



# BISHOP MACHEBEUF HIGH SCHOOL

*an academic community of faith*

458 Uinta Way, Denver, Colorado 80230  
(Phone) 303-344-0082 (Fax) 303-344-1582  
[www.machebeuf.org](http://www.machebeuf.org)

## 2014-2015 STUDENT & PARENT HANDBOOK

Bishop Machebeuf High School (hereafter referred to as BMHS) is accredited by the North Central Accrediting Association and the National Catholic Educational 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.**

This Handbook Belongs to:

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

### School Hours:

**Regular School Day – Doors open at 7:30 AM Classes begin at 8:00 AM**

**Late Start Schedule – Doors open at 9:00 AM Classes begin at 9:35**

**Classes end at 3:10 and School doors close at 3:30 PM**

## **NON-DISCRIMINATION POLICY**

*The Office of Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila 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.*



## **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. Machebeuf's Core Values are, Devotion to God, Academic Excellence, Community Service, Ethnic and Cultural Variety, Christian Morality.

### **"Quick" Student Attendance Call In Procedures**

**Student that will be out of school please do the following:**

- Call the main office before 10:00 AM **303-344-0082**
- DO NOT E-MAIL

**Student that needs early dismissal:**

- Call the main office at least by 10:00 AM or send a note with the student
- DO NOT E-MAIL

**Student that is tardy:**

- Call in for excused tardy before 10:00 AM or send in a note with the student otherwise it will be an unexcused tardy.
- DO NOT E-MAIL
- Tardies are not retroactive, only on the day of the tardy can it be excused.

**Extended absences / trips etc... please approve with the Dean of Students**

## Table of Contents

<u>NON-DISCRIMINATION POLICY</u>	<u>2</u>
Mission Statement	2
Prayers	7
<u>PROGRAM OF STUDIES</u>	<u>8</u>
<u>ADMISSIONS INFORMATION</u>	<u>8-11</u>
General Policies	8
Health Requirements	8-9
Financial Obligations/Tuition	10
Miscellaneous Fees	11
Fundraising Support	11
Volunteer Hours	11
Withdrawal	11
<u>ACADEMIC INFORMATION</u>	<u>11-16</u>
Academic Assistance	11
Academic Dishonesty	11-12
Academic Policy/Academic Probation/ Student Accountability	13
Advanced Placement Courses (A.P.)	13
Communication in Academic Matters	13
Course Changes	13
Course Load	13
Exam Exemption Policy	13
Exam Schedules	13
Failures	13
Grade Correction Policy and Incompletes	13-14
Grade Replacement	14
Grading System	14
Graduation Requirements	14-15
Homework	15
Honors Diploma	15
Honor Roll	15
Instructional Program	15
Make-Up Work	15
Progress Report/Parent-Teacher Conferences	15-16
Summer School	16
Textbooks	16
<u>ATTENDANCE REGULATIONS</u>	<u>16-19</u>
Absences/Excused and Unexcused	16-17
Early Dismissal Procedures	17
Hours of Operation	17-18
Leaving School during the School Day	18
Senior Off-Campus Privileges	18
Student Residence	18

Tardiness	18
Truancy	18-19
<u>CAMPUS MINISTRY</u>	<u>19-20</u>
Religious Observance	19
Retreats	19
Service Program	19-20
<u>COMPUTER &amp; NETWORK POLICY</u>	<u>20-22</u>
Introduction	20
Education Policy	20
Responsibility	20
Security	20
Acceptable Use	20
Technology Equipment	21
Privacy	21
Consequences for Violations	21
Non-liability	21-22
<u>C.A.R. / ADVISING &amp; SUPPORT</u>	<u>22-23</u>
Center for Academic Resources (C.A.R)	22
Services	22
Special Accommodations	22
Student Records	22
Transcripts	22
Testing Program	23
<u>CONDUCT REGULATIONS</u>	<u>23-26</u>
Parent Conduct	23
Student Conduct	23
Conduct at Assemblies & Liturgies	24
Conduct at Athletic Events	24
Conduct and Attendance at Social Functions	24
Conduct in the Cafeteria	24
Conduct Off-Campus	25
Conduct on Buses/Vans/Charters	25
Examples of Serious Misconduct	25
<u>DRUG AND ALCOHOL INTERVENTION</u>	<u>26</u>
<u>DISCIPLINE POLICIES</u>	<u>26-30</u>
Behavior Contracts/Improvement Plans	26
Detention	27
Discipline Committee	27
Probation	27
Suspension	27
Expulsion	27-28
Harassment Policy/Sexual Harassment	28-29
Pranks	29
Search- Students/Cars/Lockers/Cell Phones	29

Sexual Misconduct	29
<u>EXTRA-CURRICULAR POLICIES</u>	<u>30-31</u>
General Athletic Information & Policies	30
Eligibility for Athletics & School Activities	30
Training Rules	30-31
Game-Day Attire	31
Lost Team Uniforms	31
Activities/Clubs	31
Student Government	31
Class Officers	31
Intramural Athletics	31
<u>GENERAL POLICIES</u>	<u>31-35</u>
Appeal Process Parent /Student	31-32
Automobiles/Parking Lot	32
Bulletin Boards/Posters/Signs	32
Cafeteria Services	32
Car Pools	32
Cell Phones and Electronic Devices	33
Field Trips	33
Gum	33
Identification Cards	33
Library Services	33
Lockers/Locks in Academic Hallways	34
Lockers/Locks in Locker Rooms	34
Lost and Found	34
Media Policy	34
Medication	34
Medical Conditions	34
Parents' Association	34
Political Issues	34
Pregnancy	35
Public Displays of Affection	35
Release of Student Information	35
Skateboarding	35
Social Activities	35
Use of School by Outside Agencies	35
Use of School Name and Logo	35
Visitors/Prospective Student Visits	35
Withdrawal	35
<u>SCHOOL SAFETY</u>	<u>35-37</u>
Accidents/Illness at School	35-36
Asbestos	36
Background Investigations	36
Child Abuse/Neglect	36
Closure Due to Weather /Facility Conditions	36
Communicable Diseases/Extended Illness	36
Contact with Student during School Hours	36
Custody Issues	36-37

Emergency Procedures	37
Fire Drills	37
Liability Insurance Information	37
Off-limits Areas	37
Rough-Play & Disregard for Safety	37
Safe Environment	37
<u>STUDENT AWARDS</u>	<u>37-38</u>
Bishop Machebeuf Excellence Awards	37
Bishop Joseph P. Machebeuf Spirit Awards	37-38
Chris Spiller Award	38
Pat Panek Award	38
Paul Murray Award	38
Torch Award	38
Valedictorian/Salutatorian	38
<u>UNIFORM / DRESS CODE</u>	<u>38-39</u>
Purpose of Uniform	38
General Uniform Policies	38-39
Hair Styles/Facial Hair	39
Facial/Body Piercing/Tattoos/Body Art/	
Jewelry	39
P.E. Uniform	39
Consequences for Non-Compliance	39
<u>DAILY SCHEDULES</u>	<u>40-47</u>



### Morning Prayers

#### Memorare

Remember O most Gracious Virgin Mary,  
That never was it known,  
That anyone who fled to your protection,  
Implored your help, or sought your intercession, was left unaided.

Inspired by this confidence,  
I fly unto you, O Virgin of virgins, my mother.  
To you do I come, before you I stand, sinful and sorrowful.  
O Mother of the Word Incarnate,  
Despise not my petitions,  
But in your mercy hear and answer me. Amen.

### Pledge to the Flag

#### Pledge of Allegiance

I pledge allegiance to the flag of the United States of America,  
And to the Republic for which it stands: one nation, under God,  
Indivisible, with liberty and justice for all.

### Afternoon Prayers

#### Prayer of St. Francis

Lord, make me an instrument of your peace:  
Where there is hatred, let me sow love;  
Where this is injury, pardon; where there is doubt, faith;  
Where there is despair, hope; where there is darkness, light;  
Where there is sadness, joy.

O Divine Master,  
Grant that I may not so much seek to be consoled, as to console;  
To be understood, as to understand;  
To be loved, as to love;  
For it is in giving that we receive, in pardoning that we are pardoned,  
And in dying that we are born to Eternal Life. Amen.

### **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 the 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 an open but 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, and a personal interview. The Admissions Committee uses this information to estimate the applicant's ability to be successful at Bishop Machebeuf High School.

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 2014-2015 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. Parent's 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 <math>\leq 4</math> days before the minimum age are valid</i>	
<b>Pertussis</b>	5 to 6	5 <b>DTaP</b> or if dose 4 was administered on or after the 4 <sup>th</sup> 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 <b>Tdap</b> is required for students entering 6 <sup>th</sup> through 12 <sup>th</sup> grades.
<b>Tetanus/Diphtheria</b>	3 to 5	5 <b>DT</b> or if dose 4 was administered on or after the 4 <sup>th</sup> 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 <sup>nd</sup> dose. ( <b>Tdap</b> should be given to students at 10 or 11 years of age to complete the tetanus/diphtheria requirement if possible.)
<b>Polio</b>	4	4 <b>IPV</b> or if dose 3 was administered on or after the 4 <sup>th</sup> birthday, only 3 doses are required. The final dose must be given no sooner than the 4 <sup>th</sup> birthday. <i>A laboratory test showing immunity is acceptable.</i>
<b>Measles/Mumps/Rubella (MMR)</b>	2	For school certification, the 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. The minimum interval between dose 1 and dose 2 is at least 28 days. <i>A laboratory test showing immunity is acceptable.</i>
<b>Varicella (Chickenpox)</b> <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 <sup>st</sup> birthday. 2 doses are required for children entering K through 4 <sup>th</sup> grade. 1 dose is required for 5 <sup>th</sup> through 11 <sup>th</sup> grade. <i>A laboratory test showing immunity is acceptable.</i>
<b>Hepatitis B</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	<b>ACIP minimum intervals:</b> 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). A <i>laboratory test showing immunity is acceptable.</i>
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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 student and 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 2013-2014 school year. This fee is nonrefundable.

The student and registration fee covers orientation, book rental costs, standardized testing (PLAN, EXPLORE, PSAT) fees, technology fees, student admission to all athletic events at Bishop Machebeuf High School, student locker with combination lock, and other such fees.

### **TUITION**

Parish-affiliated rate - \$9,800

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

Unaffiliated rate - \$10,700

Learning Strategies Program (LSP) - \$2,500

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 August 1, 2013. Student will receive a \$100 discount.
- Payment of ½ of the tuition balance PRIOR TO August 1, 2014 and payment of the second ½ PRIOR TO January 1, 2015.
- Payment in monthly installments through FACTS. Payments will be spread over 10 months and automatically deducted from a checking or savings account. The first payment is deducted in August - FACTS charge a one-time service fee of \$41.00.
- Payments made by credit card will be charged a fee of 3% of the amount charged.

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. LSP fees are considered tuition and are subject to all financial policies.

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 and reported to credit bureaus.

**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.**

### **FUNDRAISING SUPPORT**

The Bishop Machebeuf High School Office of Advancement 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, the school requests that all families participate in these fundraising efforts. Not all donations need to be monetary. Procuring donations and sponsorships from local businesses for events is just one way families can support BMHS. Full participation from families ensures that tuition rates remain 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. Additional volunteer hours may be required for students receiving tuition assistance.

### **WITHDRAWAL**

Should a student or student's parent(s)/guardian(s) choose to withdraw a student 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. LSP costs are considered tuition and are subject to all financial policies.
6. There will be a \$400.00 early withdrawal fee assessed for any withdrawal prior to the last day of the School Year.
7. Tuition payments due will be based on ½ semester increments. If the parent(s)/guardian(s) withdraw(s) 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.
8. In instances such as prolonged truancy, students will automatically be withdrawn from Bishop Machebeuf High School. In the event 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.
9. 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.
10. 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). 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 DISHONESTY**

Academic dishonesty refers to cheating, plagiarism, and inappropriate computer/technology use. Acts of Academic dishonesty are morally wrong and considered very serious offenses at Bishop Machebeuf High School. They not only destroy the self-confidence of the individual involved, but also undermine her/his relationships with teachers and peers.

Acts of Academic Dishonesty include but are not limited to:

- Copying, reproducing, including or otherwise using or representing any or all of another person's work as your own.
- Using or representing materials authored by another person as your own work without proper citation or acknowledgement. (Included herein are sources including photographs, pictures, video clips, audio clips, and internet sources.)
- Using any course or course-related materials during a test, quiz or any other form of assignment where such use has been prohibited.
- Possessing concealed notes during a quiz, test, or exam
- Communication with another person (verbal or nonverbal) during a quiz, test, or exam without the explicit permission of the teacher.
- Use of unauthorized test aids such as calculators, tables, formulas, cell phones, iPads, smart phones, etc... during a quiz, test, or exam.
- Allowing someone else to copy, reproduce or otherwise use or represent all or part of his/her work as his/ her own.
- Stealing or otherwise acquiring and/or distributing without permission a teacher's or student's quiz, test, assignment copy or answers, or teacher's manual, whether or not the information contained was in fact used to cheat.
- Violating assignment directions or expectations with intent to commit academic dishonesty
- Aiding or abetting others in acts of academic dishonesty.
- Communicating the contents, format, or anything else about the quiz, test, exam to another student who hasn't taken the quiz, test, and exam yet.

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:**

**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.**

**First offense**

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

**Second Offense**

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

**Third Offense**

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

### **ACADEMIC POLICY / ACADEMIC PROBATION / 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 may 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.

### **COMMUNICATION IN ACADEMIC MATTERS**

In questions of grades, 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 beginning 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 (10<sup>th</sup>) 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**

No one is exempt from semester and final exams.

### **EXAM SCHEDULES**

Semester exam days are listed in the annual school calendar. Exams are considered a serious part of the academic program. With rare exceptions, students are 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 – Summer School is for Credit Recovery Only**

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 **complete transcript information** must be sent to Bishop Machebeuf High School before the first day of the upcoming school year. Any other arrangements must be made with the approval of the Academic Assistant Principal
- Students who fail to comply with summer school requirements may forfeit an opportunity to return to Bishop Machebeuf.
- Machebeuf students may not attend summer school classes in lieu of taking required courses at BMHS.

### **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.

### **GRADE REPLACEMENT**

- Students wanting to improve a grade that they received from Bishop Machebeuf High School course work may take an additional summer school class; however, the new grade will not replace the current grade nor will it be considered in the student's GPA.
- The grade of a repeated class does not replace the original passing grade.
- Bishop Machebeuf High School will not incorporate duplicate classes into the student schedule to improve the student's grade in that class.

### **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, - Adviser, Parent and Student need to make the decision to withdraw P or F
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	4.0
B-	82-80	2.75	3.25	3.75
C+	79-77	2.25	2.75	3.25
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 below:

Subject	Credits
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
Biology	

Chemistry	
Physics	
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 CREDITS**

- To receive a Machebeuf diploma at the graduation ceremony, 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 academic 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 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** or higher. 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 the Catholic Intellectual Tradition/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 9<sup>th</sup> 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 Academic Assistant Principal prior to registering for the course. 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.**

### **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 their importance is stressed to the students.** School doors open and students are **supervised** from 7:30am until 3:30 pm.

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**
- **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 **5:30 AM** and **10:00 AM** 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 School Secretary before 8:00 AM 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 Office Secretary.
- Upon returning to school the student presents a note to the Main Office which includes
  - Student's Name
  - Date(s) of the absence
  - Reason for absence
  - Parent signature and the date
  - Phone number where a parent can be reached
- 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/or 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
- Traffic
- Transporting siblings to their school

**Students may not be excused during final semester exams unless arranged with the Academic AP**

#### **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** inside of the school building from **7:30am until 3:30pm**. **No adult supervision is assigned outside of these hours.** Students are not allowed in the academic wing until 7:40 am unless teachers have arranged to meet students prior to this time. Students are not permitted in the Academic Wing after 3:30 pm unless they are working with a teacher, coach, and/or counselor.

Students may not leave campus during the school hours without the permission of the Dean of Students. Students on campus outside of these hours are required to be in an adult-supervised activity/area. After 3:30 pm any unsupervised students are to wait for their rides in the Commons. Students are not permitted in any unsupervised areas of the campus such as the football field, parking lots, etc... at any time. Loitering on campus is prohibited.

#### **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 allowed 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 1<sup>st</sup> and 7<sup>th</sup> periods. Seniors who transport underclass student's off-campus or who appear tardy for their first class after lunch will face disciplinary consequences, and/or automatically have their senior privileges suspended. 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.

#### **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. Ordinarily, three unexcused tardies will result in the student receiving a Detention.**

#### **TRUANCY**

Truancy is not only a serious violation of school policy, but also a violation of Colorado State Law. Any student that is absent without the consent of his/ her parent or guardian is considered truant for that time frame they are missing.

**Examples of truancy include but are not limited to:**

- Neglecting to report to school
- Leaving school without permission from the Dean's Office or Main Office Secretary.
- Leaving a class and/or failing to report to a class without permission
- Becoming ill and going home or staying in the restroom without reporting to the Dean's Office
- Coming to school but not attending classes
- Obtaining permission to go to a certain place and not going there
- Being out of class without the teacher's permission or in a manner inconsistent with teacher's permission
- 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.)** 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 may be a consequence for student truancy.

TRUANCY LEVEL	DESCRIPTION	CONSEQUENCE
Level 1	3 unexcused tardies or absences	Detention
Level 2	5 unexcused tardies or absences	Suspension, Discipline Committee Hearing
Level 3	More than 5 unexcused tardies or absences	Indicates unwillingness to comply with school rules and in most cases, the student will have to be withdrawn from the school.

The level of truancy is determined by the Dean of Students.

## **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. On certain days 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. If permission to miss the class retreat is granted, the student must complete and present proof of completion of an alternative experience (retreat). This "other" retreat must be approved by the Dean of Students and Campus Minister prior to participating in the substitute experience. If permission to miss the class retreat is denied, the student must attend his/her class retreat since a yearly school retreat experience is required for graduation from BMHS.

In some cases, a student who misses his/her class retreat may be required to attend a retreat given to a different class.

### **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 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 the foundation of every Catholic institution. For these reasons, students will serve the community in the following ways:

1. Once per year, the entire school will participate in the Shut Down for Service Day. 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 the school's 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 and may incur disciplinary circumstances.

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.
- All users are expected to respect the resource limits. The system is to be used for educational activities and high quality self-discovery activities only.

**E-Mail Communication** The same rules of civility for speaking or writing apply to e-mail. Language inappropriate in the school community is not permitted on the BMHS Network. Before an e-mail 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 e-mail 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. Information from the internet must be in the same way that 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/ 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 and agree to insist that their students adhere to the school's technology policies. Any questions about this should be referred to the System Administrator.

If any parent/guardian does not want to have his/her 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 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.

Students are instructed not to interfere with other people's work, waste shared resources, and/or 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: students should not change settings, add or delete programs, or run programs from disks without the 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 a student is granted e-mail privileges, the administrators, computer teacher, the librarian and his/her parent's have the right at any time to see the contents of the e-mail files. E-mail 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: referral to the Dean of Students for Detention, Suspension, and/or revocation of access privileges to computer resources at BMHS.

#### **NON-LIABILITY**

**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/ her risk. 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.

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 reserves 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.
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*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 BMHS advisors are not therapists, they 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 is sent home notifying the parents and student of the student's need for additional academic support. This letter makes suggestions to the student and parents concerning the academic deficiency. The Advisor for each student will follow up with support and may suggest the student seek outside tutoring, fill out weekly progress reports and/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 not 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. Office. The Office will also be able to furnish information regarding Archdiocesan policies regarding student records. 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, or in the case of divorce where a student's living arrangement is mandated according to court order, custodial papers must be submitted and maintained in a student's file in the C.A.R. Office.**

### **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 and/or parent. In order to assure the integrity of the transcript, an Official Transcript 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 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 theatrical performances 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 BMHS students and their invited guests 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 who does not attend BMHS 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. Students/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 during the time of suspension.**

### **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. 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. The BMHS campus is *closed* to visitors during the lunch hour for students in grades nine, ten, eleven, and twelve.

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 containers. In situations where a table is not left clean, all or some of 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 unless permission is given to do so.



### **CONDUCT OFF-CAMPUS**

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.

### **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 must:**

- Go to their seats without crowding or pushing and 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 must 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.**

### **EXAMPLES OF SERIOUS MISCONDUCT**

The following examples of misconduct are not acceptable at Bishop Machebeuf High School. Students engaging in these and other acts deemed inappropriate and/or morally objectionable by the School Administration are subject to disciplinary consequences:

- Assault
- Fighting
- Theft
- Damaging or defacing school property
- Defiance of authority
- Forgery, altering school notes/documents, impersonating a parent/guardian
- Evading or attempting to evade school authorities or personnel.
- "Mooning" or any other indecent gestures or behaviors
- Leaving Campus without permission
- Throwing snowballs, rocks or other debris
- Throwing anything in the Cafeteria
- Use or possession of any tobacco product
- Operating a motor vehicle on Campus or during a school function without a valid drivers license and/or without school approval
- Disrespect toward a faculty /staff member
- Unauthorized entry of a locked or restricted area
- Invasion of privacy
- Gambling
- Obscene literature and/or language
- False fire alarms or false emergency reporting
- Harassment
- Fighting
- Sexual Behavior

**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 educational 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, sexual misconduct, 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, 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. 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 and/or alcohol. Students who are experiencing drug and/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 concerns
- 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 the school's 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 a 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 often consists of 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. Detention is held on Tuesdays and Fridays and/or on other days

as designated by the Dean of Students. Saturday detentions may be arranged under certain circumstances. Duration varies in conjunction with the seriousness of the offense or amount of detention time accumulated. Any faculty/staff member may give a student a detention for violating school rules. The Dean of Students assigns the date and time of the detention.

Failure to report to an 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 serious disciplinary consequences.

### **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 and/or Dean of Students 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 is 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. The student must complete assignments given by his/her teachers but he/she does not receive credit for the work completed.
- **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, prescription drugs, 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, etc...**
- **Sexual Misconduct**
- **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 all people are created in the image and likeness of God, and should be treated as such. Because every person is a Child of God, then offensive or inappropriate behavior toward peers or school staff, including on school grounds, parking lots, at 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, staring down another student

**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 expulsion, 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.

#### **PRANKS**

Any and all pranks, willful damage to school property, or willful disruption of normal campus operations by a student(s) will result in immediate disciplinary actions. Consequences may include, but are not limited to, full financial restitution to the school for any damages or disruptions as well as disciplinary actions up to and including expulsion. The school reserves the right to contact local law enforcement and file charges against any student(s) who commit any of these offenses. In the case of senior pranks, the school also reserves the right to revoke the senior's privilege to participate in the end-of-the-year senior functions, including graduation.

#### **SEARCHES OF STUDENTS / CARS / LOCKERS/ CELL PHONES**

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 of personal property, including cell phones when there is a reasonable suspicion of a threat to the health, welfare, and safety of students.

#### **SEXUAL MISCONDUCT**

Sexual misconduct is defined as the type or degree of sex act or any overt sexual behavior considered contrary to the moral standards and spirit of our Catholic faith that is committed on Campus or at a school-sponsored event or function. Sexual misconduct is a very serious matter and is grounds for immediate expulsion from Bishop Machebeuf High School.

**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 3<sup>rd</sup> 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 CHSAA.

3. **If a student receives detention of any type, said detention MUST be completed BEFORE attending athletic practices, scheduled games, or any other club/drama practice, rehearsal, and/or event.**

**BMHS complies with the eligibility policies of the Colorado High School Activities Association (CHSAA).**

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, Boys and Girls Basketball, Cheerleading, Boys and Girls Cross Country, Boys and Girls Golf, Football, Ice Hockey, Boys Lacrosse, Boys and Girls Soccer, Softball, Boys and Girls 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. 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-up jackets or team warm-up jackets that have been approved by the Dean of Students and the Athletic Director may be worn with the team uniform. Sweat pants are not allowed to be worn. In all cases, team/sport jerseys must be tucked in to the pants when worn on Game Days. 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.

#### **STUDENT GOVERNMENT**

Student Government represents the student body and provides all students the opportunities to participate in representative government. Having representatives from each class allows students to apply the principles of democracy that develop good citizenship and leadership qualities. Guided by a moderator, the Student Government promotes worthwhile projects, sets up wholesome social activities, and strives to create enthusiasm for school activities. The Student Government also acts as a liaison between the student body and the Administration.

##### **Student Government Officers**

The Student Government has a president, vice-president, secretary and treasurer elected by the entire student body in the spring in anticipation of the new school year which will begin in August.

#### **CLASS OFFICERS**

All classes elect a president, vice-president, secretary, and treasurer who advised by a faculty moderator, conduct class meetings and direct class projects. Class elections for sophomores, juniors, and seniors take place in the spring before the next school year. Freshmen choose their class officers in the fall.

#### **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 subsidiary 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**

Student automobiles must be registered with the Dean of Students each year. 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 forfeiting 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.

**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 Director of Student Life. All material to be posted must receive clearance from the Director of Student Life before it can be posted.

#### **CAFETERIA SERVICES**

The cafeteria is open at lunch and after school. Both hot and cold items are sold on a la carte basis. Items are paid for at the time they are purchased. There are no prepaid plans or charge accounts available to students. Microwave ovens are always available to students and vending machines may be used before and after school. Students are not permitted to purchase items from the cafeteria and/or vending machines during the school day except during lunch.

#### **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-3:10pm). 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. If a student is found using a cell phone and/or other electronic device in school and/or if the phone/electronic device goes off during the school, the following disciplinary measures will take effect:

**In all cases, the phone/electronic device will be confiscated.**

**First Offense:** phone/electronic device will be kept until the end of the day when the student will be issued a warning.

**Second Offense:** phone/electronic device will be kept overnight and returned to the student at the end of the following school day.

**Third Offense:** phone/electronic device will be kept for three days.

**Additional Offenses** could result in the student being denied the privilege to bring the phone/electronic device to school and/or the student could be subject to further disciplinary consequences.

With regard to the number of offenses, each student starts each school year with a clean slate. The number of offenses is tracked throughout the school year. The number of offenses does not revert back to zero at the beginning of the second semester.

The school administration reserves the right to search the contents of a student's cell phone when there is a reasonable suspicion of a threat to the health, welfare, and/or safety of a student(s).

**Machebeuf is not responsible for damage or theft of cellular phones 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, unless special permission is given by the Principal.**

### **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 the ID card needs to be replaced, the student should see the Director of Student Life. A fee may be assessed 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 IN ACADEMIC HALLWAYS**

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*.

#### **LOCKERS / LOCKS IN LOCKER ROOMS**

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.**

#### **LOST AND FOUND**

Bishop Machebeuf High School is not responsible for lost or stolen property. Students are responsible for securing their personal belongings while on Campus. Lost and/or found objects can be turned in to the Main Office. There is also a lost and found file cabinet outside of the Maintenance Office.

#### **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 High School 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. The main office should be contacted to request 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. In such cases, students should carry these emergency medications with them at all times. An additional supply of the emergency medication should also be kept in the Main School Office.

#### **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 passionate embraces, lap sitting, kissing, hugging, and sexually suggestive physical contact is not permitted at school and at school-sponsored events. Students may not engage in inappropriate dancing such as grinding and any other styles that may be sexually suggestive. 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.

### **SKATEBOARDING**

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.

### **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 Admissions to make arrangements for their child's visit.

All visitors, including parents and guardians must check in at the main Office for clearance to be on Campus or in the school building.

### **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 illnesses 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 its 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 cases such 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 Admissions

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.

### **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)

### **OFF-LIMITS AREAS**

Areas of the school that are off-limits to the students during the school hours unless accompanied by a faculty or staff member or given permission by the Dean of Students are as follows:

- Faculty Room
- Faculty Offices
- Kitchen
- Sports Fields
- Gym, Locker Rooms, weight room, training rooms, athletic storage rooms
- Lowry Park, creek, and lake areas
- Maintenance Office
- Custodial Closets and Storage Areas
- Parking Lots
- Patio

### **ROUGH-PLAY AND DISREGARD FOR SAFETY**

Rough-play or "casual interactions" between students that involve physical contact are 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 EXCELLENCE AWARDS**

Each year the senior class votes for the senior girl and senior boy who best represent the ideals of BMHS. These ideals 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. The Awards are presented at Graduation.

### **BISHOP JOSEPH P. MACHEBEUF SPIRIT AWARDS**

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. The Awards are given at the Academic Awards Assembly.

#### **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. He/she has a zest for living, exhibits a willingness to give of self, possesses a good sense of humor, is accepting of others, has a generous and compassionate heart and a forgiving nature. He/she must also possess a bright, inquisitive and creative mind. The award is given at Graduation and is accompanied by a monetary gift.

#### **PAT PANEK AWARDS**

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. At Graduation, one senior boy and one senior girl receive this award.

#### **PAUL MURRAY AWARDS**

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

#### **TORCH AWARDS**

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.

#### **VALEDICTORIAN / SALUTATORIAN**

The **Valedictorian** is the senior 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 **Salutatorian** is the senior 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 Salutatorian is based on the above criteria and in conjunction with the Administration. These Awards are presented at Graduation.

### **UNIFORM/ DRESS CODE POLICY**

#### **Purpose of the Uniform**

It is both in the spirit and structure of the Catholic school to require students to be attentive to their dress. Students are expected to be properly dressed when they enter the building in the morning and remain properly dressed until the end of the school day. Articles of clothing that are not part of the uniform need to be placed in a locker until the end of the school day. It is the goal of Bishop Machebeuf High School to accomplish the following by having a dress code:

- Develop a sense of school unity and pride with modesty as a guide.
- Help students realize school is their "job" at this time of their lives and must dress accordingly.
- By freely choosing BMHS, they also choose to be in compliance with rules and regulations and will support them even when they seem inconvenient.

#### **General Uniform Policies:**

**When purchasing uniform clothing all efforts must be made to wear properly fitted clothes. Tight, revealing or too big / baggy uniform clothing will not be permitted.**

- Nothing can be added to **any** uniform clothing. Examples – pins, patches, jewelry, and art work etc... items that hide, detract or alter the uniform are not allowed.

#### Shirts

- Uniform shirts may be either White or Green collared Machebeuf Logo polo shirts.
- Under shirts must be solid white, grey, black or green.
- Shirts must be tucked in and secured at the waist with a belt.
- Girls may wear the button down Machebeuf blouse untucked.

#### Pants

- Students may wear properly fitted solid color **Khaki / Tan** pants, **boot or trouser cut**.
- **Leggings, skinny pants, tight pants, stretch pants are not allowed.**

#### Shorts / Skirts

- Students may wear properly fitted solid color **Khaki / Tan** shorts.
  - Boys / Girls may wear walking style shorts that are knee length.
  - **Skinny shorts, tight shorts, stretch shorts are not allowed.**
  - Girls are allowed to wear official plaid-colored Skirts purchased from Dennis Uniform.

#### Shoes / Socks

- Closed-toe, dress shoes or athletic shoes.
- No heels higher than 2".
- Socks – must be a solid color; **no patterns or designs.**
- Tights – solid color (white, dark green, grey, navy blue, or black only); **no patterns or designs.**

#### Outerwear

- Machebeuf only outerwear – Dennis uniforms hoodies/fleece and approved marketing/development and athletic spirit/sports wear.

#### Spirit Day Dress

- Any Machebeuf top (t-shirts allowed) and appropriate pants including blue jeans (**no skinny, tight, or stretch jeans allowed**).

#### Hair Styles / Facial Hair

Hair must be well-groomed, combed and out of the eyes. Extreme hairstyles and non-natural hair colors will not be permitted. For young men, hair must be above the eyebrows in the front, above the collar in the back, and shall not extend below the bottom of the ear when combed. Mohawk and faux hawk styles are not permitted. Facial hair of any kind is not acceptable. Sideburns may not extend below the bottom of the ear. For male students, the maximum length for natural, curly, or other bushy hairstyles is two inches.

#### Facial/Body Piercing/ Tattoos/ Body Art/ Jewelry

Facial piercing, tongue piercing, and body stickers are 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. Students may not wear any type of body art or decorate their bodies with ink, markers, or any other type of writing material. 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.

#### PE UNIFORM

The Physical Education Department requires an additional uniform. This uniform may be 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

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.

CLOTHING AND/OR ACCESSORIES NOT INCLUDED IN THE ABOVE MAY BE DEEMED UNACCEPTABLE AND A STUDENT WILL BE REQUIRED TO CHANGE. PARENTS MAY BE CALLED TO BRING A CHANGE OF CLOTHES TO SCHOOL AT WHICH TIME A STUDENT WILL BE DETAINED IN THE OFFICE. ONLY THE BMHS ADMINISTRATION HAS THE AUTHORITY TO INTERPRET THE UNIFORM POLICIES.

**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 are found herein, are illustrative, but not exclusive, of what is expected of BMHS students.**

# Regular Schedule

(50 minute periods: 1<sup>st</sup> and 2<sup>nd</sup> = 55 minutes)

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



# Mass Schedule

(40 minute periods: 1<sup>st</sup> and 2<sup>nd</sup> == 45 minutes)

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

# Late Start Schedule

(35 minute periods: 1<sup>st</sup> and 2<sup>nd</sup> periods  
40 minute periods: 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> periods  
45 minute period: 7<sup>th</sup> period)

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

# Half-Day Schedule

(30 minute classes - 2<sup>nd</sup> = 35 minutes for announcements)

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

<b>Afternoon Assembly Schedule</b> (40 minute periods: 1 <sup>st</sup> and 2 <sup>nd</sup> = 45 minutes)	
<b>1<sup>st</sup> period</b> (Prayer / Homeroom)	<b>8:00-8:45</b>
<b>2<sup>nd</sup> period</b> (Announcements)	<b>8:50-9:35</b>
<b>3<sup>rd</sup> period</b>	<b>9:40-10:20</b>
<b>4<sup>th</sup> period</b>	<b>10:25-11:05</b>
<b>5<sup>th</sup> period</b>	<b>11:10-11:50</b>
<b>LUNCH</b>	<b>11:50-12:30</b>
<b>6<sup>th</sup> period</b>	<b>12:35-1:15</b>
<b>7<sup>th</sup> period</b>	<b>1:20-2:00</b>
<b>ASSEMBLY</b>	<b>2:05-3:10</b>

<b>Morning Assembly Schedule</b> (40 minute periods: 1 <sup>st</sup> and 2 <sup>nd</sup> = 45 minutes)	
<b>ASSEMBLY</b>	<b>8:00-9:00</b>
<b>Warning Bell</b>	<b>9:05</b>
<b>1<sup>st</sup> period</b> (Prayer / Homeroom)	<b>9:10-9:55</b>
<b>2<sup>nd</sup> period</b> (Announcements)	<b>10:00-10:45</b>
<b>3<sup>rd</sup> period</b>	<b>10:50-11:30</b>
<b>4<sup>th</sup> period</b>	<b>11:35-12:15</b>
<b>LUNCH</b>	<b>12:15-12:55</b>
<b>5<sup>th</sup> period</b>	<b>1:00-1:40</b>
<b>6<sup>th</sup> period</b>	<b>1:45-2:25</b>
<b>7<sup>th</sup> period</b>	<b>2:30-3:10</b>

# Pep Rally Schedule

(45 minute periods: 1<sup>st</sup> and 2<sup>nd</sup> = 50 minutes)

<b>1<sup>st</sup> period</b> (Prayer / Homeroom)	<b>8:00-8:50</b>
<b>2<sup>nd</sup> period</b> (Announcements)	<b>8:55-9:45</b>
<b>3<sup>rd</sup> period</b>	<b>9:50-10:35</b>
<b>4<sup>th</sup> period</b>	<b>10:40-11:25</b>
<b>LUNCH</b>	<b>11:25-12:05</b>
<b>5<sup>th</sup> period</b>	<b>12:10-12:55</b>
<b>6<sup>th</sup> period</b>	<b>1:00-1:45</b>
<b>7<sup>th</sup> period</b>	<b>1:50-2:35</b>
<b>PEP RALLY</b>	<b>2:35-3:10</b>

<b>2<sup>nd</sup> Hour Assembly Schedule</b> (40 minute periods: 1 <sup>st</sup> and 2 <sup>nd</sup> = 45 minutes)	
<b>1<sup>st</sup> period</b> (Prayer / Homeroom)	<b>8:00-8:45</b>
<b>Warning Bell</b>	<b>8:50</b>
<b>Assembly</b>	<b>8:55-9:55</b>
<b>2<sup>nd</sup> period</b> (Announcements)	<b>10:00-10:45</b>
<b>3<sup>rd</sup> period</b>	<b>10:50-11:30</b>
<b>4<sup>th</sup> period</b>	<b>11:35-12:15</b>
<b>LUNCH</b>	<b>12:15-12:55</b>
<b>5<sup>th</sup> period</b>	<b>1:00-1:40</b>
<b>6<sup>th</sup> period</b>	<b>1:45-2:25</b>
<b>7<sup>th</sup> period</b>	<b>2:30-3:10</b>