETICS AND ALL SCHOOL-SPONSORED ACTIVITIES, CLUBS, RETREATS OR EXTRACURRICULAR PARTICIPATION

The BMHS policies are as follows:

1. During the period of participation, the student must be enrolled in a minimum of seven periods daily and earning a minimum of 2.5 Carnegie Units per semester.
2. **Weekly Eligibility-** Beginning with the 3rd Monday of each semester and each Monday thereafter, an eligibility report is generated. This information is then given to the Athletic Director.

Any student athlete who is failing two classes becomes ineligible the following Tuesday morning, is restricted from participating in games, and remains ineligible through the following Monday. (Ineligible athletes may attend practice after attending study hall.) If the student at this time has raised one or both of his/her grades to a passing grade, he/she regains eligibility beginning Tuesday afternoon. If, however, that student is still failing two classes, he/she remains ineligible for the following week.

If a student has one F, he/she will remain eligible but will be monitored by the Athletic and CAR Offices. Weekly progress reports will be based upon a student's cumulative grade up to that point in the semester. The penalty for having two F's at the semester's conclusion will remain the same as required by the CHSAA.

3. **If a student receives detention of any type, said detention MUST be completed BEFORE attending athletic practices or scheduled games.**

BMHS complies with the eligibility policies of the Colorado High School Activities Association.

4. Students must attend a **minimum of four (4) class periods** to be eligible to participate in an extra-curricular event that day.
5. In the event a student will miss classes because of an early dismissal when his/her team is traveling to an away game, it is the responsibility of the student to turn in all assignments that are due that day before they leave school. Leaving school early is not an excuse to not turn in assignments. It is also the responsibility of the student to seek out his/her teachers and get the assignments for the class(es) he/she will miss that day. Students are responsible for turning in assignments when due.

TRAINING RULES

BMHS has established certain training rules by which student athletes are to abide. These are as follows:

1. **Drugs/Alcohol:** The use or possession of tobacco, drugs, alcoholic beverages or anabolic steroids in any form or quantity will not be tolerated. Student athletes who violate this policy will be suspended and or dismissed from athletic participation. Those found to be in possession may be subject to immediate expulsion from BMHS. If not found to be in possession they will be referred to the Substance Abuse Intervention Program, and they may also be subject to disciplinary action.
2. **Privilege and Example:** Athletes are expected to conduct themselves in a commendable manner at all times in the school, the classroom, and during athletic contests, toward opponents, officials and spectators.

Athletic Teams include Baseball, Basketball, Cheerleading, Boys and Girls Cross Country, Boys and Girls Golf, Football, Ice Hockey, Boys Lacrosse, Boys and Girls Soccer, Softball, Tennis, Boys and Girls Track and Field, Girls Volleyball, and Boys Club Volleyball.

Athletic Fees, except for golf and ice hockey, are **\$150 per student, per season due at a time designated by the Athletic Director.**

Fees for golf are \$300.

Fees for Ice Hockey are \$780 for BMHS students and \$950 for non-BMHS students. Athletic fees are non-refundable.

A student athlete who leaves a team at any time during the season is responsible for notifying the Athletic Director and or coach of his/her decision. Any student athlete who leaves a team without notifying the Athletic Director and or coach may not be eligible to compete for BMHS in subsequent seasons.

Any student athlete who loses an article of the uniform distributed by the school will be responsible for the cost of replacing any portion of the uniform necessary to make a complete set.

GAME DAY ATTIRE

On game days, athletes are allowed to wear game jerseys with regular school uniform pants. School issued warm-ups or team warm-ups that have been approved by the Dean of Students and the Athletic Director may be worn with the team uniform. No specialty T-shirts are allowed without permission from the Dean of Students and Athletic Director.

LOST TEAM UNIFORMS

If an athlete loses the top and or bottom of a school-issued uniform and/or warm-up, the cost of replacing the uniform/warm-up is \$50.00 per piece.

ACTIVITIES / CLUBS

BMHS students are encouraged to participate in clubs, squads, societies, and other extracurricular activities which offer them the opportunity to develop leadership skills and demonstrate initiative through their contribution to their school and community.

INTRAMURAL ATHLETICS

By its nature participation in intramural athletics includes a risk of injury which may range in severity from minor to long term catastrophic. Although serious injuries are not common in supervised intramural programs, it is impossible to eliminate this risk. Participants can and have the responsibility to help reduce the chance of injury by obeying all the safety rules, reporting all physical problems to the adult supervisor and inspecting their own equipment. By signing the Handbook Receipt Form students and parents acknowledge that they have read and understand this warning. Parents or students who do not wish to accept the risks described in this warning have the choice not to participate in intramural activities.

GENERAL POLICIES

APPEAL PROCESS

Any appeal concerning any matter relating to BMHS must be processed in accordance with the following regulations:

A. Resolution of Ordinary Differences with the School Community

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise that require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication, and the strengthening of the community of faith, the following general guidelines will be followed:

1. In any conflict, an effort will first be made to resolve the issue in a spirit of fairness and justice following the ordinary and regular communication channels between the people involved.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability (Assistant Principal/Dean of Students, Assistant Principal for Academics, and Principal).
3. If the conflict cannot be resolved following steps one and two above, then the parent, student (18 years or older) or employee may have recourse to the appropriate Office of Catholic Schools official who will attempt to initiate discussion between the parties and attempt to bring about a peaceful resolution.

B. Recognition of Local Authority

In cases involving the Principal, the Office of Catholic Schools recognizes the local administrator's authority to exercise discretionary rights within the parameters of local Archdiocesan policy.

C. Process of Appeal

1. When a parent, an employee or student (18 years of age) believes his/her rights have been violated and/or the Principal is believed to be acting contrary to Archdiocesan or local policy, that person may submit an appeal in writing to the Office of Catholic Schools. Written appeals must contain:
 - a. The Subject of the Appeal.
 - b. What rights and/or policies have been violated.
 - c. Any factual data, other than hearsay, the person considers appropriate.
 - d. An account of the efforts that have been made to resolve the issue.

Should the Office of Catholic Schools determine that a person's rights and/or a policy have been violated; the appropriate official will investigate the appeal and render a written decision.

2. A parent, employee, or student (18 years of age) may further appeal to the Director of Catholic Schools if the complainant feels the designated official at the Office of Catholic Schools has not properly interpreted or applied policy or has failed to recognize that the complainant's rights have been violated. The Director will review the materials submitted and may ask for further details. Should a hearing be necessary, the Director may hear the appeal alone or form a hearing committee if deemed appropriate. The decision of the Director is final and binding and concludes the appeal process.
3. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent, employee, or student (18 years of age) be represented by an attorney.

AUTOMOBILES / PARKING LOT / SKATEBOARDING

Student automobiles must be registered with the Dean of Students upon receipt of a completed vehicle registration form and \$10.00 fee, the Dean issues a student-parking permit, which must be displayed in the vehicle at all times while on campus. All cars parked in the school parking lot **must be identified with the school parking permit**. Illegally parked cars will be ticketed and towed away. **All student vehicles must be registered before being parked on campus. Updated Vehicle Registration information must be given to the Dean by the student as necessary. Failure to comply with the rule for vehicle registration will result in disciplinary action.**

Loitering in vehicles for any reason, careless driving or obstructive parking and speeding are violations of school policy. Failure to observe these rules will result in the student surrendering his or her permit and forfeit the right to drive to school and park in the school parking lot. Safety and respect for our neighbors also demand that students, who drive to school, obey driving rules and policies in the Lowry Neighborhood.

Skateboarding is prohibited anywhere on campus. This includes parking lots, driveways, and the sidewalks in front of the school. Motorbikes, scooters, and motor-scooters are also prohibited.

THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE TO VEHICLES OR THEFT OF VALUABLES FROM VEHICLES PARKED IN THE SCHOOL PARKING LOT, DAY, NIGHT OR OVERNIGHT.

BULLETIN BOARDS / POSTERS / SIGNS

Bulletin boards in the lobbies or corridors will be maintained and supervised by the Student Life Office. All material to be posted must receive clearance from the Student Life Director before it can be posted.

CAR POOLS

Students who drive others to school have a definite responsibility for punctuality. Students riding in car pools have the same responsibility for being on time as other students, and car pool problems will not ordinarily be accepted as an excuse for tardiness. Car pool information may be obtained through the Admissions Office. **All student drivers must be in compliance with Colorado State Law.**

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones are not to be used, seen or heard in the school building during school (8:00am-3:15pm). Cell phones will be confiscated for a specified period of time when seen on the student's person or found in use during school hours. **Machebeuf is not responsible for damage or theft of cellular phone or other electronic devices brought to school.** I-Pods, other music/MP3 players, and other electronic devices, are not allowed in the building unless *specifically assigned* by a teacher.

It is strongly recommended that all electronic devices be left at home or kept inside (locked) lockers during school hours. These items are a serious disruption to the learning environment, subject to loss or theft, and will be confiscated by a teacher or administrator if used during the school day. The school is not responsible for damage or theft of prohibited electronic items.

FIELD TRIPS

The school administration must give approval for all field trips. In order for a student to participate in off-campus excursions, parental approval must be obtained in writing on the form provided by BMHS and the Archdiocese of Denver. Students who do not have the signed authorized permission form will be excluded from participation. It is not acceptable to give verbal permission or permission communicated through notes. **Students may not drive other students to the site of the excursion.**

GUM

Gum may not be chewed during the school day regardless of teacher discretion.

IDENTIFICATION CARDS

Each student is required to carry his or her ID card at all times and to present it to authorized personnel upon request. The ID card is required for admission to athletic events and other school activities at BMHS. If you need to replace your ID card, please see the Activities Director. A fee may be accessed for replacement ID cards.

LIBRARY SERVICES

All BMHS students will have a library account set up for them upon enrollment. Students are allowed to use the library during school hours with a pass from their teacher. Books must be checked out before they are removed from the library and may be checked out for a period of three weeks. Items may be renewed as long as some one else has not requested the title. There is a five (5) day grace period after the due date before fines begin to accrue. Fines will accrue at a rate of 10 cents per book, per day. Books with a yellow "reference" sticker may not be checked out and may not leave the library. **All Library materials must be returned and fines paid in order to take semester and final exams.**

LOCKERS / LOCKS

Student lockers are assigned individually at the beginning of the school year. The student is cautioned to keep only those materials necessary for schoolwork in the lockers. Students should bring only a minimum amount of money or other valuables to secure in *locked* individual lockers. Students are required to keep locker combinations confidential and may not transfer from their assigned locker to another locker without the permission of the Dean of Students. Costs to repair damaged and defaced lockers are billed to the student to whom the locker is *assigned*.

The physical education teachers issue padlocks for gym lockers. Locks are the property of the school and may not be replaced with personal locks. Students who remove another's lock or enter another's locker for any reason will receive serious disciplinary consequences. **SCHOOL LOCKERS AND LOCKS ARE THE PROPERTY OF THE SCHOOL AND FOR USE BY THE STUDENT TO WHOM THEY ARE ISSUED. ALL LOCKERS ARE SUBJECT TO SEARCH BY SCHOOL OFFICIALS AT ANY TIME WITHOUT PRIOR NOTICE.**

MEDIA POLICY FOR ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

At the beginning of the school year, parents will be asked to sign a **Photo Release Form** that gives BMHS permission to use photographs of their students in school publications and communication pieces. By signing the Photo Release Form, parents give the school permission to utilize photographs and video footage of their student in our school in presentations or publications. Such photographs may be distributed by BMHS and/or the Office of Catholic Schools of the Archdiocese of Denver. All photographs and video footage shall remain the sole property of BMHS and the Archdiocese of Denver. No compensation will be made for using photos/video of students. If parents/guardians wish to have their student/s excluded from above presentations/publications, parents/guardians must submit, in writing to the Dean of Students, their wishes to not have their child included in BMHS materials.

If a student participates in athletics or other school functions that are covered by local media, BMHS cannot be held responsible for the use of the student's name or likeness.

MEDICATION

Whenever possible, the parent is requested to be present to administer medication.

In order for Bishop Machebeuf to administer over-the-counter or prescription medication the school must have:

- **Written orders from a physician** on file at the school, stating: student's name, name of drug, purpose of medication, time of day/circumstances under which the medication is to be given, anticipated number of days it must be given, possible side effects, and storage instructions. Please contact the main office for a form that gives BMHS permission to administer medication.
- Parents are required to sign a waiver releasing the Archdiocese of Denver, Bishop Machebeuf High School and its employees from any liability before any medication is administered. For more information, please contact the main office.

MEDICAL CONDITIONS

If a student has a condition that might require medication on an emergency basis (e.g., in the case of an allergic reaction, asthma attack, etc.), the student's family must provide all necessary information and training to the school personnel who might be responsible for administering such medication or carrying out such medical procedures.

PARENTS' ASSOCIATION

The Parents' Association is comprised of all parents of current BMHS students. The Parents' Association assists the school in sponsoring events and financially supporting the school program. The Association meets once a month and at other times as needed.

POLITICAL ISSUES

"The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and students in the building, in the name of the school or during school-sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited." (Policy #4310)

PREGNANCY

Teenage pregnancy has lasting effects upon the lives of the expectant parents and their families. Teen pregnancy will be dealt with on a case-by-case basis in a spirit of Christian charity and understanding. Effort will be made to keep any disruption of the student's education to a minimum. Such a determination will be reached by the administration after considering the health and well-being of mother and child and the overall impact of continued attendance on the learning environment of the school. Class work will be provided during this time or an alternative program of study will be examined. The student may return to school after the birth of her baby at a time considered appropriate by her family and physician.

PUBLIC DISPLAYS OF AFFECTION

School is not the place for public displays of affection. Inappropriate physical contact such as embraces, lap sitting, kissing, hugging etc...is not permitted. The school administration and faculty will determine the appropriateness of such conduct as it affects the general learning environment of the school.

RELEASE OF STUDENT INFORMATION

Names, addresses, phone numbers, and e-mail addresses of students and faculty will not be made available to anyone outside of the school.

SOCIAL ACTIVITIES

School-sponsored social activities may be held with the approval of the Principal or Assistant Principal/Dean of Students. All school-sponsored social activities must be appropriately supervised by faculty members and parents.

USE OF SCHOOL BY OUTSIDE AGENCIES

All organizations, agencies, and groups not affiliated with BMHS that wish to use school facilities must contact the Director of Alumni and Events or the Business Office for information and restrictions. All organizations and groups must adhere to BMHS and Archdiocesan policies when using school facilities.

USE OF SCHOOL NAME AND LOGO

The Bishop Machebeuf High School name, logos, and all other images associated with the Bishop Machebeuf High School brand may not be used by anyone for any purpose without the permission of the Principal.

VISITORS / PROSPECTIVE STUDENT VISITS

No student is permitted to have visitors during the school day. BMHS students accompanying any unauthorized visitors will be subject to disciplinary action. Any exception to this rule must be approved by the Dean of Students. All parents interested in enrolling their child in BMHS must report to the Director of Enrollment to make arrangements for their child's visit.

WITHDRAWAL

After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and or behavioral problems or emotional difficulties may be required to withdraw from Bishop Machebeuf.

SCHOOL SAFETY

ACCIDENTS AND ILLNESS AT SCHOOL

- School personnel are responsible for handling accidents and sudden illness occurring at school and during school-sponsored activities.
- The procedure for responding to acute illness or injury is:
- Call 911 and give the student immediate and temporary first aid if necessary.
- Notify the student's parent or guardian. Information will be taken from the student's Emergency Card in the event the parent or guardian cannot be reached.
- School personnel will not transport seriously injured or ill students to medical treatment unless there is an emergency need to do so. If the parent cannot provide transportation, it may be necessary to call an ambulance.
- If a student is seriously injured or ill at the end of the school day, he or she will not be allowed to go home unless accompanied by a parent, guardian, or other parent delegate.

ASBESTOS RESPONSE ACT (AHERA)

In compliance with the Asbestos Emergency Response Act of April 10, 1987, BMHS does not contain any asbestos.

BACKGROUND INVESTIGATIONS

All employees of BMHS are required to agree to undergo a criminal background check obtained from the Colorado Bureau of Investigation or other appropriate state agency outside of Colorado, which complies with the Fair Credit Reporting Act. All regularly scheduled school volunteers must agree to a comprehensive background check also.

CHILD ABUSE AND/OR NEGLECT

Colorado law requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency.

CLOSURE DUE TO WEATHER OR FACILITY CONDITIONS

In the event that school must be closed due to weather or facility conditions, BMHS will contact selected television and radio stations. Closure information will also be posted on the school's website.

COMMUNICABLE DISEASES / EXTENDED ILLNESS

Any student having a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease issued by both state and local health departments, including the Center for Disease Control, as well as an examination and a determination by the administration of the overall impact on the learning environment of the school.

When required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services. In such cases as chicken pox, measles, or mumps, students will not be allowed to return to classes until the Dean of Students receives a doctor's notification as to the risk of infecting other students. Parents are to keep students at home in severe cases of influenza or strep until the student is no longer contagious. In all cases, due consideration will be given to the needs and well being of the individual(s) involved, those with whom they have had contact, and the broader school community. Information will be conveyed on a need to know basis only. These situations will be dealt with in a spirit of Christian charity and understanding. In cases where lengthy absence from school is necessitated, alternative programs of study will be examined.

CONTACT WITH STUDENTS DURING SCHOOL HOURS

Persons (other than custodial parents and legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the Principal or Dean of Students.

- The school may not be used by a non-custodial parent for the purpose of circumventing custody orders.
- Teachers will not allow pupils to leave classrooms to speak to non-school personnel, without the permission of the Principal or Dean of Students.
- No organization, agency, or person (excluding police officers and Social Services personnel) may be allowed to assume custody (take from school) of any student on the premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.
- No outside agency or representative will be allowed to speak with a student without a school official present.
- For information regarding contact with police officers, Social Service personnel or any other potential visitor, contact the Dean of Students for further information and an explanation of Archdiocesan policies.

CUSTODY ISSUES

Custodial parents/legal guardians will be recognized by the school as the primary decision-makers for their children. Legal documentation regarding custody and visitation must be provided to the school by the custodial parents/legal guardians at the time of registration. The school must be notified immediately regarding any changes to custodial provisions.

Non-custodial parents will have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of the parents to properly inform the school (Director of Enrollment and Dean of Students) of limit of access to children, records or other information. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights. For more information, please contact the Dean of Students, at (303) 344-0082.

EMERGENCY PROCEDURES

BMHS has emergency procedures which include but are not limited to: fire, severe weather, tornados, and intruders from within and outside the building. For a copy of these policies, contact the school's Main Office.

FIRE DRILLS

Students must learn the fire drill procedures and instructions for each class. Teachers will instruct students regarding the posted exit procedures including specific instructions for rapid/safe primary and secondary exits. Full cooperation is necessary for the proper execution of these drills and students are to remember that their welfare is the sole purpose of prompt and efficient evacuation.

When the fire alarm sounds, every person in the building will evacuate according to the directions posted near the door of the classroom, office, or Commons area. Response to the alarm is to be prompt, quiet, orderly and disciplined. Teachers are to take their grade book and instruct all students to walk, *not run*, quickly in single file to the nearest exit. After exiting the building, teachers will lead students to a distance of about 600 feet from the building and take roll immediately. Each group will quietly remain standing until school or fire department officials give further directions.

LIABILITY INSURANCE INFORMATION

"Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees, and volunteers, while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance." (Archdiocese of Denver)

ROUGH-PLAY AND DISREGARD FOR SAFETY

Rough-play, or "casual interactions" between students that involve physical contact, is not allowed. Rough "playfulness" is never permitted in classrooms, hallways, or on school premises.

SAFE ENVIRONMENT

All employees, volunteers, and any other adults assisting with student activities or events are required to successfully complete Safe Environment Training sponsored and authorized by the Archdiocese of Denver.

STUDENT AWARDS

BISHOP MACHEBEUF STUDENT AWARD

Each year the senior class votes for the senior girl and senior boy who best represent the ideals of BMHS. These include: Christian faith, integrity, initiative, cooperation, dependability, courtesy, citizenship, leadership, and maturity. The student must have been enrolled at BMHS for at least three years. This is the highest non-academic award presented to students at BMHS.

CHRIS SPILLER AWARD

Chris Spiller was a member of the class of 1997 at BMHS. He was killed in a car accident in 1998. In his loving memory, Chris' family has instituted a scholarship to be given to one graduating senior every year. The student receiving this award has willingly participated in extracurricular activities and demonstrated a strong student spirit. They have a zest for living, exhibiting a willingness to give of self, a good sense of humor, acceptance of others, a generous and compassionate heart and forgiving nature. They must also possess a bright, inquisitive and creative mind.

PAT PANEK AWARD

The Pat Panek Award, named after BMHS's legendary coach, is the highest award that a student athlete may earn. Eligible candidates must have exhibited in their lives a commitment to the ideals set forth in the BMHS Mission Statement.

PAUL MURRAY AWARD

The Paul Murray Award is bestowed upon two junior student athletes who have exhibited in their lives a commitment to the ideals set forth in the BMHS Mission Statement.

TORCH AWARD

The Torch Award, BMHS's most prestigious academic and activity award, is presented every year to qualified students. To be eligible for the Torch Award, a student must fill out an application form for the Award noting his/her accomplishments, academic and extra-curricular. The application process for the Award is initiated by the individual student at the beginning of April each year. A total of 250 academic and activity points must be earned. A minimum of 180 points must be academic achievement and a minimum of 50 points must be earned in activities. Academic points are earned by maintaining a **GPA of 3.7** or better for the first semester of the school year. Activity points will be awarded by the activity moderator/coach.

BISHOP JOSEPH P. MACHEBEUF SPIRIT AWARD

Established in 2011, this award recognizes a girl and a boy from each class (freshman, sophomore, Junior, Senior) who through the witness of their lives supports the Core Values of Bishop Machebeuf High School: Devotion to God, Academic Excellence, Community Service, Ethnic and Cultural Variety, and Christian Morality. The students selected must be in good academic standing and have an exemplary disciplinary record. Faculty and staff members may nominate students to receive the awards. A committee comprised of the administration and four faculty members will select the recipients of the awards from the list of nominated students.

VALEDICTORIAN / SALUTATORIAN

The **Valedictorian** is the student with the highest GPA in his or her class. This GPA is based on the final GPA of eight semesters and on a record of satisfactory conduct. The student must have attended BMHS at least three years. The **Salutarian** is the student with the second highest GPA in his or her class, based on the final GPA at the conclusion of the final senior semester and on a record of satisfactory conduct. The student must have attended BMHS at least three years. Final selection of the Valedictorian and Salutarian is based on the above criteria and in conjunction with the Administration.

UNIFORM/ DRESS CODE POLICY

PURPOSE OF UNIFORM

It is both in the spirit and in the structure of the Catholic school to require students to be attentive to their dress. Dress does, in part, define the person in addition to supporting the values and the mission of Bishop Machebeuf High School and the Archdiocese. Proper dress is an important indicator of respect for oneself and others. Students are expected to be properly dressed when they enter the building in the morning and to remain properly dressed until the end of the school day. All articles of dress are to be worn properly and as intended. Articles of clothing which are not part of the uniform are to be placed in lockers prior to the beginning of first period and must remain in the lockers until students are dismissed for the day. It is the goal of Bishop Machebeuf High School to accomplish the following by having a dress code:

1. Develop a sense of identity and pride within the individual with **modesty** as the guideline.
2. Help students realize that school is their "job" at this time in their lives, and they must dress accordingly.
3. To have parents/guardians and students understand that by freely choosing BMHS, they also freely choose to be in compliance with its rules and regulations and will support them, even when it is inconvenient.

GENERAL UNIFORM POLICIES

- All uniforms are sold exclusively by Dennis Uniform Co. No other uniforms may be worn.
- Nothing can be added to uniform clothing. For example, pins, patches, or jewelry may not be attached. Students must adhere to uniform policies all day, including during lunch.
- No article of non-uniform clothing can be worn over the uniform.
- **When purchasing uniform clothing, every effort must be made to obtain clothing that fits properly. Shirts/tops and pants that are too tight, too revealing, or too big/baggy, are not permitted. MODESTY IS IMPORTANT.**
- Allowances must also be made for clothing that might shrink in the laundering process. **Clothing in violation of this rule may not be worn, and uniform items cannot be returned.**
- Hats and head coverings including bandannas, gloves and sunglasses are not to be worn inside of the school building.
- Skorts for girls are not permitted.
- Cargo long pants are not permitted for boys and/or girls.
- **Mass Day Dress – Official School Uniform (white shirt) is required for all school Masses.**

Shirts:

- **Shirts must be tucked inside and be secured at the waist.**
- Official uniform shirts/tops must be worn at all times even under approved outerwear. Shirts must be solid white, with collar, long or short sleeved, with BMHS logo.
- The uniform logo must show at all times.
- All undershirts for men and women must be white.
- For Girls, Button-down blouses must be buttoned up to second from top button and may be worn without being tucked in.

Pants

- Students may wear pants of any heavy gauge fabric, and secured at the waist.
- Pants must be a solid **TAN** or **Khaki ONLY**, and be free of holes, tears, and frayed edges.
- Pants must have belt loops and be free of external pockets (cargo, corduroy and painters type pants are not acceptable).
- A belt must be properly worn and should be visible at all times when approved outer wear is not being worn.
- Baggy pants, or pants with legs wider than the shoes, are unacceptable.
- Pants must not have “patterned fading” or “bleach patterns,” embroidery, pictures or painted patterns.
- Girls are allowed to wear Capri-style pants.

Shorts

- All shorts must be Khaki/Tan and must be secured at the waist.
 - Girls may wear shorts that are walking-style shorts that are near knee-length. Short shorts are not permitted.
 - Girls are allowed to wear official plaid or khaki colored skorts purchased through Dennis Uniform ONLY. The skort must be fitted properly and no more than two (2) inches above the knee in length. Skorts may not be altered or hemmed in any way.
 - Boys may wear tan shorts that are no longer than knee length.
 - Boys may wear the Cargo uniform shorts purchased at Dennis Uniform Co.

Skirts

- Girls are allowed to wear the Machebeuf plaid uniform skirt purchased through Dennis Uniform Co.
- The uniform skirt may not be hemmed or altered in any way. This includes altering the skirt to remove the shorts.

Outerwear/Accessories

- Approved outerwear includes the school-sold, forest green colored, quarter zip, pullover fleece or sweatshirt, any dark green BMHS-printed sweatshirt with either gold or white/black screen-print, school-sold sweater vest, sweaters, letterman’s jackets, or any green BMHS printed athletic outerwear approved by the Dean of Students.
- Overcoats, hats, head coverings, gloves and sunglasses are not to be worn inside the building.
- Green, school-sold Polo-type golf shirts may be worn in place of the white Polo-type golf shirt except on Mass days and other times as designated by the Principal

Shoes/Socks

- Shoes that are dress or athletic may be worn.
- Flip flops may not be worn.
- Slippers/house shoes may not be worn.
- Socks must be worn. Socks must be a solid color without patterns, designs, and artwork.
- Socks must be either white, navy blue, forest green, gray, or black.
- Tights may be worn by girls. Tights must be a solid color without patterns, designs, artwork, and/or holes.
- Tights must be either white, navy blue, forest green, gray or black.

Sports/School-Sponsored Activity Dress

Sports dress/jerseys may be worn on game days or Friday before Saturday games. Sweat pants are not allowed to be worn on game days. School-issued warm-up suits are allowed. If a team does not have a school-issued warm-up suit, players must wear uniform pants or shorts. **All members of a school-sponsored group must wear the same clothing for their game day dress.** Coaches or moderators wishing to wear other group-specific attire must obtain prior approval from the Dean of Students.

Hair Styles / Facial Hair

Hair must be well-groomed, combed and out of the eyes. Extreme hairstyles and non-natural hair color will not be permitted. For young men, hair may not be longer than the top of the shirt collar without being tied back in a pony tail and shall not extend below the bottom of the ear when combed. Facial hair of any kind is not acceptable. Sideburns may not extend below the middle of the ear.

Facial/Body Piercing, Tattoos, Jewelry

Facial piercing is not allowed and students may not use band-aids or other material to cover piercing jewelry. Young ladies may not wear more than two (2) earrings in any one ear. **Young men are not allowed to wear earrings of any kind.** Tattoos should not be visible at any time. The administration may deem any piece of jewelry inappropriate, and students should be prepared to discontinue wearing jewelry identified as unacceptable. Jewelry may not detract from the learning environment.

SPIRIT DRESS/NON-UNIFORM DAYS

On occasion, BMHS may have a Spirit Dress day or Non-Uniform day with a specific theme. On those days, specific and clear guidelines will be communicated to students in advance. If these guidelines are not adhered to, **students may be withheld from class and/or face disciplinary consequences.** On these days, modesty, and clothing befitting a Catholic school environment, is still the general rule.

If at any time, skirts or dresses are allowed during a non-uniform day, they must be worn with modesty.

What is NOT allowed for Boys and Girls during Non-Uniform Days

- Spandex bottoms or tops of any kind. **NO** loose pants/shorts. No pants/shorts that are too tight. **NO** spaghetti strapped shirts or tank-tops or tank-top dresses. **Also, no halter tops or sport-bra type shirts for girls.**
- **T-shirts with offensive language and/or language are not permitted.**
- **No coats or outerwear other than approved BMHS outerwear.**
- **CLOTHING AND/OR ACCESSORIES NOT INCLUDED IN THE ABOVE MAY BE DEEMED UNACCEPTABLE AND STUDENT WILL BE REQUIRED TO CHANGE. PARENTS MAY BE CALLED TO BRING A CHANGE OF CLOTHES TO SCHOOL UNTIL WHICH TIME A STUDENT WILL BE DETAINED IN THE OFFICE. ONLY THE BMHS ADMINISTRATION HAS THE AUTHORITY TO INTERPRET THE UNIFORM.**

PE UNIFORM

The Physical Education Department requires an additional uniform. This uniform is purchased from Dennis Uniform Co. The uniform worn in Physical Education classes is not part of the daily BMHS Uniform.

CONSEQUENCES FOR NON-COMPLIANCE OF UNIFORM POLICIES

Violations of the Dress Code will fall under one of the following categories and be dealt with accordingly by the Dean of Students:

1. Student is not wearing the required uniform, including the prescribed pants, skort, shirt, undershirt, belt, socks/tights, and/or outerwear. For Category 1 violations the student will be given one warning which will be documented in his or her discipline file.
2. Student is wearing the prescribed uniform in an unacceptable manner (shirt untucked, pants sagging or too tight, skorts too short etc.) For Category 2 violations students will be given one warning which will be documented in his or her discipline file. Subsequent violations will result in disciplinary consequences, typically detention, and suspension. After 4 infractions, all subsequent infractions will be considered acts of disobedience and or defiance and may result in suspension and/or a Discipline Committee Hearing and possible expulsion from BMHS.

The Bishop Machebeuf High School Administration reserves all rights to interpret and enforce the Dress Code and Uniform Policies and Practices as it sees fit.

Contents of this handbook are subject to interpretation and modification by the school Principal, Administration, and Faculty if the common good of the community so justifies. The rules and regulations, which follow are illustrative, but not exclusive, of what is expected of BMHS students.

Regular Schedule

(50 minute periods: 1st and 2nd = 55 minutes)

1st period (Prayer / Homeroom)	8:00-8:55
2nd period (Announcements)	9:00-9:55
3rd period	10:00-10:50
4th period	10:55-11:45
Lunch	11:45-12:25
5th period	12:30-1:20
6th period	1:25-2:15
7th period	2:20-3:10

Mass Schedule

(40 minute periods: 1st and 2nd == 45 minutes)

1st period (Prayer / Homeroom)	8:00-8:45
2nd period (Announcements)	8:50-9:35
3rd period	9:40-10:20
MASS	10:20-11:30
4th period	11:35-12:15
LUNCH	12:15-12:55
5TH PERIOD	1:00-1:40
6th period	1:45-2:25
7th period	2:30-3:10

Late Start Schedule

(35 minute periods: 1st and 2nd periods = 40 minutes)

Warning Bell	9:30
1st period (Prayer/Homeroom)	9:35-10:15
2nd period (Announcements)	10:20-11:00
3rd period	11:05-11:40
4th period	11:45-12:20
LUNCH	12:20-1:00
5th period	1:05-1:40
6th period	1:45-2:20
7th period	2:25-3:00

Half-Day Schedule

(30 minute classes - 2nd = 35 minutes for announcements)

1st period (Prayer / Homeroom)	8:00-8:30
2nd period (Announcements)	8:35-9:10
3rd period	9:15-9:45
4th period	9:50-10:20
5th period	10:25-10:55
6th period	11:00-11:30
7th period	11:35-12:05

Afternoon Assembly Schedule

(40 minute periods: 1st and 2nd = 45 minutes)

1st period (Prayer / Homeroom)	8:00-8:45
2nd period (Announcements)	8:50-9:35
3rd period	9:40-10:20
4th period	10:25-11:05
5th period	11:10-11:50
Lunch	11:50-12:30
6th period	12:35-1:15
7th period	1:20-2:00
Assembly	2:05-3:10

Morning Assembly Schedule

(40 minute periods: 1st and 2nd = 45 minutes)

Assembly	8:00-9:00
Warning Bell	9:05
1st period (Prayer / Homeroom)	9:10-9:55
2nd period (Announcements)	10:00-10:45
3rd period	10:50-11:30
4th period	11:35-12:15
Lunch	12:15-12:55
5th period	1:00-1:40
6th period	1:45-2:25
7th period	2:30-3:10

Pep Rally Schedule

(45 minute periods: 1st and 2nd = 50 minutes)

1st period (Prayer / Homeroom)	8:00-8:50
2nd period (Announcements)	8:55-9:45
3rd period	9:50-10:35
4th period	10:40-11:25
Lunch	11:25-12:05
5th period	12:10-12:55
6th period	1:00-1:45
7th period	1:50-2:35
Pep Rally	2:35-3:10