

Bishop Manogue Catholic High School



Parent-Student Handbook 2011-2012

Parent-Student Handbook Receipt

This serves as official record that you have received a Parent-Student Handbook for the 2011-2012 school year.

Moreover, by signing this document all Students, along with their Parent(s) / Guardian(s), explicitly accept the provisions set forth in the current Parent-Student Handbook as a condition of enrollment at Bishop Manogue Catholic High School and agree, so far as they may be applicable and not at variance with any of the provisions of this contract, to comply with all school regulations. Bishop Manogue Catholic High School reserves the right to amend the Parent-Student Handbook at any time should the need arise.

Any policy statements published during the course of the school year are considered to be an addendum to the Parent-Student Handbook. The policies stated in the Parent-Student Handbook shall prevail should inconsistencies be found with the published policies in other Bishop Manogue Catholic High School publications. Please see the Bishop Manogue Website for updated policies and procedures.

I have received a Parent-Student Handbook for the 2011-2012 school year.

Parent / Guardian – Print Name

Parent / Guardian – Signature

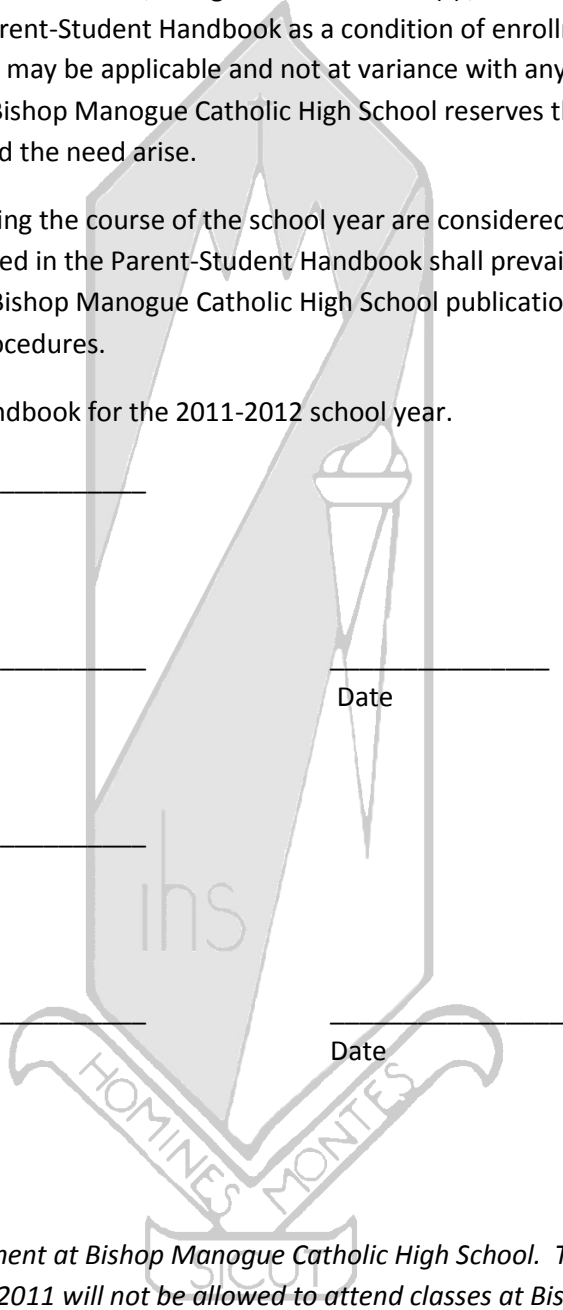
Date

Student – Print Name

Student – Signature

Date

This contract is a condition of enrollment at Bishop Manogue Catholic High School. Those students who do not have a contract on file before September 9, 2011 will not be allowed to attend classes at Bishop Manogue and will lose credit until their contract is returned.



MISSION STATEMENT

*Educating through Faith, Leadership,
Knowledge, and Compassion*

PHILOSOPHY

Bishop Manogue Catholic High School is a faith-based community working together for the education of all students. Catholic values and ideals are the basis for all instruction and interaction. The school community, together with parents, alumni, and benefactors, fosters an environment that supports academic achievement, spiritual growth, self-motivation, extra-curricular involvement, and Christian service.



M

Morality

I

Intellect

N

Nurturing

E

Encouragement

R

Respect

S

Service

Expected School-Wide Learning Results

Students will be prepared to be active learners and productive members of the community by:

- Demonstrating effective and responsible written and verbal communication*
- Demonstrating proficiency in core curriculum*
- Demonstrating responsible and active citizenship*

Students will be prepared for independence, responsibility, and a future of change through:

- Development and use of critical thinking skills*
- Participation in extra-curricular and cooperative activities*
- Experience in leadership opportunities*
- Innovative and responsible use of technology*
- Building interpersonal intelligence*

Students will be prepared to demonstrate their faith values and knowledge through:

- Active and reflective involvement in Christian Service*
- Utilization of opportunities to live and experience faith*
- Participation in retreats and active participation in liturgy and prayer*
- Demonstration of increased knowledge of Catholicism*

The Bishop Manogue Creed

We, the staff and students of Bishop Manogue Catholic High School BELIEVE that...

...the Bishop Manogue Community is our focus: students, alumni, parents, staff, faculty, and administration.

...all members of the Bishop Manogue Community will serve each other with courtesy, recognizing our God-given dignity, and seeing Christ in one another.

...Bishop Manogue students, faculty, and staff are the heart of our faith-based family.

...our Bishop Manogue family is a distinct combination of cultures, faiths, gifts, and experiences that deserve our recognition and mutual respect.

...we are here for one another. We work to educate. Our purpose is to grow, excel, and learn together to become responsible citizens working toward a just and peaceful world.

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I. Acceptance of Parent/Student Handbook as a Contract

All Students, along with their Parent(s)/Guardian(s), explicitly accept the provisions set forth in the current Parent-Student Handbook as a condition of enrollment at Bishop Manogue Catholic High School and agree, so far as they may be applicable and not at variance with any of the provisions of this contract, to comply with all school regulations. Bishop Manogue Catholic High School reserves the right to amend the Parent-Student Handbook at any time should the need arise. Any policy statements published during the course of the school year are considered to be an addendum to the Parent-Student Handbook. The policies stated in the Parent-Student Handbook shall prevail should inconsistencies be found with the published policies in other Bishop Manogue Catholic High School publications.

II. Notice of Non-Discrimination Policy as it applies to Students and Employees

Bishop Manogue Catholic High School operates in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. & 2000d et seq.) and the non-discriminatory requirement of Title IX of the Education Amendments of 1972 (20 U.S.C. & 1681 et seq.). Bishop Manogue Catholic High School admits students of any race, gender, color, national, and ethnic origin to all of the rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, national or ethnic origin in the administration of its educational policies, scholarship and loan programs and other school administered programs.

III. Governance

Bishop Manogue Catholic High School is a four-year Catholic, co-educational high school in Reno, Nevada. It is the only Catholic High School in Northern Nevada. It is a separately incorporated non-profit diocesan school operated under the authority of the Diocesan Bishop, Randolph R. Calvo. Bishop Calvo is the chief pastor and teacher of the Diocese.

Bishop Randolph R. Calvo – Diocese of Reno

Mrs. Karen Barreras – Superintendent of Catholic Schools

Mr. Chris Whitty – President

Mr. Tim Jaureguito – Principal

Ms. Laurie Hartman – Chief Financial Officer

Mr. Richard Lindloff – Chief Advancement Officer

IV. Board of Directors

The Most Reverend Randolph R. Calvo, Member, Diocese of Reno

Mr. Nick Rossi, Chairman

Mr. David Miller, Vice-Chair

Ms. Deborah Griffin, Treasurer

Ms. Mary Conklin, Secretary

Mrs. Karen Barreras, Superintendent of Catholic Schools

Sister Mary Ahern, O.C.D.

Mrs. Yvonne Anxo

Mr. Anthony Baerlocher

Mr. Ross Barker

Brother Matthew Cunningham

Ms. Cathy Cobb

Mr. Mark Elston

Mr. Brian Kernan

Father Mike Mahone

Mr. Fred Perdomo

Ms. Melanie Perish

Mr. Cory Santos, Esq.

Mr. Alfred Taeubel

Mr. Jim Zaccheo

Mr. Chris Whitty – Ex Officio

V. Administration

Mr. Chris Whitty - President

Mr. Tim Jaureguito – Principal

Ms. Laurie Hartman – Chief Financial Officer

Mr. Richard Lindloff – Chief Advancement Officer

Ms. Lisa Jaureguito- Director of Academic Affairs

Ms. Lauren Lacombe – Dean of Students

Mr. Patrick Bell – Associate Dean of Academic Affairs and Student Services

TBD – Dean of Admissions

VI. 2011-2012 Faculty

| Last Name | First | Room | Dept. | |
|-----------------|-------------|------|----------------------|--------------------|
| Amestoy-Mariano | Erin | B106 | Foreign Language | |
| Barr | Branson | A116 | Science | Math |
| Brewer | Jack | B203 | Social Studies | |
| Bryn | Jim | A113 | Science | |
| Cafazza | Catherine | A105 | Math | |
| Cain | Tammy | A107 | Math | |
| Campbell | Anna | B216 | English | |
| Cobb | Tyler | B115 | Theology | English |
| Cornell | Suzanne | B201 | Social Studies | |
| Crew | Veronica | B115 | Theology | |
| Dankworth | Sheryl | B101 | ILC/Math | |
| DiLoreto | Annie | C100 | ILC | |
| Falk | Annie | F109 | Fine Arts | |
| Filler | Sara | B215 | English | |
| Gleich | James | B217 | English | |
| Gwinn | Amber | GYM | Health | Physical Education |
| Huggins | Sara | B202 | Social Studies | Leadership |
| Hunt | Jami | C100 | ILC/Paraprofessional | |
| Kalkwarf | Mary | B111 | Math | |
| Kearney | David | B103 | Math | |
| Kearney | Janine | B117 | Theology | |
| Kehoe | Kristen | B115 | Campus Ministry | |
| Lancaster | Diane | A118 | Science | |
| Landes | Frank | B211 | Social Studies | |
| Landes | JoAnn | B204 | English | Communications |
| Lazarus | Janet | F105 | Performing Arts | |
| Ledesma-Smith | Danielle | A111 | Science | |
| Legerski | Father John | B202 | Theology | Campus Ministry |
| McClintock | Cathy | D122 | Counseling | |
| McKinlay | Tracy | B201 | ESL | |
| Mills | Paul | GYM | Physical Education | |
| Myrehn | Marc | B114 | Technology | |
| Peri | Robin | B206 | Social Studies | |
| Quinonez | Diana | B104 | Foreign Language | |
| Rasmussen | Jan | D123 | Counseling | |
| Righetti | Leslie | B102 | Foreign Language | |
| Satalick | Jeremy | F105 | Performing Arts | |
| Saunders | Telsche | B116 | Theology | |
| Schnaible | Kelly | B105 | Foreign Language | Dance |
| Southworth | Nancy | F112 | Fine Arts | |
| Thomas | Cynthia | B112 | Math | |
| Ugalde | Marcelino | B201 | Speech & Debate | |
| Verzola | Carol | B213 | English | |
| Ward | Marissa | A105 | Math | |
| Wieland | Ann | A106 | Math | |
| Wilson | Kelly | A103 | Health | Sports Medicine |
| Winzeler | Alice | A102 | Science | |
| Works | Kaja | A112 | Science | |

VII. Bell Schedules

A. The Modified Block Schedule

Bishop Manogue Catholic High School uses an 8-Period Modified Block Schedule. The Modified Block Schedule includes block periods which meet for 85 minutes and “traditional” 55 minute periods.

During a 5-day week, Monday and Tuesday are the block period days with each period meeting once during these two days. During a block day, students will attend a maximum of four classes.

Wednesday, Thursday, and Friday are the “traditional” days with classes meeting for 55 minutes. Each class meets twice during Wednesday, Thursday, and Friday. At the end of the week, each class will have met three times.

During a 4-day week, each day is a block day. During a 4-day week, classes will have met two times.

The Bishop Manogue Modified Block Schedule has built in “Activity” times. During a 5-day week, Wednesdays and Fridays include an activity period which is used for a variety of school activities. For example, during the 2011-2012 school-year, every Wednesday morning (during a 5-day week) will include a faculty meeting from 7:30am to 8:55am designated for PLC’s (Professional Learning Communities). Students will begin school at 9:05am, however because the activity time has been built into the standard schedule, students will not miss any class time.

Every Friday (during a 5-day week), the schedule will include either an early activity or a late activity that is student centered. Examples of the Friday activities are:

- a. Student Rally
- b. Student Assembly
- c. All School Mass
- d. Class Mass
- e. Meeting time for Student Clubs (Sodality, National Honor Society, etc.)
- f. Centered Learning (Study time for students which affords them time to make up tests, visit the library, visit teachers for additional help, etc.)

B. 5 Day Week Schedule

Bishop Manogue Catholic High School Daily Schedule, 2011-2012 5-Day Week

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|---|--|
| 1 8:00—9:25 | 5 8:00—9:25 | Activity 8:00-9:00 | 6 8:00-8:55 | Activity 8:00-9:00 |
| announcements 2 9:40—11:10 | announcements 6 9:40—11:10 | announcements 1 9:05-10:05 | announcements 1 9:00-10:05 | announcements 4 9:05-10:05 |
| 3a 11:15-12:40 | 7a 11:15-12:40 | 2 10:20-11:15 | 2 10:20—11:15 | 5 10:20-11:15 |
| Lunch 11:10-11:35 | Lunch 11:10-11:35 | Activity 10:15-11:15 | Lunch 11:15-11:35 | Activity 10:15-11:15 |
| 3b 11:40-1:05 | 7b 11:40-1:05 | 5a 11:20-12:15 | 3a 11:20-12:15 | 6a 11:20-12:15 |
| Lunch 12:40-1:05 | Lunch 12:40-1:05 | Lunch 11:15-11:35 | 5b 11:40-12:35 | Lunch 11:15-11:35 |
| 4 1:10—2:35 | 8 1:10—2:35 | Lunch 12:15-12:35 | Lunch 11:40-12:35 | 6b 11:40-12:35 |
| | | 4 12:40—1:35 | Lunch 12:15-12:35 | Lunch 12:15-12:35 |
| | | 3 1:40—2:35 | 7 12:40—1:35 | 7 12:40—1:35 |
| | | | 8 1:40—2:35 | 8 1:40—2:35 |

C. 4 Day Week Schedule

Bishop Manogue Catholic High School Daily Schedule, 2011-2012 4-Day Week

Monday/Tuesday

Tuesday/Wed.

Wed./Thursday

Thursday/Friday

| | |
|---|-------------------------|
| 1 8:00—9:25 | |
| announcements 2 9:40—11:10 | |
| 3a 11:15-12:40 | Lunch 11:10-11:35 |
| | 3b 11:40-1:05 |
| Lunch 12:40-1:05 | |
| 4 1:10—2:35 | |

| | |
|---|-------------------------|
| 5 8:00—9:25 | |
| announcements 6 9:40—11:10 | |
| 7a 11:15-12:40 | Lunch 11:10-11:35 |
| | 7b 11:40-1:05 |
| Lunch 12:40-1:05 | |
| 8 1:10—2:35 | |

| | |
|---|-------------------------|
| 1 8:00—9:25 | |
| announcements 2 9:40—11:10 | |
| 3a 11:15-12:40 | Lunch 11:10-11:35 |
| | 3b 11:40-1:05 |
| Lunch 12:40-1:05 | |
| 4 1:10—2:35 | |

| | |
|---|-------------------------|
| 5 8:00—9:25 | |
| announcements 6 9:40—11:10 | |
| 7a 11:15-12:40 | Lunch 11:10-11:35 |
| | 7b 11:40-1:05 |
| Lunch 12:40-1:05 | |
| 8 1:10—2:35 | |

D. Delayed Start Schedule

Bishop Manogue Catholic High School Daily Schedule, 2011-2012 5-Day Week, Delayed Start

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|
| 1 9:30—10:33 | 5 9:30—10:33 | 1 9:30—10:20 | 6 9:30-10:10 | 4 9:30—10:20 |
| announcements 2 10:48—11:56 | announcements 6 10:48—11:56 | announcements 2 10:35—11:30 | announcements 1 10:15-11:00 | announcements 5 10:35—11:30 |
| 3a 12:01-1:04 | 7a 12:01-1:04 | 5a 11:35-12:25 | 3a 12:00-12:40 | 6a 11:35-12:25 |
| Lunch 11:56-12:19 | Lunch 11:56-12:19 | Lunch 11:30-11:55 | Lunch 11:55-12:15 | Lunch 11:30-11:55 |
| 3b 12:24-1:27 | 7b 12:24-1:27 | 5b 12:00-12:50 | 3b 12:20-1:00 | 6b 12:00-12:50 |
| Lunch 1:04-1:27 | Lunch 1:04-1:27 | Lunch 12:25-12:50 | Lunch 12:40-1:00 | Lunch 12:25-12:50 |
| 4 1:32—2:35 | 8 1:32—2:35 | 4 12:55-1:45 | 7 1:05—1:45 | 7 12:55-1:45 |
| | | 3 1:50-2:35 | 8 1:50—2:35 | 8 1:50-2:35 |

VIII. Academics

A. Admission

Bishop Manogue Catholic High School maintains a pattern of open admission, whereby all qualified students are accepted regardless of race, color, sex or ethnic origin. Admission of a student to Bishop Manogue High School implies:

- I. A willingness to accept the philosophy, goals, and regulations which the school establishes.
- II. A personal desire to attend the school.
- III. A willingness to exhibit in one's personal actions and behavior the characteristics of a Christian individual.
- IV. A willingness to participate in all programs of the school: spiritual, academic, social and civic.
- V. A family's willingness to support the efforts of the school by parental cooperation and involvement in academic, extracurricular, and school related activities.
- VI. A family's willingness to fulfill the financial obligations incurred in the student's education.

1. Admission Requirements

In order to be considered for admission to Bishop Manogue Catholic High School, the following five steps must be completed. All application requirements must be completed and submitted to the Admissions Director by March 1 of the year preceding admission.

a) Entrance Examination

All freshmen students are required to complete the Entrance Examination in order to evaluate proper class placement and scheduling.

Entrance Exams are offered in December and January of the year preceding admission. Check the website for specific dates and times or call the Admissions Office to schedule an exam.

Transfer students are not required to complete the Entrance Examination.

(1) Credit by Exam and Challenge Exams

Bishop Manogue does not accept any Credits by Exam. Course placement is determined by the entrance exam and completing the specific Bishop Manogue exam for each subject area, known as challenge exams. Students may take challenge exams in order to receive higher class placement than their entrance test scores grant them. For transfer students, course placement is determined by the final transcript submitted from the previous school.

b) Application

All students and their parents must complete the online application form and pay the application fee, accessible at www.bishopmanogue.org.

c) Transcripts

Two copies of Official transcripts from all institutions attended must be submitted to:

Bishop Manogue Catholic High School
Attn: Dean of Admissions
110 Bishop Manogue Drive
Reno, NV 89511

d) Three letters of recommendation

- (1) Teacher
- (2) Counselor
- (3) Administrator

All letters of recommendation must be submitted directly from the teacher, counselor, and administrator to:

Bishop Manogue Catholic High School
Attn: Dean of Admissions
110 Bishop Manogue Drive
Reno, NV 89511

e) Behavioral Report

All students applying for admission must have an administrator at each school previously attended submit a report regarding the student's behavior during his/her tenure at the school, any commendations, and any suspensions or dismissals the student received. All reports must be submitted on letterhead directly from the administrator to:

Bishop Manogue Catholic High School
Attn: Admissions Director
110 Bishop Manogue Drive
Reno, NV 89511

f) Immunization Records and Health and Wellness Exam

Once a student has been admitted to Bishop Manogue, an official immunization record and full health physical are required to begin school. Records of both of these may be presented at registration or any time prior to the student's first day of school. If a family has chosen not to immunize their child, a letter explaining the decision not to immunize must be submitted to the school prior to the student's first day.

B. International Program Admission

The International Program allows students from other countries to participate in a program of exchange or a diploma seeking course of study. A student wishing to participate in an exchange for a semester or a year must be a freshman, sophomore, or junior. A student opting to participate in a diploma seeking program must be of an appropriate age to enter as a freshman or sophomore.

1. Admission Requirements

Bishop Manogue Catholic High School welcomes students from all countries who are interested in attending high school in the United States. We offer a diploma program or an exchange program as well as English Language Learning classes in Chinese, French, Spanish and Russian. The benefits of being an international student at Manogue are that each international student receives a peer mentor for their first year on campus, a separate academic counselor, and a start of school orientation.

a) Transcripts

- I. Successful completion of the equivalent of 8th or 9th grade (evidenced by formal transcripts and Transcript Evaluation Form).
- II. 2 copies of the most recent student transcript, accompanied by the completed Transcript Evaluation Form, must be sent directly to:

Bishop Manogue Catholic High School
Attn: Associate Dean of Academic Affairs/Student Service
110 Bishop Manogue Drive
Reno, Nevada 89511

- a. Students will not have their application for admission reviewed until transcripts are received.
- b. Each transcript must be accompanied by a Transcript Evaluation Form, completed by a counselor or administrator at the current school.
- c. Bishop Manogue will only admit Freshman and Sophomore International students seeking a diploma. Upperclassmen are welcome to participate in an exchange program, but no Junior or Senior student will be admitted to graduate from Bishop Manogue.

b) *Test of English as a Foreign Language (TOEFL) Examination*

- I. All non-native English-speaking students must take the TOEFL Examination (Internet Based Test version) and have their scores sent directly to:

Bishop Manogue Catholic High School
 Attn: Associate Dean of Academic Affairs/Student Service
 110 Bishop Manogue Drive
 Reno, Nevada 89511

- II. Students will not have their application for admission reviewed until TOEFL scores are received.

c) *Passport*

- I. A copy of the student's current passport.

d) *Discipline Report*

- I. An official Discipline Report, in English, must be submitted using the Discipline Report Form.

e) *3 Letters of Recommendation*

- I. Letters of Recommendation must be submitted in English by a student's current English and Math teacher and a current school administrator.

f) *Birth Certificate*

- I. A copy of the applicant's birth certificate.

g) *International Student Application for Admission*

- I. The International Student Application for Admission must be completed online prior to January 1 of the school year preceding desired admission.

h) *Banking Statement*

A banking statement in United States Dollars must be submitted in order to verify that school financial obligations can be met. The banking statement must include a copy of any account balance that shows sufficient funds for tuition payment.

i) *Immunization and Health Record*

- I. A current immunization record, in English, must be submitted.
- II. A health physical, completed within the last 3 months, must be submitted.
- III. A current TB test is required.

The Financial Statement, Immunization Record, Discipline Report Form, Letters of Recommendation, and Birth Certificate should be sent to:

Bishop Manogue Catholic High School
 Attn: Associate Dean of Academic Affairs and Student Services
 110 Bishop Manogue Drive
 Reno, Nevada 89521

j) Telephone Interview

- I. Once all documents have been received, the final step in the application process is the telephone interview. An administrator from Bishop Manogue Catholic High School will contact the student and his/her family to arrange a time for the interview.

After completing all of the above steps, students and their families will be notified of an admission decision by March 1 of the year preceding desired admission. The official Intent to Attend form will be mailed with an acceptance letter and registration forms. In order to complete acceptance and be fully registered with Bishop Manogue Catholic High School, the student and his or her parents must complete the Intent to Attend form, the registration paperwork, and pay the \$2,500.00 non-refundable registration fee. When Bishop Manogue receives the signed and returned Intent to Attend form, the registration paperwork, and the registration fee the International Coordinator will notify the Registrar in order for the I-20 and Visa process to begin. The Registrar will contact the families of the international students to begin the I-20 application.

C. Graduation Requirements

In order to graduate from Bishop Manogue Catholic High School a student must earn a minimum of 28 credits in the required and elective courses listed below. **Students must also pass the Nevada High School Proficiency Examination in Reading, Writing, Science, and Mathematics during their sophomore, junior or senior year and complete all Christian Service Hours.** Students must be in attendance the spring semester of their senior year in order to graduate from Bishop Manogue.

It is the sole responsibility of each Bishop Manogue student to satisfactorily complete all graduation requirements.

| | | |
|-------------------------|--|-----------|
| CREDITS FOR GRADUATION: | 28 credits | |
| REQUIRED COURSES | Each semester completed in a course is equivalent to a ½ credit. | |
| COURSE | CREDITS | SEMESTERS |
| Fine Arts/Humanities | 1 | 2 |
| Computer Skills | ½ | 1 |
| English | 4 | 8 |
| Health | ½ | 1 |
| Mathematics | 4 | 8 |
| Physical Education* | 2 | 4 |
| Religious Studies | 4 | 8 |
| Science | 4 | 8 |
| U.S. Government | 1 | 2 |
| U.S. History | 1 | 2 |
| World History | 1 | 2 |
| Foreign Language | 2 | 4 |
| Elective Courses | 3 | 7 |

1. Physical Education

One Physical Education credit may be earned by participating in two or more seasons of NIAA school sponsored athletics at Bishop Manogue. No credit will be given for private lessons, clubs, or athletic teams outside of Bishop Manogue.

2. **Foreign Language**

Two consecutive years of the same foreign language is required to graduate from Bishop Manogue Catholic High School; however, the school strongly encourages students to take at least three years because many colleges and universities require three or four years for admittance. Language classes must be taken in sequence; a student cannot take Spanish I his or her Freshman year and Spanish II during the Junior year.

For all International Students: Those students who are attending Bishop Manogue and are non-native English Speakers will not be required to complete two years of study in a foreign language. Their requirement will be satisfied by registering for and successfully passing the AP Examination in their native language.

3. **Credit Recovery**

Students who fail a class must remediate that class prior to the start of the next school year or they will not be allowed to return to Bishop Manogue. Freshman students who fail a class may re-enroll for the class a second time at Bishop Manogue. Students and parents must meet with a counselor to exercise this option. Sophomore and Junior students who fail a class must complete credit remediation through Brigham Young University Online. Students and parents must contact a school counselor in order to be certain they are registering for the correct course and to outline a timeline for completion. All students who have failed and remediated a class must meet with the principal prior to the start of the upcoming school year with a copy of official transcripts in order to be re-enrolled at Bishop Manogue. An official transcript must also be submitted to the registrar upon completion of a remediated course in order to guarantee credit for graduation.

4. **Credit Advancement**

Bishop Manogue will not place any credit from an outside agency for the purpose of advancement on a student's official transcript. Students who wish to complete classes or programs that are not required for graduation from Bishop Manogue may keep a copy of their transcript from the agency that sponsored the class or program and submit that transcript on their own with college applications.

5. **Valedictory Requirements**

In order to be eligible for valedictory status at Bishop Manogue Catholic High School a student must:

- a. Have attended Manogue for four consecutive semesters leading up to graduation.
- b. Be in full attendance at the time of graduation
- c. Be in good standing with the school

The following criteria will be used to determine the Bishop Manogue Catholic High School Valedictorian:

a) Grade Point Average

The primary factor in determining a Valedictorian will be grade point average. The graduating senior or seniors with the highest cumulative weighted grade point average will be eligible for valedictory status.

b) Courses Taken

After grade point averages have been evaluated, if there is two or more seniors tied for the highest weighted grade point average, the workload of those seniors will be compared. The student with the most Honors/AP or college classes on his/her transcript will be selected.

c) Retreat Leadership

If after grade point average and courses taken are evaluated there is still a tie for Valedictorian, all retreats a student lead will be examined. The student who lead the most retreats will be selected.

d) Sports Played

If, after grade point average, courses taken, and retreat leadership there is still a tie for Valedictorian, all sports that a student participated in will be examined. The student who participated in the most Varsity sport seasons will be selected.

e) Clubs

If after grade point average, courses taken, and Varsity sport seasons there is still a tie for Valedictorian, all clubs in which the student was an active participant will be considered. The student with the most participation in clubs will be selected.

If, after all of these comparisons there is still a tie for Valedictorian, co-Valedictorians will be named.

6. Salutatorian Requirements

All of the same qualifications required for Valedictorian will be applied to Salutatorian, with the exception that the Salutatorian will be the number 2 student in cumulative weighted grade point average.

7. Graduation and Baccalaureate Ceremonies

It is a privilege, not a right, to participate in graduation and Baccalaureate ceremonies. All students who are graduating, unless notified by the Dean of Students, are welcome to participate in all end of the year ceremonies. Attendance at Baccalaureate Mass is required. Any student who does not attend Baccalaureate will not be allowed to participate in the graduation ceremony. Appropriate and formal dress is required for Baccalaureate Mass and dinner and graduation. Rehearsals for both of these events are also mandatory.

D. AP Courses

Bishop Manogue offers Advanced Placement Courses in English Language and Composition, English Literature and Composition, United States History, United States Government, Psychology, Biology, Chemistry, Environmental Science, Spanish, Calculus, Statistics, French, Physics C: Mechanics, and Portfolio Art. Advanced Placement Courses are college level classes that require a high level of commitment and study from the student. **At the end of the AP course, all students are required to take an examination. Students who fail to take the exam will receive a failing grade for the course.** If the exam is passed, a student may receive college credit for his or her efforts in the class. All students are required to pay the fees for AP exams prior to the test.

E. Grade Point Average

The cumulative grade point average is the grade point average for all classes taken during a student's high school career. The core grade point average is the grade point average of all classes taken in English, Math, Science, and Social Studies. The weighted grade point average is the grade point average that takes into consideration a student's honors and AP courses and awards an additional .25 credit for honors courses and .5 for AP courses.

Grading Scale

| Grade | Percent | Credit | Grade | Percent | Credit |
|-------|----------|--------|-------|---------|--------|
| A | 90-100 | 4.0 | C | 70-79 | 2.0 |
| B | 80-89 | 3.0 | D | 60-69 | 1.0 |
| F | Below 60 | 0 | | | |

F. Plagiarism

“Plagiarism is the improper use of, or failure to give credit to, another person's writings, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or something as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.”

-- edited version of statement from Plagiarism.org, p. 1, May 15, 2000

1. Plagiarism procedure

- I. Teachers will discuss this plagiarism policy in every class at the beginning of a course and discuss academic and ethical reasons for not using the work of other people without proper attribution.
- II. Teachers will make it clear that they will be vigilant about looking for plagiarism. Plagiarism can occur with any assignment, no matter how small or how large. Homework, essays, projects, tests, quizzes, exams, and any work that is assigned to be completed by each student can be considered plagiarized if it is not the student's own work and sources are not properly cited or attributed. There are serious consequences and penalties for the offense of plagiarism.
- III. Some examples of plagiarism:
 - a. Using an online translator to complete a foreign language essay or project.
 - b. Copying another student's work – including tests, quizzes, homework, projects, etc.
 - c. Using another student's workbook as your own.
 - d. Using an essay found online as your own.
 - e. Using copious amounts of another source in your own work and not properly citing or attributing the work to the true author.

2. Plagiarism consequences/penalties

If a teacher believes that plagiarism has occurred, they will meet with the student and notify him or her of the offense. That teacher will also immediately notify the Dean of Students and the Dean will notify the student's parents. If a determination is made that the student has plagiarized the consequences will be as follows:

a) First Offense

- I. Midterm/Final Examination
The student will receive a grade of “0” on the exam, a day of In-House-Suspension, and a note in his/her file regarding the offense. The student's parents will be contacted and a conference will be set with the Dean of Students and the Dean of Academics.
- II. Quiz/Test
The student will receive a grade of “0” on the Quiz/Test that was plagiarized, a Saturday School, an Official Warning, and a note in his/her file regarding the offense. The student's parents will be contacted by the Dean of Students.
- III. Homework
The student will receive a grade of “0” on the assignment that was plagiarized, a Saturday School detention, an Official Warning, and a note in his/her file regarding the offense. The student's parents will be contacted by the Dean of Students.

b) Second Offense

- I. Midterm/Final Examination
The student will receive a grade of “0” on the exam, 3 days of In-House-Suspension, a Conduct Board Hearing, and another notation in his/her file. The student's parents will be contacted and a conference will be set with the Dean of Students and the Dean of Academics to sign a disciplinary contract (pending the Conduct Board decision) and academic probation contract that strictly prohibit further offenses.

II. Quiz/Test

The student will receive a grade of "0" on the Quiz/Test that was plagiarized, In-House-Suspension for a day, a Saturday School, a second Official Warning, and a note in his/her file regarding the offense. The student's parents will be contacted for a conference with the Dean of Students and the Dean of Academics to sign an Academic Probation Contract to last the remainder of the semester.

III. Homework

The student will receive a grade of "0" on the assignment that was plagiarized, a Saturday School, a second Official Warning, and a note in his/her file regarding the offense. The student's parents will be contacted by the Dean of Students.

c) Third Offense

The student will receive a grade of "0" on the assignment that was plagiarized, an immediate 3-day suspension, and the student's parents will be contacted for a conference with the Dean of Students and the Dean of Academics. The student will be sent before the Conduct Review Board for possible dismissal from Bishop Manogue Catholic High School. If the Conduct Review Board allows the student to remain at Bishop Manogue, another disciplinary contract and academic probation contract will be signed by the student and parents that any future plagiarism will result in immediate dismissal from Bishop Manogue Catholic High School.

G. Academic Probation and Dismissal Policy

1. How a student is placed on Academic Probation

A student is placed on academic probation if any of the following conditions are true at the quarter or semester grading periods:

- I. The student earns a GPA below 2.0
- II. The student earns a failing grade in any class

2. Academic Probation Contract

If a student is placed on academic probation, the student and his or her parents will be required to fill out and sign an academic probation contract and return it to the Director of Academic Affairs. The contract may include, but is not limited to, the following:

- I. Weekly meetings with particular teachers
- II. Weekly meetings with the student's academic counselor
- III. Weekly grade/assignment/behavior checks from all classes

3. Mandatory Study

All Freshman and Sophomore students placed on academic probation will automatically be enrolled in Mandatory Study and will remain there until the probation is lifted (minimum of one quarter). The class will be a time for students to complete homework, make-up work, or other teacher approved activities to help improve a student's grade. Mandatory Study will take place Monday through Thursday from 2:35pm to 3:25pm in the Cafeteria. Athletics and extra-curricular activities may only be attended after the completion of mandatory study. All assigned sessions must be attended.

All Juniors and Seniors placed on academic probation will have one semester to raise their grades. At the completion of that semester, any Junior or Senior who remains on probation will meet with the administration and his/her parents to discuss conditions under which the student may remain at Bishop Manogue or academic dismissal from Bishop Manogue Catholic High School.

Failure to comply with anything in this contract may result in additional contract requirements, suspension, and/or dismissal from the school.

4. Academic Probation Timeline

Once a student is placed on academic probation, he or she will remain there until quarter grades are posted. At that time, if the student has successfully raised his or her GPA above a 2.0 and has no failing grades, he or she will be removed from academic probation. If, however, the student has not raised his or her grades above the 2.0 requirement, still has a failing grade in any class, and/or multiple failing grades, he or she may be asked to leave Bishop Manogue. Any student who spends two or more semesters on academic probation may be asked to leave Bishop Manogue.

The decision to dismiss a student from Bishop Manogue rests with the Principal and will be based on the student's academic, disciplinary, and personal history.

H. Withdrawal

Students withdrawing from Bishop Manogue Catholic High School during the school year must follow the procedure listed below:

- I. Notify the Principal of the intent to withdraw
- II. The parents or legal guardian of the student or students withdrawing must notify the Principal via telephone of the intent to withdraw.
- III. Withdrawal Meeting
 - a. Once informed of the intent to withdraw, the Principal will schedule a withdrawal date with the student and his/her family. On that date, the student and his/her family will meet with the Principal to discuss the withdrawal and then complete the remaining steps.
- IV. Meet with the Registrar to sign and obtain a withdrawal form
- V. All teachers will sign the withdrawal form and give a grade-to-date.
- VI. The Registrar will supervise the cleaning out of the academic locker.
- VII. A Physical Education Teacher will supervise the cleaning out of the athletic locker.
- VIII. Meet with the Business Office for final checkout
 - a. When the withdrawal form is complete, the Registrar will bring the student and his/her family to the business office to finish all matters of finance.
 - i. Tuition
 - ii. Fees
 - iii. Books
 - iv. Service Hours
 - v. Student Identification Card Collection

Please note that transcripts will not be forwarded until all financial obligations to the school have been paid.

I. Scheduling

For all returning students, the selection of classes for the upcoming year will take place in the spring semester. Counselors will meet with students and recommend courses based on academic performance, graduation requirements, and personal interest. After counselors have met with students and recommended classes, it is the student's responsibility to return the official registration form for class selection. **IN ORDER TO REGISTER FOR CLASSES FOR THE UPCOMING YEAR, ALL FINANCIAL OBLIGATIONS TO THE SCHOOL FOR THE CURRENT YEAR MUST BE MET.** Any student who has not fulfilled his/her financial obligations will not be allowed to register for classes and will lose his/her opportunity to reserve a spot in desired courses.

Once the course selection form has been returned, the counselors will begin scheduling students. Schedules will be completed by the end of the first week of August and distributed at Book Sales. Students and parents may not make teacher requests. There will be no schedule changes granted for the purpose of changing teachers, changing periods, or changing elective choices.

Please note that every course listed in the Bishop Manogue Catholic High School Course Bulletin may not be offered every academic year. Course offerings for any given year are determined by the number of students requesting entrance to specific classes. Classes that have less than ten students requesting entrance may not be offered.

1. Changing, Adding, or Dropping Classes

If a student needs to make a schedule change because he or she is in the wrong academic class, the schedule change must be made within the first four weeks of school. If it is made within the first two weeks, the student may change classes with no penalty. If it is made within the first four weeks, the student may still change classes with no penalty but he/she must take the grade earned to date to the new class. If a student is failing, he/she enters the new class with a percentage no lower than 55. Any change made after the fourth week of school becomes a W, withdraw, on a student's transcript. Any change made after the ninth week of school becomes a W/F, withdraw fail, on a student's transcript. In order to exercise the W or W/F option, a student must be a Junior or Senior and have an enrichment period available to gain in the place of the withdrawn class.

There is one important exception to these rules; any student changing levels, meaning moving from an honors class to a regular class, may do so within the first nine weeks of school with no penalty. That student will take the grade earned to date, or the 55%, to the new class but will not receive a W on his/her transcript.

Students who have chosen to sign a by-pass form will not be allowed to drop a class they have entered by "by-pass" until the end of the semester.

Students who have chosen to take an AP class will be only be permitted to drop the class during the first two weeks of the school year. No AP drops will be allowed after the first two weeks of school.

Please note that a W does not affect the cumulative GPA. A W/F counts as a failing grade in the cumulative GPA.

2. Advancing Levels

Any student wishing to move from an Honors to AP class, or a regular to Honors class in the upcoming school year must receive the letter grade of "A" for both semesters in the pre-requisite course. For Example, a student wishing to move up from Honors English his/her Junior year to AP English his/her Senior year would have to achieve an "A" both semesters of Junior year. Any student who does not meet the requirement to advance levels and would still like to be placed in the higher class must sign a recommendation by-pass.

3. Recommendation Bypass

If a current Bishop Manogue student has requested placement in an honors or AP class and that placement has been denied, that student and his or her parents may meet with the Director of Academics to sign a waiver that will allow the student admittance to the class. This admittance is temporary and based solely on the student's demonstration to perform successfully at the honors or AP level. At any time, the teacher or the Director of Academic Affairs may remove the student from the class if they feel that the student is not completing satisfactory work. Successful grades are not guaranteed for any student who is admitted to an honors or AP course through a waiver. Those students who choose to sign a bypass in order to enter a higher level class will not be allowed to move down a level in classes until the end of a semester.

J. Counseling

1. Purpose

The Guidance and Counseling Department strives to encourage individuals to grow in awareness of their potential and to become lifelong learners with the capacity to be successful in a rapidly changing world. As a department, we seek to empower students to examine their possibilities during the high school years and to set personal and academic goals that will lead to success. Our vision is to enhance the life of our students by assisting in the realistic and mature decisions they will make about academic, college and career goals, as well as assist students resolve any personal counseling issues that may arise at, and outside, of school.

2. Services Available

- a)* College and career counseling
- b)* Student advisement and registration process
- c)* Scheduling
- d)* Parent/teacher conferences
- e)* ACT/SAT information
- f)* Financial aid and scholarship information
- g)* Social, personal, or emotional needs

3. How to make an appointment

- a)* Students and parents can make an appointment by email, phone, or drop-in

4. How counselors are assigned

- a)* A-L Cathy McClintock
- b)* M-Z Jan Rasmussen
- c)* ILC Lisa Jaureguito

5. Events:

***a)* Incoming Freshmen**

- (1) Prospective students of BMCHS are presented a roadmap of their four years. This map includes course choices, graduation requirements, and a Four Year Academic Plan

***b)* Sophomores**

- (1) Classroom guidance is provided for all 10th graders that includes understanding PSAT results, preparation for SAT's, and college and career exploration. This is achieved through each individual opening an account on collegeboard.com.

***c)* Juniors**

- (1) In February, the junior class and their parents are presented information about how to start planning for their senior year and where they should be in the college selection process.

***d)* Seniors**

- (1) In September, the counseling staff follows up with a presentation to the senior class and their parents that includes college choices and timelines for the entire college selection process.

6. **How Classes Are Scheduled Each Year**

a) Each Student has a one-on-one meeting with the counselor to review student transcripts to determine what courses to select for the following year. Students fill out the Course Request Form with their counselor and take the Course Request Form home for parent review and parent signature. Classes will not be scheduled without a signed and returned Course Request Form.

(1) Course Request Forms do not guarantee class placement in elective courses. Students will receive placement in core classes. Course Request Forms are completed in February each year for the upcoming academic year.

7. **Conferences**

It is our goal at Bishop Manogue to create self-sufficient and mature students who are prepared for the rigors and demands of the collegiate world. Responsibility is key in creating those students. One of the ways students can mature and develop responsibility is through problem solving. In order to assist us in educating your child, we would ask that you follow these suggestions when your son or daughter is having difficulty with a class or a teacher.

a) **Before a Conference is Called**

- I. Encourage your son or daughter to meet with the teacher to work together on a solution.
 - a. It is important for students to learn how to solve problems on their own. We want students to be able to responsibly and maturely express their feelings of misunderstanding, mistreatment, or confusion with a teacher because communication is important in every aspect of their life. We need students to be able to communicate for themselves if we are truly preparing them for college and the challenges they may face there.
 - b. If the student is uncomfortable meeting with his/her teacher alone, he/she could ask a counselor to go to the meeting as well. This will help students feel more secure but still allow them to practice communicating for themselves.
- II. If there is no satisfaction from the teacher/student meeting, encourage the student to meet with his/her counselor to ask for assistance in coming up with a plan for success and for working with the teacher.
 - a. It is also important for students to learn to seek assistance from someone other than their parents – to find an ally in the education community. At Bishop Manogue, that person is a student's counselor. We want students to learn how to find and use their counselor's advice and support for their educational benefit.
- III. If your son or daughter has met with his/her teacher and his/her counselor and an acceptable solution has not been reached, at that time it is appropriate to contact your son or daughter's counselor to schedule a conference. We understand that students are still in high school and do still need parental support. It is our goal to work with you and your son or daughter to achieve the best possible educational experience.

We are trying to create responsible, self-sufficient students at Bishop Manogue Catholic High School. A conference should be our last resort to solving a student's difficulties/problems/concerns in a class so that it has a major impact on the student and the teacher.

IX. Discipline

Bishop Manogue Catholic High School Discipline policies maintain a foundation based on the mission statement that we are a Catholic school with the goal of “Educating through Faith, Knowledge, Leadership, and Compassion” and the key principles of Catholic Social Teaching. With these two elements as our guide and source of structure, it is our belief that our discipline policies will promote human dignity for all, a community working for the common good, a respect for individual rights, an understanding of responsibility to oneself and the community at large, empathy for the poor and vulnerable, a freedom to participate, respect for all life, respect for authority, solidarity, and, most importantly, peace.

Throughout the discipline portion of this handbook, aspects of discipline policies that relate to the principles of Catholic Social Teaching and our mission statement will be highlighted for emphasis.

A. Interpretation of Disciplinary Policy

In all matters concerning discipline the Dean of Students and the school administration are the final arbiters. All detentions, consequences, uniform interpretations, behavioral interpretations, and conflict interpretations are determined by the Dean of Students and the school administration. If a conflict arises concerning the rules of Bishop Manogue Catholic High School, the Dean of Students and the school administration reserve the right to clarify and make all interpretations. As well, the Dean of Students and the school administration reserve the right to adjust the policies in this handbook at any time throughout the school year with updates posted on the website, to vary from the outline of consequences listed here pending the severity of an action, and to issue consequences not listed in this handbook based on the inappropriate actions or behaviors of students.

B. Uniform for Bishop Manogue Catholic High School

The uniform of Bishop Manogue Catholic High School is intended to foster an environment that lends itself to serious study and interaction, and to **dignify both the individual and the school**. Bishop Manogue Catholic High School is a professional education environment and we expect our students not only to conduct themselves professionally, but to dress and groom professionally as well. Uniforms are a required part of the Bishop Manogue curriculum not only for their professional appearance, but also for the **equity they offer our students and the safety they help maintain in our community**. Implicit in a student’s attendance at Bishop Manogue is the willingness to cooperate and abide by the uniform code as established.

C. Uniform Policy

Dennis Uniform Company is the uniform supplier for Bishop Manogue Catholic High School. Only Dennis Uniform apparel may be worn for all items except pants; Dickie pants may be worn in addition to the Dennis style. Listed below are the uniform choices for men and women with appropriate requirements. Uniform items can be viewed at the Dennis Uniform web page: dennisuniform.com. Our school code is WOKBIS. Drawings and descriptions of items are available.

1. Women's Daily Uniform

| Women | Colors Solid, not striped | Size | Alterations | Special Instructions |
|----------------|---|--|--|--|
| Skirt | Skirts are not allowed | | | |
| Skort | Plaid Navy blue Khaki | No higher than 3 inches above the center of the knee | No professional alterations for a lower waist or shorter hemline | No rolling of the waistline for shorter lengths. <u>May not be worn between November 1 and April 1.</u> |
| Walking Shorts | Navy blue Khaki | No higher than 3 inches above the center of the knee | No professional alterations for a lower waist or shorter hemline | No rolling of the waistline for shorter lengths. No rolling of the cuffs for shorter lengths. <u>May not be worn between November 1 and April 1.</u> |
| Pants | Navy blue Khaki | May not be oversized | No split hems, no ripped cuffs, no elastic cuffs | No rolling of the waistline for shorter lengths. All buttons and zippers must be functioning. |
| Capri Pants | Navy blue Khaki | May not be oversized | No split hems, no ripped cuffs, no elastic cuffs | No rolling of the waistline for shorter lengths. All buttons and zippers must be functioning. |
| Polo Shirt | Navy blue Forest Green White | Long Sleeve Short Sleeve Both must have the silk screened logo | No rips or tears no ripped cuffs | |
| Blouse | White | Long Sleeve with logo | No rips or tears All buttons must be on | Must be buttoned entirely Must be worn with appropriate under-clothing |
| Sweater | Navy blue Forest green | | No rips or tears No cut-off sleeves | Must have the logo |
| Sweatshirt | Any approved spirit pack or BMCHS bookstore sweatshirt containing one of the school logos | | | |
| Under Shirt | Navy blue White Gray | Long Sleeve Short Sleeve | | No logos No printing |
| Vest | Navy blue Forest green | | | Must have the logo |

| | | | | |
|--------|---|--|--|--|
| Belt | Black Brown Navy Blue White Khaki | | | No studs, sequins, or decorations. No large buckles. |
| Tights | White Navy blue Black (Solid color) | | | Must cover the full leg and the entire foot. No fishnet stockings, leggings, or cut-off tights. May only be worn until November 1 and after April 1 with the skort. |

2. Men's Daily Uniform

| Men | Colors Solid, not striped | Size | Alterations | Special Instructions |
|----------------|---|--|--|---|
| Walking Shorts | Navy blue Khaki | No higher than 3 inches above the center of the knee May not be lower than the bottom of the knee May not be oversized | No professional alterations for a lower waist, larger waist, or longer hemline | No rolling of the waistline or cuffs. Must be worn above the hips. All buttons and zippers must be functioning. May not be worn between November 1 and April 1. |
| Pants | Navy blue Khaki | May not be oversized | No split hems, no ripped cuffs, no elastic cuffs | No rolling of the waistline or cuffs. Must be worn above the hips. All buttons and zippers must be functioning. |
| Polo Shirt | Navy blue Forest Green White | Long Sleeve Short Sleeve Both must have the silk screened logo | No rips or tears no ripped cuffs | |
| Sweater | Navy blue Forest green | | No rips or tears No cut-off sleeves | Must have the logo |
| Sweatshirt | Any approved spirit pack or BMCHS bookstore sweatshirt containing one of the school logos | | | |
| Under Shirt | Navy blue White Gray | Long Sleeve Short Sleeve | | No logos No printing |
| Vest | Navy blue Forest green | | | Must have the logo |

| | | | | |
|------|---|--|--|---|
| Belt | Black Brown Navy Blue White Khaki | | | No studs, sequins, or decorations. No large buckles. |
|------|---|--|--|---|

Note: Oversized is defined as any article of clothing two sizes or more larger than a student's professionally measured size.

3. Special Considerations

| Special Considerations | |
|------------------------|--|
| Shoes | All shoes must be closed toe. Leather, canvas or any sport tennis shoe are acceptable. Boots, without a steel toe or excessive point, are acceptable (no thigh high boots). All shoes must have a hard leather sole. No sandals, flip flops, high heels, pumps, or slippers are allowed. Ugg boots with sole and heel are acceptable, Ugg slip-on slippers are not allowed. |
| Jackets | Jackets may be worn in the halls, into the building, and at lunch or break. They may not be worn in the classrooms. Jackets must be appropriate, they may not have any excessive decoration, there can be a single name/logo in one place on the jacket as long as it is appropriate (ex: The North Face on the front or back pocket), they may not have writing all over them, buckles, or large logos. Jackets must have a zipper or pea-coat buttons. No trench coats, oversized coats, or floor/mid-calf length coats are allowed. |
| Button-ups/Zip-ups | Sweatshirts that button or zip are not jackets. Sweaters that button or zip are not jackets. Neither of these things are permissible. Only Manogue sweatshirts and sweaters are allowed |
| Hats | There are to be no hats on in the building at any time. A hat on in the building will be confiscated for the year. |
| Scarves & Accessories | Scarves, bandanas, hairnets, and any other accessorizing of the uniform are not allowed. These items will be confiscated for the year if worn. |
| Jewelry | Ladies may wear two earrings in each ear, a necklace, a bracelet on each arm, a watch, and subtle rings. Men may wear one stud earring in each ear, a necklace, a watch, and subtle rings. Jewelry is to be subtle, not excessive, and appropriate. Gages and plugs are not allowed – students will be made to remove these. No facial piercings of any kind are allowed. Students who come to school with a facial piercing will be required to remove it immediately and will serve a week of lunch crew. This includes tongue piercing. |
| Tattoos/Body Art | No tattoos or body art of any kind is allowed. Students are not allowed to draw on themselves, sticker themselves, or come to school with henna tattoos. Students with visible body art will be asked to wash themselves and will serve a week of lunch crew if the art comes off. If the art does not come off, the student will be sent home until he or she is clean. He/She will receive no credit for the time missed. Students who choose to get a tattoo may not have that tattoo visible at any Bishop Manogue sponsored event. This includes during the school day, in a sport uniform, at a dance, or at any extra-curricular school-sponsored activity. If it is impossible for the student to hide a tattoo, that student will be dismissed from Bishop Manogue. |

4. Athletic and Academic Contest Day Dress Code

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| Athletic and Academic Contest Day Dress Code | |
| Women | |
| Women will wear appropriate skirts and shirts or dresses on the day of a Bishop Manogue NIAA sponsored athletic contest. The entire team will dress the same. | |
| Skirts and Dresses | No shorter than 5 inches above the center of the knee |
| Shirts | No spaghetti straps, no plunging necklines, no halter tops, no backless tops, no strapless tops, no midriff of lower back showing |
| Men | |
| Men will wear appropriate slacks with either a shirt and tie or a nice, collared shirt with the team logo on the day of a Bishop Manogue NIAA sponsored athletic contest. The entire team will dress the same, with shirt and tie or with a collared shirt and team logo. | |
| Slacks | May not be oversized (one alteration size), must have pockets, must be worn above the hips with a belt and the shirt tucked in. |
| Collared Shirts | Teams may choose to make a nice collared shirt a part of their spirit pack. The shirt must have the team logo on it and must be approved by the Athletic Administrator. |

5. Dance Attire

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| Dance Attire | |
| All jewelry, body art, hair, grooming, and facial hair policies apply at dances. | |
| Women | |
| Formal Dresses (Prom and Homecoming) | Dresses must be appropriate. Backless, strapless, spaghetti strap, and halter necklines are allowed. Plunging Necklines that reveal excessive cleavage are not allowed. For Homecoming, dresses may be long or short. If dresses are short, they must measure no shorter than 5 inches from the center of the knee. For Prom, dresses must be tea length or floor length. |
| Shirts | No see-through, backless, halter neckline, or strapless shirts are allowed. Spaghetti straps are permissible. All necklines must cover all cleavage; no plunging necklines are allowed. Shirts must reach the pants or skirts; no lower back or midriff may be showing. Please account for movement and arms over the head - this is included. No shirts with references to drugs, alcohol, sex, or anything violent are permissible. |
| Shorts | Shorts may be worn but they must measure no shorter than 5 inches from the center of the knee. |

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| Skirts | Skirts may be worn but the must measure no shorter than 5 inches from the center of the knee. |
| Costumes | Costumes must be appropriate, must meet all length and neckline requirements, and no masks, hats, or sunglasses are allowed. |
| Men | |
| Formal Attire (Prom and Homecoming) | Homecoming: Appropriate shirts, pants, and ties must be worn. Pants may not sag and shirts must be tucked in. Prom: Appropriate shirts, pants, and ties must be worn. Appropriate tuxedos are encouraged. All shirts must be tucked in and pants may not sag. |
| Shirts | Shirts may not be oversized (one alteration size), have holes, show midriff or lower back, or have excessively large armholes. No shirts with references to drugs, alcohol, sex, or anything violent are permissible. |
| Shorts/Pants | Shorts and pants must be worn above the hips, must meet all length requirements, and must be appropriate. No sagging. |
| Costumes | Costumes must be appropriate, must meet all length, sagging and neckline requirements, and no masks, hats, or sunglasses are allowed. |

6. Hair and Grooming

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|------------------------|---|
| Hair and Grooming Code | |
| Women | |
| Hair | Hair must be clean, neatly styled, and one natural color. Professional coloring and weaving are permissible as long as there are not two distinct and opposite colors. Excessive or faddish hairstyles (shaved sides, shaved backs of neck, one extremely short side and one extremely long side, corn rows, rattails, Mohawks, mullets) are not permissible. |
| Make-up | Make-up may be worn. Facial make-up must be neat, not excessive, and foundation must be natural (no all white foundation or powder). Eye make-up must be subtle, not clown-like or heavy, and lip color must be a natural shade (no black, orange, blue, etc). |
| General Appearance | Women should appear neat, tidy, clean, and professional. Uniforms should not be disheveled, excessively wrinkled, torn, tattered, or dirty. Shirts must be tucked in at all times during the school day. Belts must be worn with pants and shorts. Sagging is never permissible. |
| Men | |
| Hair | Hair must be clean, neatly styled, and one natural color. Hair must not touch the eyebrows, the collar or the ears. Headbands are not allowed. Excessive or faddish hairstyles (shaved sides, shaved backs of neck, one extremely short side and one extremely long side, corn rows, rattails, Mohawks, mullets) are not permissible. Sideburns must be no longer than the bottom of the earlobe. |

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| Facial Hair | No facial hair is permissible at school or any Bishop Manogue sponsored event (including athletic contests.) Men must be clean shaven every day. If a student is unable to shave, a doctor's note must be received by the Dean of Students prior to the student arriving at school unshaven. If there is not a note prior to the student arriving at school, uniform violation consequences will apply. |
| Make-up | Men are not allowed to wear make-up |
| General Appearance | Men should appear neat, tidy, clean, and professional. Uniforms should not be disheveled, excessively wrinkled, torn, tattered, or dirty. Shirts must be tucked in at all times during the school day. Belts must be worn with pants and shorts. Sagging is never permissible. |

7. Spirit Dress

On certain days throughout the school year, spirit dress will be allowed. Half-Spirit days require students to wear uniform bottoms while wearing a Manogue spirit shirt. Spirit shirts must be purchased from the student store or through a team/club spirit pack. On full spirit days students may wear spirit shirts and spirit bottoms (shorts, sweatpants, warm-up pants). Spirit bottoms must be from the current year, purchased from the student store or through a team/club spirit pack. Spirit bottoms must have the Manogue Logo, must meet all minimum length requirements (5 inches from the center of the knee), and may not be spandex or yoga pant style. All spirit attire must have an approved and clearly displayed Manogue Logo. Spirit attire cannot be homemade. Students who fail to wear the appropriate apparel will be required to change into uniform clothes.

If a conflict arises concerning the appropriateness of apparel, the Dean of Students and the school administration reserve the right to clarify and make all interpretations.

| Half Spirit Day | | |
|---------------------------------------|---------------------|---|
| Appropriate Item | Length Requirements | Special Instructions |
| Any Approved BMCHS T-Shirt | | No holes, no homemade t-shirts, no knotting of the t-shirt in the back or front, no showing of the lower back or midriff, no cut-out arm-holes. |
| Any Approved BMCHS Sweatshirt | | No holes, no homemade sweatshirts, no showing of the lower back or midriff, no cut-out arm-holes. |
| Any Approved BMCHS Team Uniform Shirt | | No tank tops, no showing of the lower back or midriff |
| Full Spirit Day | | |
| Any Approved BMCHS T-Shirt | | No holes, no homemade t-shirts, no knotting of the t-shirt in the back or front, no showing of the lower back or midriff, no cut-out arm-holes. |
| Any Approved BMCHS Sweatshirt | | No holes, no homemade sweatshirts, no showing of the lower back or midriff, no cut-out arm-holes. |

| | | |
|---------------------------------------|---|--|
| Any Approved BMCHS Team Uniform Shirt | | No tank tops, no showing of the lower back or midriff |
| Any Approved BMCHS Sweatpants | | No holes, no cut-off hemlines, must be worn above the hips, no yoga pants, no spandex material |
| Any approved BMCHS Team Shorts | Must measure no shorter than 5 inches from the center of the knee | No holes, no cut-offs, must be worn above the hips, no spandex material |
| Tennis Skirts and Cheerleading Skirts | Not Allowed | |

8. Dress-Up Days

On certain days throughout the school year, students will be encouraged to dress in a themed-style or fashion. All outfits must meet all Dance Uniform requirements. Students who fail to wear the appropriate apparel will be required to change into uniform clothes. If a conflict arises concerning the appropriateness of apparel, the Dean of Students and the school administration reserve the right to clarify and make all interpretations.

9. Miscellaneous

Bandannas, headbands, hairnets, or any like adornment are expressly forbidden on campus during school hours and at school-related activities. Jewelry deemed inappropriate will be confiscated. Dangling chains or chains used for key chains will also be confiscated. Backpacks and clothing are not allowed to have any writing except a neatly printed student name and/or the school name. No sunglasses may be worn in the building or in the classroom. No wallet chains. No graffiti or explicit/questionable patches on backpacks. All illegal items will be confiscated by school administration. ANY ITEMS WHICH ARE DEEMED INAPPROPRIATE OR NOT A PART OF THE UNIFORM CODE WILL BE RETURNED TO THE STUDENT AT THE END OF THE CURRENT SCHOOL YEAR UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PARENT AND DEAN OF STUDENTS.

10. Dress Code Violations and Consequences

It is the right and responsibility of the Dean of Students to regulate against unbecoming and inappropriate fads or fashions. Dress code violations are determined according to the judgment of the Administration, Faculty, and the Dean of Students. It must be understood that when individuals do not comply with the dress code, faculty members have not only the right, but also the obligation to issue dress code detentions and/or refer the student to the Dean of Students. Students will be checked throughout the school day for dress code violations. If a student is not in proper uniform, he/she will receive consequences.

Please note: Students who come to school out of the hair/grooming code will be sent home with a loss of credit and will not be allowed to return until the hair/grooming code is met. Phone calls stating that the student has a hair appointment upcoming will not be accepted and the student will not be allowed to remain at school. The Dean of Students has final determination on when a haircut is needed. The only exception to this rule is for men needing to shave. If men need to shave, they will be required to do so at school, they will receive a lunch crew (or whichever appropriate consequence for the number of offense), and will be sent back to class. Women who come to school with unkempt, messy, multi-colored, or non-professionally styled hair will also be sent home with a loss of credit until they can return with the hair/grooming code met. Students who are sent home must check in with the Dean of Students in order to be allowed back on campus and into classes.

Uniform and Appearance Code Violation Consequences

Any violation of the dress code, be it uniform (having shirts tucked in and belts on), grooming, special consideration, or spirit attire, will result in the following consequences:

| Offense Number | Consequence | Description | Special Notes |
|--------------------------------|--|---|--|
| 1st - 5 th Offenses | 1 Lunch Crew | To be served the day of the offense. If the offense occurs after lunch, it will be served the following day. | For all uniform violations: If the student can get back into uniform, he/she will complete the consequence. If the student cannot get back into uniform, he/she will be sent home with a loss of credit for all classes missed due to uniform violation. Please note that this includes the hair policy, the body art policy, and the skort/short length/buttons/zippers policies. |
| 6 th Offense | 1 Week of Lunch Crew 1 Uniform for the remainder of the year | 5 days of lunch crew will be served following the offense. One uniform style will be worn for the remainder of the school year. | Single Uniform: Khaki pants, brown belt, tennis shoes, navy blue polo shirt, and navy blue sweater (if cold). No school sweatshirts, no other uniform styles, no shorts before October and after May. No spirit dress or free dress for the remainder of the year. Students will be required to complete a daily check in by 7:50am at the attendance window for uniform approval. A parent conference will be called with the Dean of Students to explain uniform expectations and future consequences. |
| 7 th offense | 1 Week of Lunch Crew 1 Uniform for the remainder of the year Saturday School | 5 days of lunch crew will be served following the offense. One uniform style will be worn for the remainder of the school year. Saturday school will be assigned. | The above single uniform policy applies. Parents will be notified by the Dean of Students as to when the Saturday School will take place. |
| 8 th offense | In-House Suspension | To be served the day after the offense. | Parents will be notified by the Dean of Students. |
| 9 th Offense | 3 Day Off-Campus Suspension | To be served the three days following the offense. | Parents will be notified by the Dean of Students and another conference will be called. |
| 10 th Offense | Suspension and Conduct Board | To be served the three days following the offense. | Parents will be notified by the Dean of Students, a conference will be called, and a date for the Conduct Board will be set. |

D. Attendance Policy

Attendance is extremely important. Attendance in a student's classes facilitates **participation, learning, and community**. Students who do not attend class are less likely to succeed, less likely to be involved in the school, less likely to develop relationships with teachers and other students, and in danger of missing crucial information for classes and graduation requirements. For all of these reasons, it is an expectation that students will attend classes every day, will be in class on time and prepared, and will not leave class or be absent from class for anything other than an emergency or illness.

In the event that a student is absent, it is the sole responsibility of the student to seek out teachers for make-up work, missed lectures, and additional help in understanding missed lessons. It is never the duty of the teacher to seek out a student and remind him/her to obtain/complete make-up work.

1. Make-Up Work

| Assignment Type | Description | Time Frame |
|---------------------|---|---|
| Daily | Homework, Class work | A student is allowed the same number of days to make-up work as he/she was absent. For example, if a student is absent for two days, he/she has two days (beginning the day he/she returns) to make-up all work. |
| Short Term Project | Any project assigned 3 days or more prior to a student's absence and due immediately following the absence. | The project must be completed, in class, and on-time when the student returns from the absence. If the project was assigned less than 3 days prior to a student's absence, the daily make-up work policy applies. |
| Long Term Project | Any project assigned a week or more prior to a student's absence and due immediately following the absence. | The project must be completed, in class, and on-time when the student returns from the absence unless previously specified or arranged with the teacher. |
| Test/Quiz | Any test or quiz that is not the midterm examination or the final examination and was assigned 3 days prior to the student's absence. | The test or quiz will be taken the second school day of a student's return - even if the period in which the test or quiz was missed is not offered that particular day. The student may be required to take the test/quiz before school, after school, or during an enrichment period. If the test or quiz was assigned less than 3 days prior to a student's absence, the daily make-up work policy applies for the re-take time frame. |
| Midterm Examination | Exams given at the end of each quarter. | Approval for a midterm absence must come from the Dean of Students and a make-up policy will be determined at the time the absence is approved. |
| Final Examination | Exams given at the end of each semester. | Approval for a final exam absence must come from the Dean of Students and the make-up exams will take place on the scheduled days. |

2. Absence Procedure

If a student is going to be absent, even for one class or a portion of one class, the procedure detailed below must be followed:

- I. Parent/Guardian must call the Attendance Office (775) 336-6020 between 7:15am and 9:00am on the day of the absence.
 - a. Failure to call between the hours of 7:15am and 9:00am on the day of the absence will result in the student receiving consequences for an unexcused absence.
 - b. In the call, please state the following:
 - i. reason for absence
 1. if absence is because of illness, if illness is communicable
 - ii. length of absence
- II. Parent/Guardian must send a note a) with the student, or b) via fax (775) 336-6015 prior to the student's arrival that contains the following:
 - a. Today's Date
 - b. Time
 - c. Student Full Name
 - d. Explanation of absence
 - e. Date or Dates of absence
 - f. Parent Name
 - g. Parent Phone Number
 - h. Parent Signature
- III. Notes must be hand-written by the parent/guardian. Notes that are typed, written by the student, or emailed will not be accepted and the student will receive consequences for an unexcused absence.

Please Note: Both a note and a phone call are required in order for an absence to be considered by the Dean for excusing. Failure to have both a phone call and a note will result in the student receiving consequences for an unexcused absence.

3. Athletic Practices/Contests and Absences

All students participating in athletic practices, contests, or events may only miss one period of a block day and two periods of a non-block day in order to remain eligible for participation. Any student who misses more than one period on a block day and two periods on a non-block day will be ineligible for practice or a game. A list will be published daily by 2:30pm alerting the Athletic Director as to who is eligible and who is not. This policy includes any type of absence – excused, unexcused, or discretionary.

4. Types of Absences

a) Excused

Parent/Guardian phone calls and notes may excuse a student absence only for the following reasons:

- Student Illness
- Student Serious Injury
- Death in the family
- Emergency
- Immediate and necessary medical attention

Any school sponsored activity (retreats, sodality service, leadership, athletics, debate tournaments) will be excused by the school.

5. **Unexcused**

All absences that do not have a parent/guardian phone call **and** a parent/guardian note are unexcused.

6. **Truancy**

Truancy is defined as an “unexcused absence” from school without the knowledge and consent of parent/guardian and proper notification of Bishop Manogue Catholic High School authorities, for part or all of any school day. Failure to provide verification of excuse of an absence within the specified time frame will result in an immediate referral to the Dean of Students and appropriate consequences.

a) *Period*

Period Truancy is defined as being absent from any class period for 10 minutes or more without appropriate notification. Students will be assigned a week of lunch crew and a Saturday school for period truancy.

b) *Full Day*

Full Day Truancy is defined as being absent from school for a full school day without appropriate notification. Students will be assigned in-house suspension, a week of lunch crew, and a Saturday school for full day truancy.

Additional Consequences: Depending upon the nature and seriousness of the truancy incident, additional consequences may be imposed by the Dean of Students and may include, but are not limited to, the following: Parent Conference, Activity Suspension, Off-Campus Suspension, On-Campus Suspension, Probation, and possible Dismissal from Bishop Manogue Catholic High School. Schoolwork, assignments, and/or tests missed because of a period or full day truancy **MAY NOT** be made up.

7. **Pre-Planned Absence**

In the event that it is necessary for a student to be away from school and parents are aware of the need for an absence a pre-planned absence contract may be obtained through the attendance office. In order to obtain a pre-planned absence contract:

-The Parent/Guardian must call the Attendance Office (775) 336-6020 at least 72 hours prior to the absence **and** must submit a note via fax (775) 336-6015 or student requesting a pre-planned absence contract for the student. The following information must be supplied in the note:

- Today’s Date
- Exact Dates of Absence
- Reason for Absence
- Date and Time student will return to school
- Full name of parent/guardian requesting pre-planned absence

The Attendance Office will give the pre-planned absence contract to the student to take to each of his/her teachers. Teachers will be expected to give the student all of the assignments and work to be completed during the absence, to initial the contract, and to indicate whether or not the extended absence will impact the student’s grade in that class.

*One two-day college visit is allowed as an excusable absence to students in both their Junior and Senior years.

8. **Discretionary Absence**

Any reason for an absence other than those listed under “Excused Absence” is not considered excused. Students and parents are encouraged to schedule doctor’s appointments, dental appointments, DMV appointments, salon appointments, vacations, trips, and other non-essential appointments outside of school time. There are monthly delayed start times for students during which these appointments may be scheduled. There are also enrichment periods for Junior and Senior students during which these appointments may be

scheduled. Non-emergency appointments or trips are not acceptable reasons for an absence and will be coded as a discretionary absence on the student's record. Discretionary Absences are those absences that are called in and noticed by parents but are not condoned as excusable absences by the school. This includes, but is not limited to, the following: family vacations, trips, non emergency/immediate attention medical or dental appointments, DMV appointments, any non-emergency appointments (emergency is determined by the school administration), college visits, and pre-planned absences.

| Absence Codes | | |
|----------------------|---|---|
| Type | Explanation | Course Effect |
| Excused | Any absence for student illness, serious injury, death in the family, emergency, or immediate and necessary medical attention that is called in and given written notice by the parents within the time frame specified. Any absence for a school sponsored activity. | None |
| Unexcused | Any absence that is unaccounted for by both a parent note and parent phone call. Any absence that is taken to avoid a particular class, assignment, or exam. | Negative impact on course participation grade, no make-up work permissible, please see the truancy policy |
| Discretionary | Any absence that is accounted for by both a parent phone call and parent note, but is not condoned as an excusable absence by the school. | Please see Discretionary Absence Chart |

| Discretionary Absence | |
|--|--|
| Discretionary Absences are those absences that are called in and noticed by parents but are not condoned as excusable absences by the school. This includes, but is not limited to, the following: Family vacations, trips, non emergency/immediate attention medical or dental appointments, DMV appointments, any non-emergency appointments (emergency is determined by the school administration), college visits, and pre-planned absences. | |
| Discretionary Absence Number* (Includes any unexcused absences as well as Discretionary Absences) | Consequence |
| 1 to 5 | None |
| 5 | Notice Mailed home to warn parents that excessive absence levels have been reached and future absences will result in negative course grade consequences |
| 6 on | Negative impact on class participation grade Written notice mailed to parents stating that grades are now being negatively affected by absences |
| 8 | Continued negative impact on class participation grade Conference is scheduled with the parents and the Dean of Students to place the student on an attendance contract |

*Days are per semester

Although there is no course consequence for a student who has missed days as a result of excused absences, any student who reaches a total of 8 excused absences in a semester (excluding school related absences) will also be placed on an attendance contract. The contract will include, but is not limited, a requirement for a doctor's note each time the student is to be absent as a result of illness or serious injury. The contract is not intended to be punitive, rather to help improve attendance and ensure that a student is attending all class time possible.

Please note that a student's attendance is a part of his/her permanent record.

Students and their parents are strongly discouraged from using school days for absences other than for serious medical or emergency reasons. The primary obligation for student attendance rests with the parents.

9. **Returning to school after an absence**

When students return to school after an absence, whether that absence has been for a day, several days, or just for part of a period, they must:

- Sign in at the attendance office
- If a note has not been faxed prior to their arrival present their note to the attendance office at that time
- Receive an admit slip that lists all classes missed
- Take the admit slip to all teachers to be signed
- Return the admit slip to the attendance office at the end of the day

10. **Leaving Campus during the school day**

When students leave campus for an appointment, emergency, illness, or any reason, they must sign out at the attendance office with the attendance secretary. Students who have not signed out when leaving campus during the day will be counted as having an unexcused absence from any classes missed while off campus. This is for emergency purposes and is extremely important for verifying the whereabouts of all students.

11. **Tardiness**

A student is defined as tardy if he or she is not inside the designated classroom with all necessary materials when the tardy bell rings. Individual teachers may require that a student not only be inside the classroom but in their seat when the tardy bell rings in order to be counted on time. This policy will be supported by the administration. It is the responsibility of each student, with the support of parents/guardians, to be on time to school and each class every day. **Tardiness is a disruption and a form of disrespect to teachers, peers, and administrators. Being late to a class indicates disregard for a teacher's time and fellow classmates' time.**

a) **First Period Tardy**

Tardy notification for the first period of the day follows the absence notification procedure. In order to be excused, the tardy must meet one of the excusable criteria and there must be a phone call and a note from the parent (please see above). There is one other additional excused tardy:

- a student had a 7:00am dental/medical appointment that ran slightly over

Please note: Traffic, parents oversleeping, alarms not going off, or parents not getting a student to school on time are not excused tardies. As a school, we will notify the student body if there has been a traffic accident and excuse all tardies as a result of the accident. If weather conditions deteriorate, we will notify the school and excuse all tardies. All other tardies, called in and noticed or not called in and noticed by parents, will be deemed unexcused. **A tardy becomes an absence after 20 minutes.**

| Unexcused Tardy Policy | | |
|-------------------------------|-----------------------------------|---|
| Period | Student Responsibility | Consequence |
| All Periods | Check in At the Attendance Window | 1 Lunch Crew to be served the day of the tardy or the next day if the tardy occurs after lunch Negative participation grade in the tardy Class |

| Multiple Tardies Policy | | |
|--------------------------------|--------------------------|--|
| Period | Number of Tardies | Consequence |
| All Periods | 2 to 3 | 1 Lunch Crew to be served the day of the tardy or the next day if the tardy occurs after lunch Negative participation grade in the tardy class |
| All Periods | 4 to 6 | Saturday School Letter home notifying parents of excessive tardies Negative participation grade in the tardy class |
| All Periods | More than 7 tardies | More than 7 tardies is considered excessive and the school administration will determine an appropriate course of action that may include, but is not limited to, a student going before the attendance review board and receiving an official attendance contract |

12. Special Considerations

a) Parent/Guardian Out of Town

If you will be out of town or otherwise unavailable for your child, please send a note to the Attendance Office at least three days prior to your departure. Information supplied prior to such an occurrence should include the name and relationship of the person responsible during your absence, as well as the address and both home and work phone numbers for this individual. The beginning and ending date of this arrangement should also be noted.

b) Mass and Prayer Services

All students must attend all-school masses/ prayer services as a component of their education at Bishop Manogue Catholic High School. Parents may not excuse their students from these services. Habitual absence, even those for appointments, from masses/services will result in a conference between the student, the student's parents/guardians, and the Principal.

c) **Habitual absences on quiz/test days**

If a teacher notices that a student is habitually absent on quiz and test days (absent during 3 or more tests/quizzes of one quarter will be considered habitual), that teacher will notify the Dean of Students and a conference will be called with the teacher, the student, and the parents. A contract will be signed by the student and parents acknowledging that further absences on quiz/test days will have a negative impact on the student's grade, that the student may have to take a different test/quiz, and that if future quiz/test absences occur the student may not be allowed to make-up the test/quiz.

d) **Parental Honesty**

Honesty about any absence is one of the most important ways that parents and school officials can collaborate in forming responsible adults. Parent/Guardian Dishonesty: Parents or guardians who falsify student information or fabricate excuses as to a student's absence or behavior fail to support the **basic trust on which the relationship with the school is built**. Such parents/guardians subject students to possible disciplinary consequences.

E. Campus Regulations

1. **School Jurisdiction**

Bishop Manogue Catholic High School has total jurisdiction concerning conduct and behavior in school, on school property, at all school-sponsored events and activities, as well as on the way to and from school. FURTHERMORE, A STUDENT'S CONDUCT AT ANY TIME, EVEN AWAY FROM SCHOOL AND SCHOOL-RELATED ACTIVITIES, REFLECTS UPON BISHOP MANOGUE CATHOLIC HIGH SCHOOL, AND MAY AFFECT THEIR STANDING AS A MEMBER OF THE BISHOP MANOGUE CATHOLIC HIGH SCHOOL COMMUNITY. (This includes any items posted on any social networking sites, other internet websites or any published material which in any way discredits the school or is threatening to other students or employees.) **These policies are designed to ensure a healthy community and to promote the rights and responsibilities of all members of the Bishop Manogue Community.**

2. **Drug and Alcohol Policy**

Any student who freely approaches a counselor, administrator, teacher, coach or other staff member for help regarding a drug/alcohol problem will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends for intervention. These cases will not be considered as disciplinary matters and will be referred to a counselor. However, students under the influence of drugs, alcohol, or any other legally controlled substance or mind altering substance on school grounds, while involved in any school-related activity, at any location or in any situation which would reflect adversely on Bishop Manogue Catholic High School are liable for disciplinary consequences. Bishop Manogue Catholic High School reserves **the right to conduct random and specific drug and alcohol testing** at any time, including all school events. Students found possessing drug paraphernalia will be suspended immediately and may be subject to arrest by a local law enforcement agency. **Bishop Manogue Catholic High School reserves the right to search students, their backpacks, lockers, or vehicles at any time for any reason. Any student found to be distributing alcohol or drugs will be dismissed. Students found to have hosted an event where alcohol or drugs are used or who have provided alcohol or drugs to other students are liable for dismissal. Parents/Guardians found to be hosting an event where alcohol or drugs are used by minors or who have provided alcohol or drugs to minors will be referred to a local law enforcement agency.** Students found possessing any controlled substance during the school day for use or sale may be dismissed. Any violation of this policy will result in the following actions:

- I. Parent(s) or guardian(s) will be immediately notified.
- II. Student will be suspended from school.

- III. Student and parent/guardian will conference with the Dean of Students and/or other school officials.
- IV. The student will meet with a school counselor.
- V. The student will be evaluated by an outside agency at the expense of the parents.
- VI. The student may request an appearance before the Student Conduct Board to appeal any possible dismissal.
- VII. If the student's appeal is upheld, he/she will be placed on a Disciplinary Contract and assigned to his/her counselor for direct supervision to include: a professional evaluation (a formal written report indicating specific recommendations must be submitted to the school within four weeks of the event), regular school counseling, involvement with a support group, participation in psychotherapy or rehabilitation as recommended by the evaluation, random drug testing and any other provisions deemed necessary or appropriate by the Principal and/or his/her counselor. Any student, who violates the terms of his/her contract, including testing positive for controlled substances, may be dismissed.

Parents/Guardians and older siblings/family members are both legally and morally responsible any time they allow alcohol and/or drug use by underage minors. Parents are asked to closely monitor the activities of their children, especially at times when the parents cannot be present in the home. If the student is allowed to remain at Bishop Manogue Catholic High School, appropriate disciplinary action will be taken.

These policies are designed to hold students and parents accountable for their seriously unacceptable and potentially dangerous behavior, and discourage any activity which supports continued abuse and addiction, as well as support the student and his/her family and offer assistance in the healing process.

3. Parent/Guardian Behavioral Code

It is the expectation of Bishop Manogue Catholic High School that Bishop Manogue families represent themselves in an adult and reasonable fashion. A family member's negative behavior on or off campus, including but not limited to harassment of school employees, threats, profanity/hostile language or actions, lewdness, and /or criminal behavior may impact a student's enrollment at Bishop Manogue Catholic High School.

4. Closed Campus

Bishop Manogue Catholic High School is a closed campus at all times. Students may not leave the school grounds during the school day for any purpose without written permission from the office. All students are required to remain on campus from the time they arrive until they are released for the day. Any student who needs to leave campus prior to the end of the school day must receive permission from the main office and must follow the sign in/sign out procedures.

Students are not to make arrangements to meet with anyone except parents, legal guardians, or other authorized persons on campus before, during, or after school. All visitors must check into the Main Office. Any unauthorized visitor will be considered to be trespassing and will be issued a Trespass Warning. Students that withdraw or are dismissed from Bishop Manogue Catholic High School are not permitted on the school premise without written permission from the Dean of Students or the Principal. Any withdrawn/dismissed student on the premise without written permission will be considered to be trespassing and will be issued a Trespass Warning.

5. Restricted Areas

Students are not allowed to be in areas which are designated as "restricted" or "off limits." The following areas are considered "restricted and off limits" during the school day, including break and lunch time.

- I. Parking lot or in a car in the front pick up and drop off circle during school hours
- II. Bishop Manogue Drive entrance
- III. Housing or businesses adjacent to the campus

- IV. Faculty room and mail room
- V. Athletic fields/gymnasiums/locker rooms without supervision.
- VI. Any classroom without a teacher present.

Other areas may be designated as “restricted” or “off limits” if they pose a safety hazard. Running or physical play in the classroom, hallways, or corridors is not permitted.

6. **Student Body Identification Cards**

Bishop Manogue Catholic High School students must carry their Student Body Identification Card at all times. The student body card is identification, a way to purchase lunch or break foods, and a ticket for BMCHS students to all home athletic contests. No student will be admitted to any home athletic contest or dance without a student body card under any circumstances.

7. **Hallways and Hall Passes**

Any student passing in the hallways during class time must have the Bishop Manogue issued Daily Planner with him or her and the planner must be signed with the time and date by the teacher of the class the student is leaving. Students who do not have their Bishop Manogue Daily Planner with them will not be allowed to leave class – the Bishop Manogue Planner is the hall pass. Any student in the hallway without the Daily Planner as a pass will be considered truant and will receive lunch crew.

During passing time between classes, students are expected to walk to class in a civilized manner without horseplay or disruptive talking. Students should be in their assigned seats before the tardy bell rings. It is a teacher’s right to count a student tardy if he or she is only just inside the door when the tardy bell rings and not in his/her seat.

8. **Computer Classrooms**

All students who use the computer classroom or any of the school computers implicitly agree to abide by the rules regarding the computers as set by the computer-room instructors and the school’s network-use agreement. Additionally, all students who employ use of the school computers or its Internet facilities must abide by the rules and regulations set forth by the librarian or computer teacher. Additionally, any student who damages school computer property will be liable to pay restitution and will face serious disciplinary penalties.

9. **Lunch/Student Community Center**

Lunch is provided Monday through Friday. When lunch will not be provided due to testing or special schedules, students will be notified in advance. Students are free to bring lunches from home. Students are not permitted to leave campus to buy lunch. The Student Community Center is to be kept clean at all times. Each student is responsible for his/her refuse (trash) and cleaning up his/her seating area after finishing lunch. Any behavior contrary to the orderly operation of the Student Community Center and the common good of other students will be a cause for disciplinary action.

While in the Student Community Center, students are expected to be polite, respect the rights of others, to form lines, and to place all garbage in the receptacles provided. Any student who violates Student Community Center rules will be reported to the Dean of Students.

A student may eat in a classroom if attending a teacher-moderated activity during break or lunch. The Student Community Center, Alumni Plaza, Student Courtyard, the Campus Ministry classroom, and the lawn in front of the building may be used for eating lunch. Any damage to the aforementioned areas or failure to keep any area neat or clear of litter will result in the immediate closure of that area to eating. **STUDENTS MAY NOT EAT IN THE HALLWAYS OR RESTROOMS.**

10. Special Lunch/Break Considerations

a) Food Fights

Food fights are disrespectful, irresponsible, and unacceptable at Bishop Manogue. Any student who participates in a food fight, however small or large the participation, may be dismissed from Bishop Manogue. If a student is allowed to remain at Bishop Manogue after a food fight, he or she will be required to complete 20 hours of Christian service at a local soup kitchen in one month's time. These service hours will not count towards the school's required Christian Service total. **These hours are required to remind students how many people fight hunger daily, to remind them of the option for the poor and the vulnerable, and how wasteful and shameful a food fight is.**

b) Lunch Crew

Students may be issued a lunch crew by any member of the Bishop Manogue Faculty. Uniform violations, tardies, minor disrespect issues, disruptions in the classrooms, violations of classroom rules, and minor violations of campus rules could all result in a lunch crew. Any teacher, administrator, or counselor may issue a lunch crew for any behavior, speech, or action that they see as inappropriate. Students who are assigned lunch crew must check in at the attendance window within five minutes of the ending of their class prior to lunch. If the student does not make it in the five minute window, he/she will be issued two lunch crews for the following two days. If a student is issued a lunch crew after the day's lunch periods, that crew will be served the next day. Students are expected to arrive with appropriate clothing to work outside for lunch crew – whatever the weather. Students will be given a vest, a garbage bag or cleaning supplies, and will complete outdoor chores under the supervision of the Dean of Students. With 10 minutes remaining in lunch, students will be escorted back inside, allowed into the large gymnasium to eat. Students who purchase lunch will be allowed to purchase lunch when lunch crew is over. These students need to be prepared not to receive their first choice in lunch foods.

Students who skip a lunch crew will receive two lunch crews. Any tardiness or skipping during that week will result in one week of lunch crew. Multiple failures to serve lunch crew may result in Saturday School.

11. Vending Machines

The vending machines, located inside the Student Community Center, are provided as a service to the students. They may be used before school, during break and lunch, and after school. They are not to be used at any other time during the school day. Any damage done to a vending machine, regardless of the reason, will be considered vandalism. **Food and drink of any kind may not be consumed inside the classrooms or the hallways during class time.**

F. Disciplinary Actions and Procedures

1. Demerits

The Demerit system will be used as a tracking device for parents and administrators. Each time a student serves a detention, a lunch crew, a Saturday School or receives any other type of consequence from the Dean of Students, that action and consequence will be recorded by the Dean of Students. Any student who reaches a total of 5 demerits in one semester will have his or her disciplinary history reviewed and his/her parents will be notified. Based on the severity of that student's actions listed in history, he or she may be placed on a Disciplinary Contract.

2. Student/Teacher Conferences and Parent Conferences

When a student's behavior becomes a problem in school, the teacher will point out the problem in behavior, the change which is expected of the student, and the procedure that will be followed if the student's behavior does not improve. At this time the teacher will notify the parent/guardian of behavioral concerns. For information regarding conferences initiated by the parents/guardians of a student, please see the section titled "Conferences" under Academic Conflicts.

3. Teacher Detention

Individual teachers may issue lunch crews or classroom detentions for violations of classroom rules or procedures. A teacher detention is served with the teacher at a time designated by the teacher. Students must report to the teacher detention on the date and time scheduled. Failure to serve a teacher's detention at the scheduled time will result in two days of lunch crew.

4. LUNCH CREW

Students may be issued a lunch crew by any member of the Bishop Manogue Faculty. Uniform violations, tardies, minor disrespect issues, disruptions in the classrooms, violations of classroom rules, and minor violations of campus rules could all result in a lunch crew. Any teacher, administrator, or counselor may issue a lunch crew for any behavior, speech, or action that they see as inappropriate. Students who are assigned lunch crew must check in at the attendance window within five minutes of the ending of their class prior to lunch. If the student does not make it in the five minute window, he/she will be issued two lunch crews for the following two days. If a student is issued a lunch crew after the day's lunch periods, that crew will be served the next day. Students are expected to arrive with appropriate clothing to work outside for lunch crew – whatever the weather. Students will be given a vest, a garbage bag or cleaning supplies, and will complete outdoor chores under the supervision of the Dean of Students. With 10 minutes remaining in lunch, students will be escorted back inside, allowed into the large gymnasium to eat. Students who purchase lunch will be allowed to purchase lunch when lunch crew is over. These students need to be prepared not to receive their first choice in lunch foods. Students who skip a lunch crew will receive two lunch crews. Any tardiness or skipping during that week may result in a Saturday school.

5. After School Work Crew

Students who have seriously disrupted class time and been sent to the Dean of Students by a teacher for their behavior or other reasons will receive After School Work Crew. After School Work Crew will take place on Mondays and Wednesdays from 2:35pm to 3:30pm. Students must be in the cafeteria before the door closes at 2:35 with all necessary materials or they will be counted as a no show and have to serve two After School Work Crews. After School Work Crew will not be rescheduled for extra-curricular events, including club meetings, athletic practices, rehearsals, or retreat meetings. After School Work Crew may be rescheduled if the student has a Bishop Manogue sponsored match, tournament, game, or performance. Students need to be prepared to go outside for the beginning (or possibly all) of the work crew, and possibly finish with inside cleaning and chores of the building, supervised by the Dean of Students.

6. Formal Referral

In situations where the student has not responded to a teacher's disciplinary intervention (lunch crews, parent phone calls, one referral to the Dean of Students and After School Work Crew resulting from poor behavior), the student will be notified by the teacher that the student is being formally referred to the Dean of Students for disciplinary intervention. A formal referral will be made and placed in the student's disciplinary file as part of his/her permanent record. The Dean of Students will call a parent conference with the student and parents in order to inform the parents of the referral and all consequences. A Saturday School will be assigned and the

Dean of Students will determine appropriate consequences based on the severity of actions resulting in the referral.

7. **Saturday School**

The Dean of Students issues Saturday School for major or excessive violations of school rules and/or procedures. Saturday School is held on scheduled Saturdays during the school year from 6:00 a.m. to 10:00 a.m., from 7:00 a.m. to 11:00am., or at another time determined by the Dean of Students. A portion of the Saturday School is a supervised “study period”. Students MUST have their books and all necessary materials for study. If they fail to do so, they will NOT be admitted and will be considered a “no-show”.

The remainder of the day will be service to the school. Typically, the work required includes maintenance of the school buildings and grounds. The Saturday School attendees may be asked to provide additional rakes, shovels, etc.

Students are expected to report to Saturday School on time. Tardy students (those not on time according to school clocks) or students dressed inappropriately will NOT be admitted and, therefore, considered a “No-Show”, resulting in two future Saturday Schools.

Only the parent of a student assigned to Saturday School may request a reschedule. When a reschedule is granted, it will be the next Saturday School ONLY.

8. **Suspension**

Suspension as a disciplinary measure is used in situations where a student, by his/her attitude, speech, gesture, or behavior has indicated the she/he is not at present committed to the philosophy and goals of Bishop Manogue Catholic High School, thereby indicating the student’s inability or unwillingness to responsibly and fully participate in the Bishop Manogue Catholic High School Community. The student’s behavior indicates to Bishop Manogue Catholic High School that she/he does not wish to be a student at Bishop Manogue Catholic High School. Suspension removes the student from the community for a period of time to reflect on the student’s actions. A student may be suspended from school for serious or chronic violations of school rules and/or procedures (a student has multiple After School Work Crews, multiple Lunch Crews, or multiple Saturday Schools). Length and type of suspension is determined by the Dean of Students and the Principal’s office in consideration of the nature and seriousness of the incident/violation. Suspension length is usually for a period of one (1) to ten (10) days. A suspension from school automatically places the student on Disciplinary Probation.

a) **Types of Suspension**

(1) **Class Suspension**

A student who receives a formal referral to the Dean of Students by a teacher may be suspended from attending the class in question for a period not to exceed three (3) days. A student on Class Suspension reports to the Dean of Students during the scheduled class period. Class suspension(s) may result in a Behavior Contract being drawn up between the student, parent, and the Dean of Students. **Students on class suspension will receive a zero for any work due during the periods which they are suspended.**

(2) **Activity Suspension**

Activity Suspension means a period of time in which students may not participate in any extracurricular activities. Students are prohibited from attending sporting events, club activities, dances, retreats, performances, and anything else school sponsored outside of the school day. However, students who are members of a team or elected office are not removed from the team or office in order not to punish the whole group.

(3) Full Day Off-Campus Suspension

Off-Campus Suspension prohibits students from attending classes, loitering on campus, participating in and/or attending any school athletic practice or competition or any other school activity. A conference with the student and her/his parent(s)/guardian(s) is a condition for readmission after suspension. School work missed must be made up, but only for 50% of the total grade and a negative participation grade may be recorded.

(4) Full Day On-Campus Suspension

The Dean of Students may determine a student must serve their suspension on campus in a supervised location. The suspended student is required to meet with each instructor and get all assignments prior to the suspension. Since the student is suspended, he/she may not participate in any school related activities during the time of suspension. School work missed must be made up, but only for 50% of the total grade and a negative participation grade may be recorded.

9. **Disciplinary Probation**

Disciplinary Probation may be imposed by the Dean of Students, with the approval of the Principal, when a student has seriously and/or continually violated existing school rules and regulations. When a student has been given a disciplinary probation notice, he/she must keep in mind that another serious breach of the disciplinary code or a series of minor offenses will lead to more severe disciplinary action and that all offenses against the disciplinary code are viewed more seriously. Disciplinary Probation is in addition to any other punishment imposed by the administration. The Dean of Students decides whether a student on Disciplinary Probation may participate in school sponsored trips, dances, or other activities. Students on Disciplinary Probation are reviewed quarterly. A student's progress will be evaluated to determine the status of the contract. Depending on the student's level of progress, a recommendation will be made for continuation of probation, an end to probation, or dismissal of the student from Bishop Manogue Catholic High School.

10. **Disciplinary Contract**

Disciplinary Contract is the most serious sanction that can be imposed. This puts the student and parents/guardian on notice that any violation of the contract in or out of the classroom will result in immediate referral to the Student Conduct Board or immediate dismissal.

The Principal has the final authority to expel a student. In cases where dismissal is possible, the Student Conduct Board may be convened. The Principal reserves the right to dismiss any student without convening the Student Conduct Board if a situation or general behavior warrants immediate dismissal.

11. **Student Conduct Board**

The Student Conduct Board is usually called if there is a question of dismissal. The board is comprised of the following school members: the Academic Assistant Principal who is the ex officio chairman; two faculty members who are elected by the faculty; a faculty member who the Principal appoints from the list of three nominees provided by the Student Leadership Committee. The three faculty members on the Student Conduct Board, charged with making a recommendation to the Principal, serve a term of two years. The Principal has the right to appoint an alternate for any faculty board member. The Dean of Students is present to ask or answer questions that may arise, but does not have a vote on the Board.

The Student Conduct Board meets at the initiative of the Dean of Students and convenes on the authority of the Principal. It is designated with the responsibility of investigating and providing all the circumstances surrounding the student's offense and to provide her/him with the most complete hearing possible. Its ultimate concern is to consider what course of action is best for the student and for the school. The board makes a recommendation to the Principal on whether or not the student should remain at Bishop Manogue and the Principal makes the final decision.

12. Senior Sanctions

A senior in chronic or extreme violation of school rules/policies will forfeit the right to attend/or participate in one (1) or more of the following activities: Prom, Baccalaureate, Commencement (graduation) and/or Grad Night.

13. Dismissal

The Dean of Students may determine that a student, by his/her speech, gesture, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures) has indicated sufficiently his/her inability or lack of desire to remain a student at Bishop Manogue Catholic High School. In such a case, the Dean of Students will recommend the student’s dismissal to the Principal.

| Consequence Chart | | |
|--|------------------------|----------------------|
| Action | Consequence | Demerit Count |
| Uniform violation Minor disruption Minor school rule infraction Minor classroom disrespect Tardies | Lunch Crew | 0.25 |
| Informal Referral to the Dean of Students' Office for classroom offense School rule infraction | After School Work Crew | 0.5 |
| Formal Referral to the Dean of Students' Office School rule infraction Classroom offenses | Saturday School | 1 |
| Severe Infractions Multiple After School Work Crews Multiple Lunch Crews Multiple Saturday Schools | On-Campus Suspension | 2 |
| Severe Infractions Multiple After School Work Crews Multiple Lunch Crews Multiple Saturday Schools | Off-Campus Suspension | 3 |
| Severe Infractions Multiple After School Work Crews Multiple Lunch Crews Multiple Saturday Schools | Activity Suspension | 2 |
| Severe Classroom Misbehavior | Class Suspension | 2 |

G. Major and Severe Infractions

1. Major I Infractions

A list of infractions, by no means exhaustive, that could result in After School Work Crew.

- I. Excessive Profanity
- II. Cutting class/leaving class without permission
- III. Disorderly conduct or teasing another student
- IV. Failure to report for or complete punish work
- V. Inappropriate behavior in Mass or in the cafeteria
- VI. Disobedience to any school employee
- VII. Jeopardizing the safety of others
- VIII. Lying
- IX. Misuse of school property (Monetary restitution required in addition to consequence)

2. Major II Infractions

A list of infractions, by no means exhaustive, that could result in On-Campus Suspension.

- I. Major disrespect to faculty/staff
- II. Cheating/plagiarism or the intent to do so
- III. False calls on behalf of yourself or another student
- IV. Forgery of parent/guardian signature on notes, papers, report cards, progress reports, etc.
- V. Minor vandalism (Monetary restitution required in addition to consequence)
- VI. Theft (For property values of \$20 or less, restitution is required along with consequences)
- VII. Repeated truancy violations

3. Severe I Infractions

A list of infractions, by no means exhaustive, that could result in 3 days of Off-Campus Suspension and a Conduct Board Hearing.

- I. Gross misbehavior*
- II. Harassment/Intimidation/Hazing*
- III. Major theft (For property values greater than \$20, restitution is required along with consequences)
- IV. Verbal assault
- V. Insubordination
- VI. Causing and/or participating in a fight*
- VII. Possession or use of alcohol, illegal narcotics, or controlled substances*
- VIII. Possession or use of tobacco at school
- IX. False fire alarm*

*Depending on the severity, these events may warrant immediate dismissal.

4. Severe II Infractions

A list of infractions, by no means exhaustive, that could result in 5 days of Off-Campus Suspension.

- I. Indecent exposure
 - a. Please note that indecent exposure at Bishop Manogue includes any nudity or partial nudity on campus or at school-sponsored events. Partial nudity is defined as exposing more skin than allowed by the school uniform policies.
- II. Intimate Acts
- III. Open/persistent defiance of authority
- IV. Extortion

Severe II infractions will result in the student being suspended immediately and assigned to five days of Off-Campus suspension. If a student commits a second Severe II infraction, he/she will be suspended until the Student Conduct Board convenes. Depending on the nature of the infraction students may be sent before the Student Conduct Board.

5. Severe III Infractions

A list of infractions, by no means exhaustive, that could result in a 10 day off-campus suspension and a conduct board hearing.

- I. Arson
- II. Physical assault of an employee
- III. Possession and/or use of explosives
- IV. Please note that fireworks are included in this category
- V. Use of any instrument as a weapon
- VI. Major vandalism (Restitution is required)
- VII. Possession of a firearm
- VIII. Possession of a weapon
- IX. Bomb threat

Severe III infractions will either result in a student being suspended immediately and remaining suspended until the Student Conduct Board convenes or immediate dismissal.

NOTE: Parents will be notified of a lunch crew or After School Crew. These consequences will be posted on my backpack for parents to view. Parents will be notified by phone call or in person of any serious infraction that a student has committed. Infractions that occur in the minor category will be followed up on with the parent if it is considered serious by the Dean of Students or becomes a chronic problem with the student.

H. Harassment Policy

Bishop Manogue Catholic High School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by another student is prohibited and will not be tolerated. It is the policy of Bishop Manogue Catholic High School to provide an educational environment in which all students are treated with respect and dignity.

Verbal Harassment: Demeaning comments, statements, questions, slurs, jokes, anecdotes, or epithets;

1. Types of Harassment

Written Harassment: Suggestive or obscene letters, notes, or invitations

Cyber Bullying: Any form of electronic communication that severely degrades, threatens or humiliates another student.

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

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, sexting, cartoons, or posters.

Initiation: "Hazing" or harassment of a fellow student is expressly forbidden by Nevada Revised Statutes. Any student caught participating in the aforementioned acts will be severely punished.

Sexual Harassment: *Sexual Harassment* includes, but is not limited to unwelcome, unwanted, and unsolicited advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

This policy prohibits student - to - student or student - to - teacher sexual harassment at any time.

Any student who engages in the sexual harassment of another individual is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside of the school environment come to the attention of the school, this may serve as grounds for discipline as students of this school are expected to align their lives to Christian principles at all times.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in discipline action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to and including, expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation from the school.

2. Student Responsibility

It is the students' responsibility to behave in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

To promote an environment free of harassment, the Principal shall take appropriate actions, such as removing vulgar or offending graffiti, establishing site rules, provide staff in-service, and student counseling. Teachers shall discuss this policy with their students in age appropriate ways and shall assure them they need not endure any form of harassment.

The school will treat any allegations of harassment seriously, and, in accordance with the comprehensive reporting and investigation procedures set forth in the Bishop Manogue High School Policy against Harassment, will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

All decisions concerning harassment issues will be made by the Principal.

I. Ban on Hazing

Bishop Manogue Catholic High School enacts this policy to maintain a safe learning environment for students that is free from hazing. The school shall not tolerate any hazing of students and prohibits hazing at all times.

1. Hazing Definition

Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

2. Staff Responsibilities

Teachers, administrators, coaches, moderators, and other school employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of or observes, or has knowledge or belief of conduct that may constitute hazing shall inform the principal immediately. Teachers, administrators, coaches, moderators, and other school employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing.

3. **Application of Policy**

This policy applies to behavior that occurs on or off school property and during school hours, before school, and after school.

4. **Formal Reporting Procedures**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the principal.

5. **Informal Reporting Procedures**

Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with the principal. Staff members who have concerns about possible hazing behavior are encouraged to talk with the principal. Informal reporting will be kept strictly confidential. The school intends to use informal reporting procedures to try to stop hazing, not to determine intent or blame.

6. **Investigation**

Upon receipt of a formal complaint or report of hazing the school shall authorize or undertake an investigation which will be completed as soon as practical and a report will be filed with the principal.

7. **Discipline**

The school will discipline or take appropriate action against any student or school employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, or termination.

J. Student Conduct

All students must observe the following guidelines:

- I. Students must conduct themselves in the classroom in such a way that they insure the proper environment for learning.
- II. Students are expected to show courtesy toward each other and the entire school community.
- III. Inappropriate displays of affection are not allowed.
- IV. At assemblies, liturgies, and rallies, students are expected to show respect for speakers, guests, and performers. Students are expected to distinguish between the spirited atmosphere of a rally, the formal nature of an assembly, and the solemnity of a liturgy.
- V. Student behavior should exhibit concern for the safety and well-being of all members of the faculty and staff of Bishop Manogue Catholic High School.
- VI. Students are expected to cooperate in maintaining an orderly campus.
- VII. Student conduct outside the school should reflect well on her/him and the school. Special concern should be given toward school neighbors and to the maintenance of positive and friendly relations with other schools.

K. Classroom Conduct

Each student is expected to do their part in participating in classroom exercises, lessons, and discussions. Furthermore, they are expected to contribute positively to the classroom learning environment and to facilitate classroom management and discipline. **This positive interaction and participation satisfies our call to family, community, and participation.** Teachers will handle minor discipline problems with full support of the Administration. In addition, they will inform parents whose child disrupts the learning environment. Any major offense or excessive minor offenses will be referred to the Dean of Students.

L. General Classroom Rules

- I. Be in your assigned seat with all your materials when the bell rings. You may not leave your seat at any time without permission from your teacher.
- II. Maintain silence so others can listen and learn. Raise your hand for permission to speak, always keeping comments positive.
- III. Keep your hands to yourself at all times.
- IV. No food or drinks allowed in the classrooms at any time.
- V. Respect school property and the property of others.

M. Citizenship Grades

Each student is expected to follow the behavioral rules set forth by the teachers and to be aware of the standards set by them. Each student is expected to assist in maintaining order in the classroom and to actively contribute to a sound learning environment.

Each student will receive a citizenship grade for classes similar to the academic grades. Citizenship grades reflect the behavior, cooperation and punctuality of each student. These grades are indicated on each student's report card. The following marks are given each report card period.

A/B Superior Citizenship reflects:

1. Consistent promptness to class;
2. Courtesy extended to peers and teachers;
3. Respect given to others;
4. Attentiveness and concentration in class;
5. Ability to follow directions.

C Satisfactory Citizenship reflects one or more of the following:

1. The need of an individual student to improve his behavior;
2. An occasional lack of courtesy or respect toward their peers or their teacher;
3. Inattentiveness in class;
4. Occasional tardiness to class.

D Unsatisfactory Citizenship reflects:

1. The lack of improvement after being warned;
2. Continually speaking out of turn in class;
3. The lack of courtesy or respect toward their peers or their teacher;
4. The lack of improvement in punctuality.

F Unacceptable Citizenship reflects:

1. Malicious intent in student's actions and behaviors;
2. Outwardly hostile, defensive, or otherwise disruptive actions;
3. Disrespect to peers or teacher;
4. Any serious infraction of classroom or school rules as defined by the teacher or the student-parent handbook;
5. Chronic tardiness to class.

Any student receiving a D or F in conduct will be removed from any leadership office as well as become ineligible to participate in any extra-curricular activity and will be placed on Directed Disciplinary Probation.

N. Discipline Items for Clarification

1. Serious Offenses

A student may be expelled from Bishop Manogue Catholic High School for serious offenses. The Principal has final authority to expel a student. All students are treated on an individual basis in all matters concerning disciplinary action. Disciplinary action may vary at times due to previous negative discipline reports.

2. Habitual

Habitual instances can be defined by five or greater instances.

3. Elastic Clause

The Administration reserves the right to amend, suspend, or add any new rules or guidelines to the disciplinary policies. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in this document.

4. Disturbance of School

Students creating or participating in any commotion, disturbance, or in any disruption to the learning environment may be subject to suspension or dismissal. Disruptions and disturbances will not be tolerated during the school day or at any school sanctioned activity.

5. Insubordination and Disrespect

Any student found to be disrespectful to a person in a position of authority will be suspended immediately, his or her parents will be notified, and a parent/ Dean of Students conference convened. The severity of the punishment will be determined by the Dean of Students in consultation with the other members of the Administration. Any student found guilty of insubordination, malicious, willful, and publicly defiant disobedience of a command by a person in position of authority, may be liable for dismissal.

6. Alteration of Documents and Notes

Alteration or falsification of school records, attendance, grades and gathering documents or communication mailed home by Bishop Manogue is strictly forbidden. Similarly, the forging of a parental note by a student is forbidden. Any student who alters or falsifies any of the aforementioned items will be assigned detention or suspended, depending on the degree of the violation.

7. Inappropriate Language

Students are expected to refrain from inappropriate language (spoken or displayed) at all times on campus during the school day and whenever they represent Bishop Manogue as participants in any school-sponsored event, activity, or function. Students are reminded that whenever they wear clothing that identifies them as students of Bishop Manogue that their words and actions affect the public perception of the school.

Inappropriate language is defined as the following:

1. Commonly defined foul language.
2. Any words normally deemed racist, sexist, or homophobic.
3. Any language that is used to incite or provoke others.
4. Any language that is malicious or disrespectful to others.

The use of such language will result in an After School Work Crew or Saturday School and one full day of On-Campus suspension, depending on the severity of the offense. Repeated violations may lead to administrative action.

Language that might be considered inappropriate or offensive is sometimes used in an academic context. In those cases such language is permissible.

8. Tobacco

Students are prohibited from smoking at any time on school grounds. Possession of any tobacco products (including smokeless tobacco) is forbidden at all times.

9. Threats of Violence

All threats made to students will be taken seriously. Students making threats to others will be subject to administrative action.

10. Displays of Affection

Inappropriate Physical Display of Affection/Inappropriate Literature/Sexual Misconduct will not be tolerated. Disciplinary action will be taken.

11. Vandalism and Graffiti

The defacing or damaging of school property, or the property of any person connected with BMCHS, is considered vandalism. Students in possession of equipment used for graffiti/ vandalism or inappropriate graffiti markings on their belongings may be treated as someone caught damaging property. Any student guilty of vandalism may be:

1. Arrested
2. Immediately suspended and parents notified;
3. Placed on Disciplinary Probation or Disciplinary Contract;
4. Liable for financial restitution to those victimized.
5. Liable for dismissal from Bishop Manogue Catholic High School.

Students and parents are liable for the financial cost to repair or replace damaged school property.

12. Theft

Any student who engages or assists in theft of any kind against anyone may be liable for immediate dismissal. Witnessing or being aware of theft and failing to report it to the Dean of Students may be interpreted as the assistance of theft.

13. Honesty

Students, who deceive or lie to faculty or administration, especially during a disciplinary investigation, may be liable for dismissal. This includes plagiarism.

14. Fighting

If a dispute arises between students that may lead to a physical confrontation, those involved are strongly encouraged to find nonviolent ways to resolve the dispute. A majority of physical confrontations arise from misunderstandings, and such misunderstanding can be peacefully resolved by seeking mediation from a third party, such as the counselor. Any student fighting will be suspended for 10 days; 8 days will be waived if an anger management class is attended with a counselor at the parent's expense. Any student who encourages fighting among his peers will be subject to disciplinary action as if he were an active combatant.

15. **Weapons**

Bishop Manogue Catholic High School has a zero tolerance policy for dangerous weapons.

Any student who possesses a dangerous weapon or an instrument considered to be a dangerous weapon on school grounds at any time, at any school activity, function, or event, or en route to or from school, will be removed from school immediately and subject to dismissal. Lawful authorities will be notified and arrests may be possible.

16. **Gang Related Activity**

Gang-related conduct/activity threatens the safety of others and is strictly prohibited. Gang-related conduct/activity includes, but is not limited to, symbols, graffiti, apparel, colors, hazing, hand gestures commonly associated with gangs, or association with gang members. Students who engage in such activity will be subject to immediate dismissal.

17. **Drugs and Alcohol**

BMCHS prohibits students from using, selling, possessing, soliciting, or being under the influence of alcohol, illegal narcotics, non-prescription drugs, any mind altering substance or controlled substances at any time. Any student found under the influence or in possession of alcohol, narcotics, or other dangerous drugs or mind altering substances is liable for dismissal. Any student who is caught selling, providing, transporting, or transmitting alcohol or drugs will be dismissed immediately and turned over to the Washoe County Sheriff's Department.

Bishop Manogue Catholic High School has a zero tolerance policy for controlled substances. Drug sniffing dogs are randomly brought onto the campus to sniff for controlled substances.

18. **Skateboards**

No skateboards or rollerblades are allowed on campus.

19. **Trespassing**

Non-students are not permitted to come on campus until the end of the school day if they are picking up Bishop Manogue High School students. Non-students are not allowed on campus **ANY TIME** during the school day unless they have been properly cleared through the Administrative Office. Any student who has been dismissed from Bishop Manogue Catholic High School is not allowed at any time on campus.

20. **Parking lot, Automobiles, and Bicycles**

Students may use the parking lot only for arriving at school in the morning, leaving school after their last class, or with proper authorization. Students are not permitted to be in cars before school, after school, or during the school day. Loitering in the parking lot is prohibited at all times before, after, or during school. Students wishing to bring cars or motorcycles to school are required to register vehicles. Parking permits must be affixed to the lower driver's side windshield with parking identification clearly displayed. No vehicle will be authorized for parking without a parking permit (excluding visitor parking and service vehicles). Vehicles without parking permits will be towed at the owner's expense. The parking lot is a restricted area for students during the school day. Students are not to use the parking lot in front of the school or parking spaces designated as staff parking. These areas are reserved for faculty, staff, and visitor parking. Students purchase specific parking spaces and those spaces may not be used by other students. Students who demonstrate excessive speed, careless driving, improper parking, burning rubber, or disregard for the safety of others in the parking lot will have their campus driving privileges revoked. Bicycle racks are available for bicycles adjacent to the Weight room. Bicycles do not require a parking permit. However, a parking permit is required for motorcycles. Students who bring bicycles

on to campus should secure them with a strong chain as protection against theft. Students are urged to lock their cars and motorcycles. Items of value should be locked in car trunks. The school and its employees or agents are not responsible for any damage or theft to autos, motorcycles, bicycles or any personal property contained within those vehicles while parked on school grounds.

Parking on campus is a privilege and can be revoked at the discretion of the Administration. Bishop Manogue reserves the right to search any car on the property and at any time.

21. **Telephones / Cell phones / Electronic Devices**

Students may have cell phones, ipods, and other electronic devices at school as long as they are off during class time. Students may use phones in the hallways and at break or lunch. **All cell phones, ipods and other electronic devices are strictly prohibited in restrooms and locker-rooms.** If a student is caught with his or her cell phone or electronic device on during class time, or is caught using the cell phone or electronic device during class, he/she will have the device confiscated. The device will be turned in to the Dean of Students and the student's parents will be called to retrieve the device. The student will have his/her electronic privileges revoked for the remainder of the semester. He or she may not use a cell phone, ipod, or other electronic device anywhere on campus (excluding the parking lot) for the remainder of the semester. If the student is caught in violation of this restriction, he or she will be assigned a week of lunch crew and a parent conference will be required. If another violation occurs, the student will have lunch crew for the remainder of the semester.

Any image producing devices including, but not limited to, cell phones, ipods, or other electronic devices are strictly prohibited in restrooms and locker-rooms. Any student who uses a cell phone, ipod, or electronic device in a restroom or locker-room will be suspended immediately and his/her parents will be notified. The duration of the suspension will depend on the results of an investigation of the violation.

Teachers may request that students place their phones on their desks at the beginning of the period and leave them there for the entire class.

Office telephones are not available for student use except in the case of an emergency. The school telephone is a business phone and cannot be used as a message center.

22. **Lost and Found**

Lost and found items will be placed in a locked cabinet. Unclaimed articles will be given to charity after a reasonable amount of time.

23. **Library Fines**

It is important for students to know that library (school) materials loaned out to them need to be returned on time. Students may check out materials for a period of three weeks. Checked out materials can be renewed to extend the loan period if materials need to be kept for a longer time. Failure to return library materials will generate a fine of \$.25 per day for each item. Fines do not begin to accrue until after a three day grace period. A maximum fine for late material is \$10.00 or if material is lost or damaged, the maximum fine is the retail cost of each item. Please note that returning library materials late or not at all, prevents other students from accessing important or necessary information. Monies collected from fines will be used to purchase library materials that are lost or damaged. Student library fine reports are run every week and notices are given to students during the first period of the day. Letters will be sent home to parents of students who have received at least three notices and have outstanding library fines of \$5.00 or greater.

X. Campus Ministry

A. Campus Ministry – The Mission

“Preach the Gospel and if necessary use words.” – St. Francis of Assisi

The Campus Ministry department at Bishop Manogue Catholic High School endeavors to bring the Gospel message of Jesus Christ to students, faculty, staff, parents, and alumni of Bishop Manogue. We utilize retreats, education, service, liturgy, prayer, community fellowship, and worship as our primary tools in achieving this goal. Campus Ministry is about helping our community connect with God on a deeper level and growing in our Catholic faith. Moreover, we strive to instruct and live the tenets of Catholic Social Teaching.

B. Campus Ministry – The Opportunities

“Open your hearts to the love God instills . . . God loves you tenderly. What He gives you is not to be kept under lock and key, but to be shared.” - Mother Teresa

Kairos Retreat– Kairos is a retreat for juniors and seniors. This retreat strives to help students deepen their faith and religious understanding. The retreatants will experience talks, activities, prayer, and liturgy in a four-day retreat at Zephyr Cove, Lake Tahoe. This retreat is offered at all of the top Catholic high schools in the country.

Quest Retreat– Quest is a retreat for freshman and sophomores that teaches students to find God in their everyday lives. The retreatants will experience talks, activities, and prayer in a two-day retreat at Camp Galilee in Glenbrook, Nevada.

Freshmen Retreat – The Freshmen Retreat is a mandatory day retreat for freshmen that will take place on August 12, 2011 at Bishop Manogue Catholic High School. This retreat focus on introducing students to Bishop Manogue, the Campus Ministry program, and it gives students an opportunity to meet their classmates in a relaxed setting.

Liturgy – Campus Ministry is responsible for offering sacramental experiences for the school. This includes the celebration of the Eucharist, Reconciliation, and Anointing of the Sick. Our chapel is also open for memorial services and weddings of Bishop Manogue Alumni. We also offer a prayer service focusing on ecumenism and Lenten reflections.

Peer Ministry –Students are given the opportunity to learn how to outreach to their fellow students and to the Bishop Manogue community at large through our Peer Ministry program. Peer Ministry students will assist in liturgical planning, retreat formation and facilitation, service projects, prayer and worship experiences, and much more. The only requirements to be involved in Peer Ministry are a positive attitude, a willingness to serve, and enrollment in the Peer Ministry elective class.

Service – The Campus Ministry department encourages a lifelong commitment to service in the model of Jesus Christ. To this end we oversee the Christian Service Program as well as service trips and local service experiences. Detailed information about the Christian Service program will be distributed to students in their

centered learning periods during the first two weeks of school. All students will have a yearly service hour requirement that varies by grade which adds up to the total requirement of 100 hours necessary for graduation. Any student that fails to complete their assigned hours will place their status at Bishop Manogue Catholic High School in jeopardy. Seniors who do not complete their hours will not receive their diplomas or eighth semester transcripts.

Prayer – In order to maintain and foster a spirit of faith the Campus Ministry department begins and ends every school day with school wide prayer. We also have a prayer box for special intentions in Christ the Teacher Chapel. There are differing prayer opportunities that correspond to the liturgical season and events happening in and around the school. Moreover, through a connection to the Parents Association there is a bi-weekly rosary group that meets to hold up special intentions and the Bishop Manogue community through the praying of the rosary. The rosary group meets on Tuesday mornings at 7:55 am .

XI. Athletics

A. Athletic Philosophy

An interscholastic athletic program is an integral part of the total education and growth experience at a Catholic high school. Athletics is designed to affirm and promote the Catholic values and engage student-athletes fully in mind, body, and spirit. Student-athletes, coaches, and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which those Catholic values can be revealed, tested and proven relevant both to participants and the entire school community. Through participation in athletics at Bishop Manogue Catholic High School students will mature physically, emotionally, socially, and spiritually. They will learn to take responsibility for personal growth by developing loyalty, pride, integrity, and commitment. Athletics provide the opportunity for the student-athlete to exhibit a progression of physical skills and knowledge to new situations and a variety of learning formats. Through participation in athletics, the student-athlete learns that God is active in all things, and comes to trust that she/he is known and loved by God. That love invites a personal response which is an expression of movement within the human heart beyond self-interest or self-centeredness. The student-athlete is called to acknowledge her/his commitment towards fostering a just society. Every member of the Bishop Manogue Catholic High School community is called upon to encourage, instill, and foster such growth and development in all student-athletes.

B. Objectives of the Athletic Program

- I. To provide students with opportunities to participate in a variety of sports.
- II. To develop self-discipline, the spirit of cooperation, respect for others, courtesy, good sportsmanship, dependability, pride, loyalty, teamwork, and the understanding of fair play.
- III. To promote self-confidence through physical endeavor and teamwork.
- IV. To introduce and develop basic skill used in sports. To expose students to the fun and enjoyment that sports can provide.
- V. To help students respond to and cope with challenges of athletic competition.
- VI. To develop a sound body that enhances the development of a sound mind.
- VII. To provide students with opportunities to compete against other schools.
- VIII.

C. Regulations

General Regulations pertaining to the interscholastic program, including Cheerleading, at Bishop Manogue High School:

1. Eligibility

Refer to the NIAA Handbook for detailed information or see the Athletic Director.

- I. High School Student: The player must be a student in the ninth, tenth, eleventh or twelfth grade.
- II. Enrollment: The player must have been enrolled in high school in the semester of participation not later than 20 days after the beginning of the semester.
- III. School Attendance: Students may only be absent from school for one period on a block day and two periods on a non-block day in order to be eligible for a game, practice, or contest. This policy also applies to students who will compete on a Saturday – Friday attendance records will be used to determine eligibility.

- IV. Previous Semester Record: Except for first semester ninth grade students, the player must have earned at least two units of credit during the previous semester.
- V. Current Semester Record: The player shall be passing the required number of units during the semester of participation.
- VI. Age: The player must be under nineteen years of age on September 1 of the year in which he/she participates.
- VII. Amateur: The player shall not use his athletic skill or knowledge for gain during his high school career.
- VIII. Awards: After entering a member school, a student must never have accepted any medal, cup, trophy or other athletic award of any kind having a value of more than \$15.00, other than a letter awarded by his or her school, or awards given by the NIAA and /or its leagues or conferences.
- IX. All-Star Competition: Any student from any member school who shall participate in an unauthorized post-season or all-star game shall be ineligible for interscholastic competition for a period of twelve (12) months.
- X. Seasons of Participation: The player shall not participate in more than four seasons in any sport, including participation in the ninth grade.
- XI. Eight Consecutive Semesters: The player shall not participate in any interscholastic contest after a period of high school enrollment covered by eight consecutive semesters.
- XII. Transfer Rule: See Athletic Director or Athletic Secretary.
- XIII. After becoming a member of a school squad, the player must not take part in a contest on an independent team in the same sport.
- XIV. Citizenship Standards: Student-Athletes and their families are expected to maintain high levels of citizenship and sportsmanship. Failure to do so may result in parents being removed or banned from sporting events and student-athletes being removed from teams.

2. Bishop Manogue Catholic High School Student-Athlete Eligibility

- I. Academic Standards: See Eligibility in this handbook.
- II. Discipline: Any student who amasses two detentions is ineligible for practice or play until all detentions have been served. A student on Contract is ineligible to participate in any athletic practice or competition during the period of the Contract. Any student receiving less than a 2.0 in Academics and receiving any failing marks in Citizenship or Academics the previous semester will be ineligible for any extracurricular activity, including sports.
 - a. Note: Students on Activity Suspension may, with the approval of the Dean of Students and the coach try out for a team but may not participate until the Suspension is completed.
 - b.

D. NIAA Alcohol, Tobacco, and Drug Possession, Use and Abuse Policy

Participation in NIAA sanctioned sports is a privilege and responsibility which requires all participants to adhere to athletic training rules imposed by the school district and member or affiliate school the student attends and represents. Adherence to training rules ensures that all student-athletes are in top physical condition, minimizes potential for injury, and further ensures that all member and affiliate school athletic teams are appropriately represented by their student-athletes. Therefore, the possession or use of any controlled substance, alcohol or tobacco products by a student athlete, whether it occurs on or off of school property, is prohibited and shall result in the penalties set forth herein.

- I. First Violation: a six (6) competitive week suspension from participation in interscholastic competition beginning with the first scheduled competition after the suspension occurs. Four (4) competitive weeks of the suspension of eligibility may be waived if the student successfully completes all components of an

appropriate substance abuse intervention program. The student may practice with the team during the period of suspension if approved by the coach and principal.

- II. Second Violation: The student shall be suspended from interscholastic competition for a minimum of ninety (90) school days which shall include a minimum of six (6) competitive weeks of competition. The student shall not be allowed to practice with the team or participate in any out of season activities and must complete all substance abuse requirements in order to be considered for reinstatement of future athletic eligibility, which shall be determined following the ninety (90) day suspension of athletic eligibility by a group composed of one of the student's parents/legal guardians, the school principal, athletic director, coach and a substance abuse program coordinator.
- III. Third Violation: The student shall be ineligible to participate in interscholastic athletics for the remainder of the student's high school career.
- IV. Any student athlete found in violation of the above rules may be suspended from the team for the remainder of the season upon the decision of the Head Coach, Athletic Director, and Principal.
- V. Any coach who observes a player in the act of breaching these policies is to report the infraction to the coach in charge or the Athletic Director.

In addition to the NIAA policy, Bishop Manogue student/athletes will be held accountable for their actions during the summer months and will serve the appropriate suspensions according to those actions. The use of any controlled substances, mind-altering substances, alcohol, and tobacco products is considered to be in violation of the Bishop Manogue policies and the student will receive the resulting NIAA consequences.

E. Insurance

All student athletes must have written verification of insurance coverage under a family policy, or they must be covered by the insurance policy made available to students through the school each fall.

F. Athletic Grievance Procedure

Should a problem arise wherein a student athlete has a grievance regarding eligibility, suspension, or removal from a team, the following procedure is to be observed by the student and/or parents:

- I. Meet with the Athletic Director and the coach of the respective team to ascertain the specific reasons for ineligibility, suspension, or removal from play or a team.
- II. If the meeting with the Athletic Director is deemed non-productive, the student and parent(s) should request a meeting with the Principal, Athletic Director and the coach. The Principal shall convene all parties and make a decision on the matter once all pertinent information and discussion have been reviewed. The decision of the Principal shall be communicated to the student, parent(s), Athletic Director, and coach in writing. Within seven days following the Principal's decision, the student and his/her parent(s) may appeal the school decision directly to the Executive Director of the Nevada Interscholastic Activities Association.

G. Athletic Transfer

All transfer students and parents/legal guardians must sign a transfer eligibility form. Students and parents/legal guardians must also sign a Tuition Assistance/Recruiting Contract. For further information or questions regarding these forms you may contact the Executive Director of the NIAA at 775-688-6464 or review the regulations at www.niaa.com/publications/handbook.

H. Try Outs

All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in selection decisions, unless the decision is arbitrary and capricious. To object to a try out decision parents and/or students must first meet with the coach. If the situation cannot be resolved at that level, parents and/or students must then meet with the Athletic Director. If the situation cannot be resolved at that level, parents and/or students may then arrange a meeting with the Principal. Meetings will not be held outside of the communicated procedure. Parents are encouraged to help their children understand that not everyone will be selected. Before trying out, a student must have a sports packet and physical on file in the Athletic Office.

XII. Student Affairs, Clubs, and Activities

A. Student Photographs

The many accomplishments of Catholic school students, staff, and parents may draw the attention of newspapers, television stations, or other media. Bishop Manogue Catholic High School may use pictures/videos of students in school-related activities (such as drama, sports and choir) for publication including, but not limited to, newspapers, school/parish bulletins, informational brochures and presentations, the school's and/or diocesan website and any yearbook or other student publications. Bishop Manogue Catholic High School may use photos/videos taken at school activities and events in school publications without identifying individual students. Students will be identified in student publications such as the yearbook and student published newspapers.

Parents who are concerned about their student being photographed, identified or interviewed should note the following: A) It is the responsibility of the student to decline the interview if he/she does not want to be identified, or B) It is the responsibility of the parents to notify the Principal, Athletic Director, and Coach that the student is not to be interviewed.

B. Field Trips

Bishop Manogue Catholic High School encourages field trips which can broaden the experiences of a student in a given area of study. Students participating in field trips must have their parents/legal guardians complete a parental permission slip. All class work missed during the field trip must be completed. All students on a field trip are under the same disciplinary rules as they are when they are at school. Any infractions will be handled as if the students were at school. Students on a field trip need to remember they represent Bishop Manogue Catholic High School and need to act appropriately. Students must be in their school uniform. At this point in time, Bishop Manogue Catholic High School does not sponsor international field trips.

C. Student Government

Please see the Bishop Manogue Student Activities Handbook.

D. Dance Policy

- I. Any student and/or date that arrives at a dance under the influence of drugs or alcohol will be detained and the student's parents will be notified. The students will immediately be suspended from school and the student may be liable for dismissal.
- II. Students must arrive at the dance within one hour of opening time. If this is not possible, prior arrangements must be made with the Dean of Students. Students will only be allowed to leave the dance 30 minutes prior to the scheduled end of the dance.
- III. Once a student and/or date leaves the dance area, he/she will not be readmitted.
- IV. Students may not bring dates from outside of the school without permission, in advance, from the Dean of Students. A guest pass must be filled out by the Bishop Manogue student. Guest Passes must be submitted 3 days prior to the dance (by 3:00 on Wednesday). Issuance of guest passes is at the discretion of the Dean of Students. Only students still in high school will be allowed a guest pass to a Bishop Manogue dance. Guest passes will only be allowed for the Prom.
- V. There will be no admittance without valid student ID.

- VI. Proper dance etiquette will be strictly enforced.
- VII. Proper dance uniform will be strictly enforced – including non Bishop Manogue students (please see the uniform code section).

The above mentioned policies conform to the life and dignity of the human person.

E. Student Assemblies

Periodically, the student body comes together for student assemblies, liturgies, and rallies. Students sit according to class rank in designated areas at all gatherings. *Assemblies are deemed religious, formal, rallies, or business.*

- I. Religious Assembly: Mass and other para-liturgical gatherings are held in the school chapel or gym throughout the school year. These assemblies are marked by a spirit of celebration, reverence, dignity, and respect.
- II. Formal Assembly: This type of assembly is convened to hear guest speakers and/or to greet dignitaries to the campus. Such occasions are marked by a sense of respect and dignity. Students are expected to exhibit the highest qualities and standards of “Miner Hospitality in greeting and responding to visitors.”
- III. Rallies: Rallies are spirited student meetings. Conduct is appropriate to the activities.
- IV. Business Assembly: Business assemblies are held whenever there is a need for an informational or in-house meeting of all students. Conduct at these assemblies is the same good conduct and cooperation expected in a class situation.

F. Student Publications

Please see the Student Activities Handbook.

G. Signs and Posters

Please see the Student Activities Handbook.

H. Class Activities and Clubs

Please see the Student Activities Handbook.

XIII. Health and Safety Regulations

A. Emergency Information Record

Parents are to make sure that an emergency information record is on file with the school for each student enrolled. This form should be filled out completely. Any unusual medical condition, medications used by students, or medical excuses requested should be specified on the form.

B. Medication at School

Students, who require medication to be administered during the school day must adhere to the following policies:

- I. The Dean of Students must receive an official letter (on letterhead) from the doctor prescribing the medication stating that this medication must be administered at school and there is no other way/time for it to be administered. The letter must also contain directions from the doctor on how to administer the medication and appropriate dosage.
- II. The original prescription must be submitted with the official doctor's letter.
- III. The prescription must be brought, with those two documents, to the Dean of Students by the parents/guardians of the student needing medication. The medication must be in the original container, must be unopened, and officially sealed by the pharmacist. This is to be certain that Bishop Manogue is administering the correct prescription.
- IV. Students may only receive their medication from the Dean of Students. No student is allowed to go and retrieve his/her own medication or to carry his/her own medication with him/her throughout the day. Students who carry their own medication will be considered to be in violation of the prescription drug policy and will serve the appropriate consequences.
- V. The only exception to this rule is students with inhalers and epipens. Students who need to carry inhalers or epipens must follow all of the above policies, parents must meet with the Dean of Students, and the student will be allowed to carry his/her inhaler or epipen.

This policy is in place to discourage the illegal use of prescription drugs and it is aligned with our call to care for God's creation.

C. Illness during School

Students becoming ill during the school day are to report to the Attendance Coordinator. If it is necessary to send the student home, the Attendance Coordinator will inform the parent, legal guardian or individual(s) so designated on the student's emergency information record. If a parent/guardian is unable or unwilling to pick up their student, the student may be sent to the hospital via ambulance. **If this procedure is not followed and the student leaves the campus without checking out properly, he/she will be subject to disciplinary action upon return to the school.**

D. Communicable Diseases Policy

To ensure the safety, health and welfare of the entire Bishop Manogue High School community, the administration will require or recommend appropriate forms of isolation and non-attendance at classes or on the campus. *Isolation* means that the student must stay home until fully recuperated. *Non-attendance at classes or on the campus* means, that with certain communicable diseases, the individual may not attend class or be on campus without a Medical Release from a physician. With other less serious communicable diseases, it is recommended that the student not attend class or be on campus.

The following policy is in accordance with the guidelines of the Center for Disease Control:

Strict Isolation and Non-Attendance at Classes:

- a) Childhood diseases such as chicken pox, measles, German measles and mumps
- b) Viral hepatitis
- c) Active pulmonary tuberculosis
- d) H1-N1 virus

Modified Isolation and Non-Attendance at Classes:

- a) Severe influenza, severe infectious mono-nucleosis and pneumonia
- b) Conjunctivitis (pink eye)
- c) Any communicable disease

Recommended Isolation and Non-Attendance at Classes:

- a) Severe sore throat, influenza
- b) Any severe infection or disease

E. Evacuation Plan

Bishop Manogue Catholic High School has implemented an effective, organized plan in the event of an emergency that would warrant the evacuation of the school. Staff and students are made aware of this complete evacuation plan at the beginning of the school year.

1. Evacuation Drill and Procedures

An evacuation drill will be held once a month on a random basis. This drill is required by law. It is essential when the evacuation bell is sounded that students obey drill procedures and evacuate the building through designated exits. The following procedures are to be observed during the evacuation drill:

- I. Students are to leave the room quickly and silently with backpacks and books and proceed to the designated exit. Students are to walk and not run.
- II. The first student out of the room opens and secures the classroom door.
- III. The teacher is the last person to leave the room, closing the door and following the class with a class roll book and emergency report form.
- IV. The students proceed to the designated area and line up orderly with their instructor. Class roll is taken at this time.
- V. When the “all clear” signal has been given, students are to return to the building. Students return to class in silence.
- VI. There will be at least three “code” drills throughout the school year.

F. Protecting God’s Children

Anyone who works with students on the Bishop Manogue Campus must participate in the Protecting God’s Children program prior to employment or volunteer work. All students will participate in the Personal Safety courses through their Theology classes.

XIV. Financial Affairs

A. Registration

Registration must be completed in the Business Office at Bishop Manogue. Payment of the \$550 Registration will be collected at this time. A student will not be considered registered for the 2011-2012 school year until the paperwork is complete and the fees have been paid.

B. Tuition and Fees

Base tuition for the 2011-2012 school year is \$8,750. Bishop Manogue offers the following four payment plan options:

Payment in full by July 1, 2011 – Cash or Check

2 Payments via FACTS – Jul. 2011 and Dec. 2011

5 Payments via FACTS – Jul. 2011, Sep. 2011, Nov. 2011, Jan. 2012, and Mar. 2012

10 Payments via FACTS – Jul. 2011 through Apr. 2012

It is Bishop Manogue's policy that tuition payments are made via cash or check. Although Bishop Manogue does not accept credit cards for tuition payment, as a convenience, we have arranged for a third party to accept American Express, MasterCard and Discover cards via the web. Visa will not be accepted. A convenience fee of 2.5% of the amount charged will be assessed on tuition payments only. All payments other than payment in full must be set up with FACTS Tuition Management Company via an online application process. All FACTS payments are automatic withdraws from a checking, savings or credit card.

Other fees will be assessed throughout the year based on classes and activities the student chooses to participate in. These fees are due at the time the student has been accepted into a particular class, club, sport, or other activity. Please refer to the 2011-2012 Tuition Agreement for specific information and requirements.

C. Unpaid Financial Obligations

Financial obligations are directly related to the continued enrollment of a student at Bishop Manogue. Bishop Manogue reserves the right to withhold registration privileges, report cards, transcripts and diplomas until all financial obligations have been satisfied. The unpaid balance of the obligation (including charges for tuition and all other fees) shall be considered an educational loan extended to the parent(s) for their child's benefit by Bishop Manogue Catholic High School and is enforceable under the laws of the State of Nevada and the United States of America. Any financial obligations incurred pursuant to this contract are collectible by law and will be pursued accordingly.

At any time a family experiences a delinquency of 30 days or more with regard to tuition payments and other fees, the family must contact the business office and/or the President immediately. Continued non-payment could result in the dismissal of a student. Past due accounts may be turned over to a professional collection agency at the discretion of the school. All past due accounts may be assessed a service charge of 1% per month.

If at any time families experience any unforeseen difficulties with regard to tuition payments, the business office and/or the President should be contacted immediately.

D. Return/Refund Policy

All application and registration fees are non-refundable. Any student who voluntarily or involuntarily withdraws from Bishop Manogue Catholic High School prior to the 11th business day following the official start of a semester will receive a 100% refund on tuition, fees and books. Any student who voluntarily or involuntarily withdraws from Bishop Manogue after the 10th business day following the official start of a semester forfeits all fees and the tuition due or paid for that semester. Please see the withdrawal procedures under the Academic Section.

E. Financial Aid

There are two types of financial aid available at Bishop Manogue. Through various donations and special events Bishop Manogue is able to offer Tuition assistance awards to students on a need only basis. The second form of financial aid through scholarships which are created and funded by private donations and memorials. Scholarships can be need-based and/or merit based. **Bishop Manogue Catholic High School does not offer any athletic-based scholarships.** All families applying for need-based aid must complete the FACTS Grant and Aid Application online.

F. Parish Affiliation

To be eligible for the "Parish Affiliation Discount", families must document their Diocese of Reno, Catholic parish affiliation by having the pastor of their parish sign a Parish Affiliation form. This form is available in the Business office at Bishop Manogue. This form must be filled out and signed on a yearly basis. It is the families' responsibility to complete the form and ensure that it is turned in to their parish annually by the required deadline. Whether or not a family receives the "Parish Affiliation Discount" is the sole determination of the pastor of that parish.

G. Sibling Discount

A \$600 "Sibling Discount" will be applied to any additional child attending Bishop Manogue. This discount will be automatically applied to the tuition bill upon completion of registration.

H. Parent Service Hours

Every Bishop Manogue family has an obligation to perform 20 hours of service to the school each year or pay a fee of \$500. For those families who do not complete the required 20 hours they will be assessed \$25 per hour for those hours not fulfilled. There are many activities throughout the school year to help each family complete their required service. Activities must be school related; club sports, summer teams, or non-Manogue activities will not be accepted for parent hours. These hours are different than the Christian Service hours students are required to complete. Listed below are examples of places or organizations on campus that may offer opportunities for parent service hours:

1. Break and Lunch
2. Athletic Events
3. Safe-N-Sober Grad Night
4. Campus Store
5. Advancement Office
6. Teacher Appreciation
7. Music Department
8. Interscholastic Debate Team
9. Library
10. Front Office
11. Parents' Association
12. Counseling

Please contact the main office (775) 336-6000 for information regarding Parent Service Hours or to assist one of these organizations.

I. Timing/Delivery Policy for Campus Store

Each August, prior to the start of the school year, book and clothing sales will be held at Bishop Manogue Catholic High School. It is Bishop Manogue's policy not to release our book lists. All books should be purchased through the school to ensure proper text book versions and classroom supplies.

All products must be purchased in person through our Campus Store. Books and clothing will be delivered immediately upon payment. In the rare case of a backordered book, the student will be notified as soon as the product is available. The product will be delivered as soon as payment has been received in the bookstore and alternative arrangements for use will be made in the interim by the teacher. It is Bishop Manogue's policy that backordered books will not interfere with a student's ability to learn. If a student or parent finds a specific instance where they feel learning is compromised, (i.e. homework assigned out of a book a student does not have access to) it is the family's responsibility to immediately notify the Dean of Students in writing so that Bishop Manogue can address any concerns.

XV. The Institutional Advancement Department

A. Purpose

In today's economic environment it has become more and more difficult to generate the support necessary to fund all of the financial needs at BMCHS. To that end, we have restructured our Development Department and created an Institutional Advancement Department that was launched on July 19, 2010. Our Chief Advancement Officer is Chip Lindloff.

The Advancement Department at BMCHS is the entity responsible for analyzing the school's philosophy, objectives, and projects as they relate to the advancement of the mission, culture and legacy of the school. We are the stewards of the gifts we are given. We are responsible (without exception) for the coordination of all fund raising activities and events associated with the school.

We are fully staffed year round. We provide support to all faculty, staff, athletic, alumni and parent associations that are interested in planning events to generate funds for the school.

B. Philosophy

Activity driven from the inside out can eliminate redundancies. To that end it is our position that we must control all fund raising activity directed to and by BMCHS. It is not meant to be a deterrent, but merely guidance so we are not perceived as unorganized, unbranded and "shotgun" in our approach to reaching out to our multiple constituencies.

C. Events

Currently there are four major events that are approved for 2011-2012

- a) The Annual Appeal*
- b) BASH*
- c) Athletic Fundraiser*
- d) Golf Tournament*

Other activities including miscellaneous fundraisers, advertising, alumni development events, etc. are ongoing and each will be reviewed on an annual basis to determine their success and effectiveness.

D. The Process

Student organizations, clubs, parent organizations and booster organizations are all **required** to submit the Fundraiser Request Form and obtain multiple levels of approval prior to moving forward with any event. This form can be requested through the Institutional Advancement Office and is also available online.

E. Contributions

There are numerous funds to contribute to at BMCHS. Immediate needs exist in the following areas:

- a) General Operating Fund*
- b) Debt Reduction*
- c) Tuition Assistance*
- d) GAP Assistance*
- e) Legacy Giving*
- f) Endowment*

For additional information on giving please contact the Advancement Department at 775-336-6005.

XVI. Exempt Status

The Catholic Schools of the Diocese of Reno are exempt from the Private Elementary and Secondary Education Authorization Act as allowed by NRS 394.211.

This means that the schools are recognized by the State of Nevada as alternatives to public schools but are not subject to the licensing requirements of the State. Exempt schools are required to provide a curriculum equivalent to that required for public schools and that follows the state curriculum standards. Instructional time, length of day and school year must meet state requirements. The schools are required to comply with all applicable state, county and local health, safety and fire inspections and laws, ordinances and regulations including those relating to fire emergency drills, vehicles and immunization of pupils.

The standard curriculum in use in the Diocese of Reno incorporates the curriculum guidelines developed by the Archdiocese of Cincinnati, Ohio along with the Nevada State Standards. Changes in the curriculum are made as deemed appropriate to meet the needs of students and for alignment with the Nevada State Standards.

All elementary school students in grades 2-8 (First grade is optional) are tested annually in the fall of the school year using the Stanford Achievement Test 10th edition. Test results are provided to parents at the end of the first quarter of the school year. Students in grades 5 and 8 participate in the Nevada Writing Proficiency Exam. The Curriculum at Bishop Manogue Catholic High School meets or exceeds the Nevada State Standards in all content areas.

The elementary schools are accredited by the Western Catholic Educational Association. Every six years, each school develops a self-study that is reviewed by a Visiting Committee of educators through a formal visit to review the school's progress. A school receives a term of accreditation of up to six years.

Bishop Manogue Catholic High School is accredited by the Northwest Association of Schools and is evaluated according to the norms of that agency and the Western Catholic Educational Association. All entering freshman complete the Scholastic Testing Services High School Placement Exam. The PSAT is administered to all sophomores and juniors. All students are required to take the SAT (Scholastic Aptitude Test) and many also take the ACT. The results of these tests are shared with students and parents alike. All students must pass the Nevada High School Proficiency Examination in order to receive a diploma.

For further information, contact your child's school.

XVII. **Glossary of Terms**

Academic Seminar

A scheduled period during the school day for students enrolled in the Integrated Learning Center. The Learning Specialist will work with students in Academic Seminar to organize class-work, complete homework, prepare for tests, or accommodate special testing needs.

By-Pass Form

A By-Pass is a form that may be signed with a student's counselor in order for a student to enter into a class level (for example: AP or Honors) for which he/she was not recommended or did not satisfy the grade or test requirements in the pre-requisite course or exam. A student, his/her parents, the student's counselor and one academic administrator must sign the By-Pass in order for it to be valid.

Centered Learning

Centered Learning is a homeroom period for students. On days that there is not a mass, rally, or activity, it is expected that students will report to their Centered Learning and bring work and study quietly during the period. On days that there is a mass, rally, or activity during Centered Learning, students will report to the Centered Learning classroom and be dismissed to the event with their Centered Learning class. Students will remain under the supervision of the Centered Learning teacher during the event. In the event of an emergency, all students will report to or evacuate with their Centered Learning teacher.

Course Request Forms

Course Request Forms are used during the academic registration process. These forms allow a student, his/her counselor, and his/her parents to choose the appropriate courses for the upcoming school year. The forms list options for all of the core requirements (English, Math, Science, Social Science), Theology, Foreign Language, and Elective Courses.

Enrichment

Enrichment is a free study period for juniors and seniors. Students report to the cafeteria and the Enrichment Monitor for attendance and check-in. Following attendance, students have the opportunity to study, go to the library, socialize quietly with friends, eat, or use the time in another appropriate and studious manner.

Four Year Plan

The Four Year Plan is a map of a student's entire academic career at Bishop Manogue. On Eighth Grade Orientation Night (Incoming Freshman Orientation), all incoming students and their parents will complete the Four Year Plan after a presentation on course placement, courses available, college requirements, graduation requirements, and course opportunities based on a student's Freshman schedule (determined by the placement exam). These plans will be returned when a student registers for his/her academic classes. Counselors maintain these forms and do a yearly review with students and their parents of academic goals and progress.

Integrated Learning Center

The Integrated Learning Center, or ILC, is a program designed to assist students with learning differences. Students will complete the Bishop Manogue Curriculum with the assistance of a Learning Specialist and Academic Seminar.

Learning Specialist

A full-time teacher licensed to work with students with learning differences.

Mandatory Study

Mandatory Study is a session assigned to students on academic probation. It takes place directly after school for one hour. It is a supervised study period for students in order to help them manage homework and quiz/test studying. Students may also seek help from teachers during this time with permission from the Mandatory Study monitor.

Mind-Altering Substance

Any substance that produces a reaction in a student that in any way alters his/her mind in the likeness of an illegal substance. Not all mind-altering substances are illegal; however, Bishop Manogue Catholic High School does not allow the use, possession, or distribution of these substances.

National Merit Scholarship Competition

National Merit Scholarships are available for college to students who score well on the PSAT. These scholarships come in many forms and offers depending on a student's exam score. Please visit www.collegeboard.com for more information.

Official Warning

An Official Warning is notification to the student and his/her parents that another disciplinary offense of magnitude may result in a disciplinary contract, a conduct board hearing, or dismissal. The level of consequence is determined by the severity and number of the action.

PSAT

The PSAT stands for Preliminary SAT. All sophomore and junior students will take the PSAT in October of each school year. The PSAT is important not only because it is a potential predictor of SAT scores, it is also the qualifying test for the National Merit Scholarship Competition. Please visit www.collegeboard.com for more information.

Saturday School

Saturday School is a detention issued by the Dean of Students for specific infractions or occurrences of an infraction (see Discipline). A student and his/her parents will be notified of the need to attend Saturday School by a contract sent home with the student one week prior to the Saturday School. The contract will contain the time, date, meeting location, and other pertinent information. Students will not be assigned Saturday School without a contract.

Mission Statement

Educating through Faith, Leadership, Knowledge, and Compassion.

Philosophy

Bishop Manogue Catholic High School is a faith-based community working together for the education of all students. Catholic values and ideals are the basis for all instruction and interaction. The school community, together with parents, alumni, and benefactors, fosters an environment that supports academic achievement, spiritual growth, self-motivation, extra-curricular involvement, and Christian service.

School Song

Go you Manogue High
Break right through that line
With your colors flying
We will cheer you all the time
Rah! Rah! Rah!

Go you Manogue High
Fight for victory
Spread forth the fame of our fair name
Go Manogue and win this game.
Hooray, Hurrah, Hooray Hurrah!
Go, Manogue!!

Values Statement

M

Morality creates a community where Catholic beliefs and values, inspired by faith, are taught, professed, and experienced.

I

Intellect provides a college-bound curriculum stressing academic excellence and life-long learning through study, reflection, creativity, and faith.

N

Nurturing builds an environment of care and compassion rooted in our faith.

E

Encouragement supports students in exploring their God-given talents and gifts through the arts, athletics, and a variety of extra-curricular endeavors.

R

Respect teaches students to value individuality and diversity to uphold the dignity of all God's children.

S

Service challenges students to serve the community and empowers them to address social needs through the example of Christ.