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Mission

Bishop Manogue Catholic High School-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 admitted 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.

Integrated Student Outcomes (ISOs)

Bishop Manogue Catholic High School is a faith-centered community that recognizes that the world and everything within it is a gift from God. Therefore, we promote faith formation, academic excellence, leadership, and compassion in order to develop Christian leaders who are committed to life-long learning. Such a commitment requires that Bishop Manogue Catholic High School graduates will have acquired knowledge of the basic doctrines of the Catholic Church and also an understanding of the importance of his or her spiritual development. The knowledge and skills required of Bishop Manogue Catholic High School graduates are addressed in four mission-focused areas:

1. Faith
2. Leadership
3. Knowledge
4. Compassion

In the area of Faith, the graduate will:

1. Continue to cultivate a personal spiritual life that is characterized by prayer, reflections, and stewardship.
2. Demonstrate an understanding of the Catholic faith.

In the area of Leadership, the graduate will:

1. Demonstrate honesty, integrity and ethical behavior.
2. Exhibit Christian leadership through a discovery of his or her individual gifts and talents and participation in co-curricular activities.
3. Pursue postsecondary education

In the area of Knowledge, the graduate will:

1. Direct his/her own learning by setting goals, establishing strategies, and evaluating results.
2. Use technology ethically and responsibly
3. Think critically, creatively, and globally, using the vocabulary and concepts of the arts, literature, languages, religious studies, natural and social sciences, and mathematics.

In the area of Compassion, the graduate will:

1. Recognize and respond to people in need through community service.
2. Commit to an active citizenship-locally, national, and/or globally.
3. Respect all people as gifts from God, including persons of diverse backgrounds of age, race, gender, ethnicity, religion, talent, and socioeconomic status.

Students are required to self-assess each quarter within their religion courses.

Chapter 1: The Bishop Manogue Tradition

Welcome

Since 1948 Bishop Manogue has been building a tradition of excellence. The administration, faculty, students and parents are integral contributors to that tradition. In order to continue with excellence there are principles that a student must observe in order to obtain the most out of the educational experience. The following principles will increase your opportunities for success and help keep Bishop Manogue a distinguished school.

- Believe in God, yourself and others.
- Accept responsibility for your education, decisions, words, and actions.
- Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.
- Be a leader or a good follower.
- Be active in the school and community.
- Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best effort to each.
- Support your fellow students and their activities.
- Respect the faculty, staff and fellow students. Respect the rights of others.
- Communicate with others in a respectful way

These principles are the cornerstone of a student's success at Bishop Manogue. Follow these principles and success will be yours during your four high school years.

The classroom is the heart of the Bishop Manogue campus. Certain expectations of behavior are required in the classroom. By following these expectations, the learning environment will be enhanced:

- Arrive on time to all your classes.
- Be prepared for class by doing your homework and by bringing all books and supplies necessary for the day's activities.
- Be respectful of your teachers and fellow students.
- Work diligently throughout the entire class period.
- Respect all property of Bishop Manogue.

Bishop Manogue Catholic High School is a four-year, Catholic college preparatory high school operated under the auspices of the Diocese of Reno. The regulations and procedures are determined by the administration under the guidance of a President and a Principal. The operating principles are consistent with the policies of the Diocese of Reno. All policies and rules apply to the entire student body, including those who have reached 18 years of age.

In order to serve the needs of the Bishop Manogue community, the administration reserves the right to amend regulations and procedures in this handbook at any time. Furthermore, the Administration reserves the right to rule on the propriety of individual situations of student behavior that are explicitly or implicitly implied in this handbook. The interpretation of the Parent-Student handbook lies solely with the administration.

Chapter 2: Catholic Identity and Spiritual Formation

“He has showed you, O man, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?” Micah 6:8

Bishop Manogue takes pride in its primary mission, which is the education of young people in the Catholic faith in the context of a college preparatory program. The religious and spiritual formation of the students (and faculty) is of paramount importance. Teachers, coaches, and moderators are instructed to make clear and explicit connections to the lived faith of the Church in their courses, sports, and co-curricular activities.

Formation of the Heart

Students are formed in their personal relationship with God through the Sacraments, Community and Personal Prayer, and the Retreat Program.

Sacraments

The school celebrates the Eucharist as a community on a regular basis.

- Mass is offered weekly in the morning at 7:15am on Monday and Wednesday. It is also offered Thursday afternoon at 2:00pm.
- Students attend a weekly grade level Mass during the academic year.
- We offer school-wide Masses at least once each month.
- Confession is offered on Tuesday in the Chapel from 9:00am to 1:00pm.
- Adoration is offered on Thursday from 9:00am to 1:00pm.
- The school offers a communal Penance service with a chance for individual confession twice annually, usually during Advent and Lent. Students are encouraged to partake of the Sacrament of Reconciliation more frequently throughout the year in their own parishes.

Bishop Manogue offers students a broad spectrum of liturgical participation opportunities. Students may assume responsibility for planning a Mass or serve as:

- Lectors
- Ushers
- Worship Choir Members
- Extraordinary Ministers of Holy Communion
- Altar Servers

Community and Personal Prayer

The Chapel is open to all for personal prayer and reflection. The Blessed Sacrament is present and a respectful attitude is expected from those entering the Chapel. The Chapel is typically open from 7:00am until 4:00pm for those who wish to pray. Students are encouraged to stop by the Chapel before school, during lunch, or after school to spend a few moments with the Lord. We offer three Masses weekly before and after school. The Chapel is also open for Adoration and reconciliation at certain times of the school year. The Rosary is prayed before school on Tuesdays for those who wish to pray in community. Those wishing to pray may light a candle for a particular prayer intention or pray the rosary.

Retreat Program

The retreat program serves to provide a spiritual presence at Bishop Manogue through prayer and worship.

Retreats Available:

- | | |
|--------------------|---------------------------------|
| Day Long Retreats: | Overnight Retreats: |
| Freshman Retreat | Quest – Freshmen and Sophomores |
| Faculty Retreat | Kairos – Juniors and Seniors |

Formation of the Hands

The letter of James clearly indicates that our faith must be lived and demonstrated: *“What good is it, my brothers, if someone says he has faith but does not have works? Can that faith save him? If a brother or sister has nothing to wear and has no food for the day, and one of you says to them, ‘Go in peace, keep warm, and eat well,’ but you do not give them the necessities of the body, what good is it? So also faith of itself, if it does not have works, is dead.”* (James 2:14-17)

The hallmark of a caring community is service to one another. Bishop Manogue strongly emphasizes the Catholic commitment to outreach:

Senior Religion Curriculum: Students in their senior year are given the opportunity to learn how to outreach the Bishop Manogue community at large through the senior religion curriculum and service hours. Students receive weekly instruction in vocations and discernment to learn how to hear and respond to God's call. Students engage in meaningful reflection and discussions. Students are paired with service organizations, mostly within Catholic Charities, and are required to develop a senior thesis which is a synthesis of their religious instruction over the years, along with a reflection on their service opportunities.

Junior Religion Curriculum: Throughout the year, students will assist in schoolwide liturgical planning, retreat formation and facilitation, prayer and worship experiences, book study, and much more.

Because of the Gospel mandate to love and serve our neighbors, Bishop Manogue requires its students to participate in acts of service to the community. The following Christian Service requirements are for all students.

1. All students are required to complete 125 hours of Christian Service in order to graduate. Students who are deficient in service hours may be denied re-enrollment for the following school year.
2. All Christian Service hours must be approved by Campus Ministry in advance. Campus Ministry maintains a list of pre-approved opportunities/locations on the website. Parent signatures will not be accepted as verification of their own child's Christian Service hours.

Formation of the Mind

Students are formed in mental and academic pursuits of God through their Theology courses. Bishop Manogue requires all students to take Theology while they are enrolled at the school.

The aim of Bishop Manogue Theology courses is to impart to every student the message of salvation through Jesus Christ who perfectly reveals to us the love and plan of God the Father. Our task is to deliver intact to each student the truths of the Catholic Faith that have been handed on to us. By our teaching we hope to develop student understanding of the Christian faith and bring it to maturity. The handing on of truths of the faith is a stage in the process of evangelization, so our goal is not only to bring clarity to student understanding of doctrine, but also to encourage an active life of faith. It is our conviction that we are teaching the person of Jesus Christ, with whom we are invited to share a relationship.

Theology courses at Bishop Manogue should be regarded as fully academic and college preparatory. The statement of Saint Peter, "Always be ready to make your defense to anyone who demands from you an accounting for the hope that is in you," (1 Peter 3:15) requires both fervent prayer and scholarly study.

The school has implemented the United States Conference of Catholic Bishops (USCCB) revised curriculum based upon the document "Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age." This new curriculum has been designed to be more explicitly Christocentric in its approach.

Chapter 3: Parents as Primary Educators

“This responsibility applies chiefly to Christian parents who confide their children to the school. Having chosen it does not relieve them of a personal duty to give their children a Christian upbringing. They are bound to cooperate actively with the school – which means supporting the educational efforts of the school and utilizing the structures offered for parental involvement, in order to make certain that the school remains faithful to Christian principles of education.” (The Catholic School, 73).

As is evident in Scripture, Church teaching, and common sense, parents are an important, and in fact, irreplaceable component of a child’s successful education. The most successful students tend to be those whose parents are actively involved in their children’s education. Bishop Manogue expects the cooperation and assistance of the parents to provide the best possible educational experience for each student.

Commitments from Bishop Manogue to Parents – Parental Expectations

The school recognizes the following rights of parents and expectations they should have of Bishop Manogue.

Bishop Manogue will:

- Provide authentic and Catholic religious and spiritual formation for the students
- Provide the best possible Catholic, college-preparatory education to each enrolled student
- Communicate with parents in a timely fashion if a student is experiencing academic challenges, personal difficulties, or serious disciplinary sanctions
- Keep parents apprised of school happenings through the Weekly Wire, E-mail blasts, Announcements, MyBackpack, School Messenger, the school website, the school Facebook page, and other forms of communication
- Respond to parent emails/phone calls in a timely manner

Commitments from Parents to Bishop Manogue – Parental Responsibilities

In order for the school to function effectively and efficiently, parents are charged with the following responsibilities. Bishop Manogue expects the full cooperation of parents in all of these areas.

Parents of Bishop Manogue students will:

- Cooperate with and publicly support the school’s mission, vision, policies, and regulations
- Support the moral, ethical, and spiritual formation of their child, which includes monitoring of behavior both in and out of school to ensure alignment with moral and legal principles
- Assist in teaching their children professional behavior by supporting the policies of the school on attendance, punctuality, dress code, and work ethic
- Actively participate in the educational process of their child by monitoring academic progress on MyBackpack and communicating with teachers as necessary
- Use the chain of responsibility (see below) when they have a concern that they would like to address
- Keep current and updated all demographic and contact information with both the Registrar and MyBackpack
- Submit all required forms and paperwork in a timely fashion
- Pay tuition and any other financial obligations in a timely fashion
- Participate in the school community by attending mandatory parent meetings, reading school publications, and attending school functions where possible

Communication Systems and Expectations

Bishop Manogue Catholic High School encourages open and positive communication between the home and the school. From time to time, parents may have a concern regarding their student’s progress in an academic course or co-curricular activity. Parent behavior on and off campus could affect your child’s enrollment. Parents are asked to address their concern to the appropriate person respecting the chain of responsibility.

The Chain of Responsibility

This is the expected procedure to address concerns. Student self-advocacy is an important skill that must be learned and practiced; therefore, it is always the first level of addressing a concern.

	Academic Concern	Disciplinary Concern	Co-Curricular Concern	Athletic Concern
First Level	Student addresses concern with teacher.	Student addresses concern with teacher.	Student addresses concern with advisor.	Student addresses concern with coach.
Second Level	Parent addresses concern with counselor.	Parent addresses concern with Dean.	Parent addresses concern with Assistant Principal.	Parent addresses concern with Head Coach (where applicable)
Third Level	Parent addresses concern with Assistant Principal.	Parent addresses concern with Assistant Principal	Parent addresses concern with Principal.	Parent addresses concern with Athletic Director.
Fourth Level	Parent addresses concern with Principal.	Parent addresses concern with Principal.		Parent addresses concern with Assistant Principal.

Exception to the Chain of Responsibility: It is always appropriate to call any administrator when there is a concern regarding student safety, abuse, neglect, or any imminent threat to student or school safety.

The audio or video recording of conversations either in person, by telephone, or by other electronic means by or among students, parents, teachers, or school administrators on school property or involving the use of school communication devices is strictly prohibited without the express written permission of the school administration.

Media Release

There are many opportunities and occasions before, during and after, our school year to photograph, videotape or otherwise capture students' images and/or opinions, both inside and outside of our school. Bishop Manogue reserves the right to use such images in publications including, but not limited to, the school yearbook, newspapers, websites and promotional materials. Bishop Manogue may also provide such images to community newspapers, media contacts, etc. Parents must submit to the Administration, in writing, any objection to the use of their student's image for such purposes.

Chapter 4: Admissions and the Academic Program

Admissions

All students interested in attending Bishop Manogue Catholic High School must apply for admission and are accepted on a probationary status. Space is limited. Please visit our website for more information on our requirements and application process.

Academic Program

A student's registered status in a given school year does not automatically entitle one to continue as a student in subsequent years. Every school year implies mutual agreement to a new contract. At its discretion, the Administration may refuse to accept a student's registration for the following year.

Bishop Manogue challenges students to meet the demands of a rigorous college preparatory curriculum. All students, including seniors, must take 8 courses every semester during regular school hours. The Course Bulletin contains a detailed synopsis of all the courses in the curriculum. The Course Bulletin is published on the Bishop Manogue website under the Academics tab.

The Academic Day

The academic schedule at Bishop Manogue Catholic High School is divided into eight modified block periods. Students are required to complete eight periods. All students should schedule their classes with the following considerations in mind: completion of graduation requirements, college admission requirements, and the completion of course requirements, which assist in SAT/ACT preparation.

Academics

Courses designed to prepare students to meet college requirements are an integral part of the Bishop Manogue Catholic High School academic program. The Bishop Manogue Catholic High School diploma is available to those students who complete the basic course of study required by the State of Nevada and Bishop Manogue Catholic High School.

Students who have completed all of the requirements for a diploma but have not taken or passed required assessments may be awarded a Certificate of Attendance in lieu of a high school diploma.

Academic Expectations

Each student must be actively involved in the process of his/her education. Consequently, the primary responsibility for learning rests with the student. It is understood that parents, teachers, and friends will provide an environment of support and assistance. However, real achievement in the pursuit of academic success is possible only when the individual student takes responsibility for fulfilling the requirements of study. Each teacher will distribute a written course syllabus outlining the requirements of each class at the beginning of the year or semester in which the course begins. It is the responsibility of the student to fulfill course requirements.

Students are expected to be on time for class and to be fully prepared to participate. Regular classroom attendance is required for course credit and students should be absent only for illness or other serious reasons. Each student is expected to exhibit the highest standards of Christian charity and citizenship in dealings with faculty and other students, and to refrain from any activities that disrupt the classroom or the learning process.

If a student is absent, he/she is expected to contact the course instructor or a classmate for the missing days' assignment(s) and to make arrangements for securing appropriate materials. Parents should contact the school for assistance in securing class assignments in the case of prolonged illness.

Recommended Courses of Study (Class of 2021 and after)

FRESHMAN	CREDIT
1 – Religion 9	1
2 – English 9	1
3 – Mathematics	1
4 – Science	1
5 – Foreign Language	1
6 – Computer Applications/Health	1
7 – Fine Arts	1
8 – Physical Education	<u>1</u>
	8

SOPHOMORE	CREDIT
1 – Religion 10	1
2 – English 10	1
3 – Mathematics	1
4 – Science	1
5 – Foreign Language	1
6 – Fine Arts or Physical Education	1
7 – World History	1
8 – Capstone/Academy Course	<u>1</u>
	8

JUNIOR	CREDIT
1 – Religion 11	1
2 – English 11	1
3 – U.S. History	1
4 – Mathematics	1
5 – Science	1
6 – Foreign Language/Elective	1
7 – Elective	1
8 – Elective/Academy/Elective	<u>1</u>
	8

SENIOR	CREDIT
1 – Religion 12	1
2 – English 12	1
3 – U.S. Government	1
4 – Mathematics	1
5 – Science	1
6 – Foreign Language or Elective	1
7 – Elective	1
8 – Capstone/Academy/Elective	<u>1</u>
	8
Total	32

*29 credits are required for graduation for the class of 2018, 30 credits are required for the class 2019, 31 are required for the class of 2020, and 32 credits are required for the class of 2021 and after.

Graduation Requirements

The following are the course and credit requirements for graduation from BMCHS.

STANDARD DIPLOMA COURSES AND CREDIT REQUIREMENTS

Courses	Class of 2018	Class of 2019	Class of 2020	Class of 2021 and after
English	4.0	4.0	4.0	4.0
Mathematics	4.0	4.0	4.0	4.0
Science	4.0	4.0	4.0	4.0
Religion	4.0	4.0	4.0	4.0
Foreign Language	2.0	2.0	2.0	2.0
Physical Education	2.0	2.0	2.0	2.0
Fine Arts	1.0	1.0	1.0	1.0
World History/Humanities	1.0	1.0	1.0	1.0
United States History	1.0	1.0	1.0	1.0
United States Government	1.0	1.0	1.0	1.0
Health	0.5	0.5	0.5	0.5
Computer Literacy	0.5	0.5	0.5	0.5
Elective Courses	4.0	5.0	6.0	7.0
Number of Credits Required	29.0	30.0	31.0	32.0

In addition to these requirements, students must also take either the ACT Plus Writing or the SAT Plus Essay, and complete the Christian Service Hour requirements. Some exceptions may apply for transfer students, students with documented special needs, and those recovering credit. In extreme cases, a student may be eligible to receive a State diploma.

Up to one P.E. credit may be earned by completing in two or more sports.

Students who plan to apply for admission to the University of California system must meet the Visual and Performing Arts (VPA) prerequisite. The VPA prerequisite is the completion of a year-long art course from VP/Fine Arts discipline.

Advanced Placement (AP) Capstone Diploma

The College Board's AP Capstone program is an innovative college-level program based on two courses- AP Seminar and AP Research- that complement and enhance discipline-specific AP Courses. The program provides students with an opportunity to engage in challenging scholarly practice of the core academic skills necessary for successful college completion. The ability to think independently, write effectively, research, collaborate, and learn across disciplines is essential for success in college. Students who earn scores of 3 or higher in AP Seminar and AP Research and four additional AP Exams of their choosing will receive the AP Capstone Diploma through the College Board. This signifies the student's outstanding academic achievement and attainment of college-level academic and research skills. Students who earn scores of 3 or higher in both AP Seminar and AP Research but not on four additional AP Exams will receive the AP Seminar and Research Certificate. Students in the class of 2020 and after may be eligible for this AP Capstone Diploma or certificate providing the student completes the necessary coursework in accordance with both Bishop Manogue Catholic High School and the College Board's policies and requirements. Students who complete the program may be eligible for an AP Capstone cord.

Miner Academy Diploma Endorsement

A student who satisfies the requirements for graduation from Bishop Manogue Catholic High School and successfully completes the approved Miner Academy course sequence may be awarded a Bishop Manogue diploma with a Miner Academy endorsement on the front along with a special cord to wear at the commencement ceremony.

Required Assessment for Graduation

In order to graduate from Bishop Manogue Catholic High School with a standard or AP Capstone diploma, a student must complete an ACT Plus Writing. Bishop Manogue offers junior students the ACT Plus Writing in spring of their junior year. Juniors must take this exam, but no passing score is required. A student who wishes to take the ACT plus Writing or SAT with Essay on their own, must provide proof of completion to the Registrar for proper recording.

Required Christian Service Hours for Graduation

By reaching out to those in need and serving them in God's name the students become God's hands and feet in the world. God works through people to do good. This is an important part of the education and spiritual growth at Bishop Manogue Catholic High School and therefore a requirement for graduation. The following are the hour requirements for each grade:

Freshmen, 10 hours total:

- Service to the homeless and neglected
- Must be for an organization (such as Casa de Vida, Northern Nevada Catholic Charities, the Special Olympics, St. Vincent's Food Pantry, Mary's Embrace, Family Promise, Boys and Girls Club, etc.)

Sophomores, 15 hours total:

- Service to the ill, disabled, and forgotten
- Must be for an organization (such as Ronald McDonald House, children at any under privileged school like Sierra Vista, Echo Loder, etc., nursing or retirement homes, the hospital, Family Promise, Boys and Girls Club, etc.)

Juniors, 20 hours total:

- Service in the field of education, literacy, and extracurricular activities
- Must be for an organization (such as CYO, tutoring at a school, an after school program, etc., Boys and Girls Club)

Seniors, 80 hours total with a paper/project/presentation:

- Service to the hungry, homeless, and neglected
- Must be for an organization (such as Casa de Vida, Northern Nevada Catholic Charities, the Special Olympics, St. Vincent's Food Pantry, Mary's Embrace, etc., Family Promise, Boys and Girls Club).
- **A senior thesis and/or presentation is also required for the Religion 12 course.**

Grade and Grade Point Averages

Letter grades of A,B,C,D or F will be assigned in academic classes. Only a few courses are graded on a pass/fail basis (assigned as Credit "CR" or No Credit "NC"). For the purpose of computing a grade point average (GPA), CR/NC grades are not included. No credit is awarded for F grades. Grades become part of the student's permanent record three weeks after report cards are issued. The responsibility for determining a student's grade rests solely with the classroom teacher.

Credit without a Letter Grade

Letter grades will only be given to classes taken during regular school hours during the academic year. All other classes taken during zero period, after school, independent study, summer school, etc., will be reported on the student's transcript as Credit (CR) or No Credit (NC). Credit and No Credit classes are skipped in GPA calculations and therefore have no impact on the student's grade point average.

Course Audit

Certain academic courses may be audited on a space-available basis with school administration's permission. Students who audit courses will be expected to do the same work as the students enrolled in the courses. Students will not receive unit credit for audited courses. Auditors are required to meet the requirements of the courses. Any student auditing a course who is disruptive to the class, who does not maintain a passing average, or who does not meet attendance requirements may be dropped by the administration. Tuition for auditors is the same as those for students registered for credit. Students with severe medical needs may be required to prepay a full semester's tuition for each semester of enrollment; School administration shall determine in its sole discretion whether prepayment is required in any given case. An audited course does not receive credit and does not receive a grade. Audited classes must be repeated for credit.

Credit Recovery, Repeating Courses, and Grade Replacement

Any student who has failed one (or more) semester(s) of a class that is required for graduation, must either remediate the class during the following school year or retrieve the credit through BYU online (contact counselor for more information on credit retrieval). Failure to satisfy credit recovery prior to the start of the "next" school year may result in the student's dismissal from Bishop Manogue Catholic High School.

A student may repeat a course provided he/she receives permission from the administration or school counselor. A student shall not receive additional credit for the repeated course if he/she takes a content equivalent course. The

higher grade shall be recorded on the permanent record and the lower grade replaced with the notation "RPT" (repeated). Only courses offered through Bishop Manogue Catholic High School will be accepted for grade replacement.

Students may retake courses in effort to replace undesirable grades of "D" or below. If a student receives an "F", the student must adhere to the Credit Recovery policy above. Students seeking to retake courses must meet with his/her counselor to receive counselor recommendations and to request a potential schedule change. Students who retake courses through BYU for reasons other than credit recovery, may be required to pay a \$45 fee for each proctored final through BYU or other approved program.

Credit Requirements to Remain at Bishop Manogue

Bishop Manogue is a college preparatory school with high academic expectations for our students. Students must remain on track for graduation in order to maintain enrollment. Students who fail a required course, including Religion, must make up that required course in the summer or have a "remediation plan" approved by both the Counseling Department and the Administration. A student will not be allowed to reenroll if he/she is credit deficient.

Student Athlete Credit Recovery/NCAA

BYU or other approved correspondence course may only be approved for credit recovery. BYU and other online courses are not approved by the NCAA and do not count toward the core credit requirements. Student-athletes must take courses which provide direct instruction in order for the course to be considered for NCAA approval. Please consult with the NCAA and your counselor for more details.

Examination Policy

Bishop Manogue Catholic High School requires a midterm and final examination of all students in most courses which award one-half credit for the semester. Quarterly exams and/or projects and exercises are required for those courses. Midterm exams are scheduled at the end of the first and third quarters and final exams are scheduled at the end of second and fourth quarters. Semester Final examinations may consist of skill or performance tests as well as oral or written examinations depending upon the objectives of the course and the nature of the class. Students who miss a semester final and do not make it up in accordance with the Incomplete Grade policy, may fail the course. The grade weight of the semester exam may not exceed 15%. Early exams may be given at the classroom teacher's sole discretion.

Incomplete Grades (INC)

Certain academic incomplete grades (INC) must be made up within 3 school days after the end of the quarter (3 summer business days for the fourth quarter). Incomplete grades may revert to a grade of F after 3 days. Exceptions may be granted only by the Administration.

Recommendation Bypass

If a current Bishop Manogue student has requested placement in an Honors or AP class and that placement has not been recommended, that student and his or her parents may meet with the counselor 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 counselor or the Assistant Principal 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.

Course Sequence Acceleration

Students seeking to accelerate through a course sequence may do so with the approval of their counselor and parent. Students may not take courses, however, through other institutions for the purposes of acceleration.

Grade Change Requests

Once a report card or transcript grade is posted, the mark becomes school record. Any questions regarding a student's grade must be directed to the teacher of the course. Grade changes may occur under the sole discretion of the teacher. Grade changes may only occur within the first two business weeks following the close of the semester.

Reporting to Parents

Reports notifying parents of their student's progress in school are issued quarterly. Grade reports issued at the conclusion of the first nine weeks of each semester are Progress Reports indicating the level of achievement of the student at the time. The academic grade issued at the end of each semester reflects the student's work for the entire semester and is

the not the average of the two nine-week's grades. These semester academic grades, along with credits, conduct grades, and attendance are posted to the student's permanent record at the end of each semester.

Progress Reports are distributed and Report Cards are posted to student and parent MyBackpack accounts after the close of the reporting period. Check the school calendar for specific dates.

Unsatisfactory Progress and Academic Warnings

Notification of unsatisfactory progress may be sent to the parent(s) at any time during the school year. Academic warning notices may be mailed home following midterm assessments at the end of quarters one and three.

Advanced Placement (AP) Courses

Advanced Placement (AP) is a program of college-level courses and exams that give high school students the opportunity to receive advanced placement and/or credit in some colleges/universities. AP courses normally require more time and work. Some colleges may award students college credit based on AP exam scores. Each college decides which AP Examination grades it will accept for credit and or advanced course placement. Refer to the Course Bulletin for the AP classes available and course requirements. Also, please refer to the university or college of your choice to study their AP course policy. Some colleges/universities do not accept AP exam scores for college credit. Students are not required to take the AP exam. Students who are enrolled in AP courses will be automatically billed for each AP exam. It is the Tuition Agreement holder's responsibility to notify both the Business Office and Assistant Principal if their child is not taking an exam. Once an exam is ordered, it is expected that the student take the exam and the Tuition Agreement holder pays for the exam(s) ordered. Exams are typically ordered the first of February of each year prior to the May testing administration.

Honors Courses

Honors courses are designed to challenge students in more rigorous course work and to advance the academic achievement of students. An honors course challenges students to study beyond the scope of regular class work. Honors courses provide depth and divergence through the study of ideas, themes, and problems. They demand use of higher order thinking skills, abstract reasoning, analysis, synthesis, and evaluation. Excellence in the use of oral, written, and research skills are required.

Miner Academy Dual Credit Courses

Bishop Manogue Catholic High School offers dual credit for students enrolled in the Miner Academy Geology course. Students who successfully pass both semesters of the Geology course may be awarded 4 credits at the University of Nevada, Reno for completing this Geology 101 course equivalent.

BMCHS Returning Student Course Placement

The Bishop Manogue policy for course placement is:

1. If a student has an A in both semesters of a regular class, he/she is eligible for honors placement. If no honors course is available, then he/she is eligible for AP course placement.
2. If a student has an A in both semesters of an honors class, he/she is eligible for AP placement.
3. If a student receives a C or D in either semester of an honors or AP course, he/she may be encouraged to withdraw from the course and drop down one course level.
4. If a student receives a B or lower in either semester and still wants to take or move up to an honors/AP course, a bypass form must be signed by the student, parent and counselor.

Challenge Exams

Bishop Manogue Catholic High School will place incoming freshmen in advanced classes only if they successfully pass the Bishop Manogue Catholic High School Challenge Exams in Math and/or Foreign Language. Students must successfully complete a Challenge Exam in order to move onto a higher level.

Admission Requirements (UNR and UNLV)

Academic success in college is based on thorough preparation in challenging academic courses. The Board of Regents, which governs the University of Nevada system, believes that preparation in selected high school courses contributes to a student's success in college. All students entering the University of Nevada, Reno, and the University of Nevada, Las Vegas, are required to complete specific high school courses and have a minimum 3.00 GPA in core classes. Core classes include: English, science, math, and social sciences. Course requirements for admission to UNR and UNLV include the following: English (4 units), Mathematics (3 units including Geometry and Algebra II), Social Studies (3 units),

Science (3 units, including 2 lab science units). These requirements apply for admission to UNR and UNLV only, and do not affect admission to Nevada community colleges, which maintain an open admissions policy.

Admission Requirements For California Public State Universities (CSU or UC)

Students must complete courses known as A-G requirements. The requirements are:

- A: History/Social Science: 2 years required
- B: English: 4 years required
- C: Mathematics: 3 years required, 4 years recommended
- D: Laboratory Science: 2 years required, 3 years recommended
- E: Language other than English: 2 years required, 3 years recommended
- F: Visual and Performing Arts (VPA): 1 year required
- G: College Preparatory Electives: 1 year required in any of A-F requirement.

Millennium Scholarship

The Millennium Scholarship has specific academic guidelines. Students must have the required GPA of 3.25 cumulative or weighted GPA, whichever is higher. The GPA qualifications are contingent upon the eighth semester, which is the final semester of senior year. Students must also have completed a sufficient number of units in English, Math, Natural Science, Social Science/History to be eligible. Students in the graduating of classes of 2016 and after may also qualify based on a sufficient SAT or ACT score. Please visit NVGGMS.gov for additional information. There is no need to apply for the scholarship, as the Bishop Manogue Registrar submits all eligible candidates after graduation to the Nevada Department of Education which determines final Millennium Scholarship recipients. The purpose of the Millennium Scholarship is to retain and reward Nevada-bound college students after graduation. The GPA is a numerical calculation that begins freshman year and continues through senior year re-calculating as new grades/credits are earned. The counseling department in correlation with all other counseling departments in the school district do not calculate GPA's for Millennium purposes.

Registration Guidelines

Students should give a great deal of time and thought to the academic program they are taking each semester. The school's master schedule is built around the courses that students select. Students should review the Course Bulletin carefully and seek parental help and see the school counselor to select the appropriate courses. The final registration form must be signed by the parent(s). Be sure to review Graduation Requirements (required courses that must be completed in each grade level), and Prerequisites (completion of other courses and grade requirements before a student can be admitted into particular classes).

Transfer credits from other schools will not be accepted for courses offered at Bishop Manogue except for: (a) courses completed by students transferring to Bishop Manogue from another accredited school, or (b) courses completed by students repeating a course previously failed at Bishop Manogue. Classes taken by correspondence require prior approval from the counselor and/or administration.

Class Changes (Add/Drop Deadlines and Procedures)

Courses changes will be limited. All students speak with their counselors regarding course selections. Students then bring home a carbon copy of the selections for parent to review and sign. The master schedule is built and teachers are hired based on the course selections of the student. Changes thereafter may not be possible. There will be no changes made for teacher preference.

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 after the second week, the student may change the class, but must meet with new teacher to develop a plan to make up all work missed. 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 another class 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 take an AP

class will only be permitted to drop the class at the end of the first semester, and have the standard drop times listed above. Please note that a W does not affect the cumulative GPA. A W/F counts as a failing grade in the cumulative GPA.

Changing Course 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 Bypass Form.

Students who receive a "D" or "F" in an honors or AP course at the end of the first semester will be moved to a lower level. Students who receive a "D" or "F" in the second semester of the advanced course, will be moved to the lower level of the next course in the class sequence. Students may also be required to remediate, receive outside tutoring, or complete summer school.

Internship Course

This course is designed to expand student's opportunities for applied learning through participation in paid or unpaid career-specific experience. This course will encourage students to explore and develop advanced skills through work-based learning directly related to their career interest. Internship credit may be earned at one-half (0.5) credit per 60 hours of participation in the required activities per semester. Total Internship credits may not exceed a maximum of one (1.0) credit (per NRS 389.167). Students will earn a Credit/No Credit mark which will not be applied to the GPA. Internship may not be counted toward the eight class requirement and must be included on the student's schedule. Students may enroll in the course on a semester basis and the student must complete all requirements for Internship credit by ten school days prior to the end of the final grading period of the semester. Students may also be required to report to the Internship Coordinator periodically throughout the semester to verify hours.

Eligibility: Students must be in grades 11 or 12 and in good standing as determined by the school counselor and/or administration. Students may enroll in and repeat the internship class up to two total semesters.

One Semester = 0.50 Credit

Requirements:

- Students, in collaboration with the Internship Coordinator, must identify a site for the job shadow (unpaid) or internship (paid) experience.
- Students must complete an application process with the Internship Coordinator and work site.
- Students must complete 60 verified hours to receive one half (0.50) credit. A minimum of 45 hours must be performed in service at the job site. An additional 15 hours of reflective coursework must be completed.
- Students must provide their own transportation to and from the job site.
- Work experience hours must be served outside of the school day.

Transfer Students Required Credits for Graduation

Along with the regular senior graduation requirements:

- Transfer students are responsible for any credit deficiencies. A plan must be made with your counselor to meet Bishop Manogue graduation requirements.
- Transfer students must take 0.50 credits of Theology for every semester in attendance at Bishop Manogue.

The transcripts of all transfer students will be evaluated on an individual basis. The GPA will be recalculated based upon Bishop Manogue Catholic High School course offerings and weightings.

Cumulative Grade Point Average (GPA) and Grade Points

Cumulative GPA is computed on all courses that receive high school credit toward graduation taken during the 9-12 grade levels.

- GPA is computed only at the semester grading period. Quarter grades are not computed in the cumulative GPA.
- GPA is weighted by credit.
- Honors courses receive an extra .25 points per semester, and AP courses receive .50 points per semester to determine the weighted GPA and class rank.

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 .50 for AP courses.

Grading Scale

Grade	Percent	Credit	Grade	Percent	Credit
A	90-100	4.0	D	60-69	1.0
B	80-89	3.0	F	0-59	0.0
C	70-79	2.0			

Maximum Points Grading and Rounding

Within a total point system, a student has the ability to earn a certain number of total points. The actual number of points earned is compared to the total possible points in order to determine the student's grade.

Final semester grades which are determined by percentages involving decimals should be rounded up to the next whole number when equal to 0.50 or greater. When the decimal is less than 0.50 the grade is to be rounded down.

Class Rank

Bishop Manogue does not rank students.

Honor Roll

Principal's List 4.00 weighted GPA
Honors 3.75 weighted GPA

Valedictorian and Salutatorian

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

- Have attended Manogue for four consecutive semesters leading up to graduation
- Be in full attendance at the time of graduation
- Be in good standing with the school
- For the class of 2018 and later, a valedictorian and salutatorian candidate must have attended Bishop Manogue for eight consecutive semesters.

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

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 to the second decimal point at the end of the seventh semester will be eligible for valedictory status.

Courses Taken

After grade point averages have been evaluated, if there are 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 AP classes, then Honors (in this order) classes on his/her transcript will be selected.

Service Hours (Applies to Class of 2021 and after)

If after grade point average and courses taken are evaluated there is still a tie for Valedictorian, the student with the most service hours will be selected.

Retreat Leadership

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

Sports Played/Clubs

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

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

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

The Valedictorian will give the Valedictory Address at Commencement. The Salutatorian will give the Salutatory Address at Commencement. In the event of ties, the Administration reserves the right to determine speaking responsibilities and privileges.

Graduation and Baccalaureate Responsibilities

It is a privilege, not a right, to participate in Graduation and Baccalaureate ceremonies. All students who are graduating, unless notified by the Principal, are welcome to participate in all end of the year ceremonies. Attendance at Baccalaureate Mass is required. Appropriate and formal dress is required for Baccalaureate Mass and Graduation. Rehearsals for these events are also mandatory. Students who do not meet financial obligations and students who do not complete academic requirements (including senior projects) will not be allowed to participate in end of year ceremonies.

Graduation Regalia

Principal's List	4.00 weighted GPA	Gold Stole with three stripes
Honors	3.75 weighted GPA	Gold Stole with no stripes
Service Hours	Number above required	White Collar
Campus Clubs		Cords (colors vary based on club)

MyBackpack

Bishop Manogue has a paperless system of grade reporting. Each student and parent is given online access to MyBackpack, a web-based program. Parents can monitor their student's weekly progress. The school regularly sends e-mails through Weekly Wire and My Backpack to keep parents and students up-to-date regarding school news. Parents and students are expected to immediately activate their My Backpack accounts and provide an active e-mail address.

MyBackpack is a computer program that provides: Assignments, Up-to-Date Grades, Progress Reports, Report Cards, Attendance/Discipline Reports, Enrollment information, and more.

Google Classroom

Each student and parent is given online access to Google Classroom, a web-based program designed by your child's teachers. Teachers create classes, distribute assignments, communicate, and stay organized, all in one place. Students can see assignments on the Work page, in the class stream, or on the class calendar. All class materials are automatically filed into Google Drive folders. Teachers create assignments, send announcements, and can instantly start class discussions. Each teacher will post assignments in Google Classroom. It is expected that parents and students regularly check Google Classroom for important class announcements and assignments. It is further expected that students who miss instruction access Google Classroom before or during the absence so work is completed while away from class. Students must turn in work upon return to school.

Academic Misconduct

Academic misconduct demonstrates a lack of integrity and character, which is inconsistent with the values of Bishop Manogue Catholic High School, a community committed to a quality Catholic education guided by the gospel of Jesus Christ. Bishop Manogue Catholic High School believes strongly in preparing students to become ethical, self-directed, life-long learners. This is essential to both their personal and academic growth. At Bishop Manogue Catholic High School students are provided with many learning opportunities to help them reach their highest potential. Since academic misconduct is destructive to this process, serious consequences may follow.

Behaviors of Academic Misconduct:

Each student has a responsibility to complete their assignments, projects, quizzes, and tests individually, unless otherwise directed by the teacher. With this understanding, the following behaviors constitute academic misconduct:

- Giving or receiving answers for any homework assignment, unless the teacher authorizes group work.
- Looking on someone else's homework, quiz or test to obtain answers.
- Providing a copy of your homework, quiz or test to another student.
- Plagiarizing someone else's work, including using words/ideas of another student. Using the internet or other sources without citing the source.

- Using notes or other aids for assistance on a quiz or test, unless authorized by the teacher.
- Discussing the content of quizzes or tests with another student who has yet to take the same quiz or test.
- Giving or receiving answers through verbal or electronic communication, hand gestures, or other body language during tests or quizzes.
- Talking during a test: a teacher cannot be expected to determine the content of private conversation between students, therefore, all talking during tests is considered academic dishonesty.

This list does not exhaust all possibilities for academic misconduct. Students should refer to each teacher's course syllabus for expectations in a specific class.

Consequences for Academic Misconduct:

1st Offense

- Any assignment, project, quiz or test will receive no credit; no opportunity for make-up work will be provided.
- Written notification of the misconduct will be given to the student's parent/guardian, the Vice Principal for Student Affairs.
- A one-hour detention will be assigned

2nd Offense

The consequences listed under 1st offense will apply with the following additional penalties:

- A failing grade will be earned for the Quarter when a 2nd misconduct has occurred in the same class.
- The student will be placed on Academic Probation.
- Repeated misconduct (multiple offenses) may result in suspension, Academic Probation or even expulsion.
- Students may lose the privilege of co-curricular activities.

Bishop Manogue Catholic High School Honor Code

Students are accountable to the school's Honor Code and will record the Honor Code and sign all work submitted for evaluation. If the Honor Code is not recorded the work will not be accepted by the teacher. Each student will be introduced to the Honor Code, and their responsibility to it, at the beginning of each academic school year.

"On my honor, I promise that I have completed this assignment with academic integrity. I have not received any unauthorized assistance."

Academic Probation

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

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

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.

Parent-Teacher Conferences

The school offers standard parent-teacher conferences during quarters one and three.

Standardized Testing Program

- The **PSAT 8/9** will be administered to freshmen.
- The **PSAT 10** will be administered to sophomores.
- The **PSAT/NMSQT** will be administered to all juniors. The PSAT/NMSQT is designed to identify academically talented junior grade students as well as give them exposure to a test similar to the SAT.
- We encourage all juniors and seniors to take the **SAT** and the **ACT**. Bishop Manogue offers junior students the ACT Plus Writing in spring of their junior year. Juniors must take this exam, but no passing score is required. The ACT Plus Writing is mandatory as part of the graduation requirements. The same students should take the exam again in the fall of their senior year.

- **ACRE**, A Catholic religious education assessment, is administered to grades 9 and 12 annually.
- **Advanced Placement (AP) Exams** are administered in May.

Bishop Manogue Knowledge Center:

The Bishop Manogue Knowledge Center supports all aspects of the instructional goals of Bishop Manogue. The Knowledge Center houses books and provides access to electronic resources. The Knowledge Center subscribes to online databases for access to reference material, as well as magazine, journal and newspaper articles; students have access to this material wherever they are connected to the internet. The library catalog is also accessible online.

Students may use the Knowledge Center before and after school, and during their lunch periods, for research and studying. Students may use the Knowledge Center during class time when classroom objectives and activity warrant such use, with a valid pass from the teacher.

During the academic year, the operating hours for the Knowledge Center are from 7:30am to 4:00pm. Hours may be adjusted as necessary.

Knowledge Center Policies

The following policies are in place during ALL Knowledge Center Library hours, including students' free or study periods, and before and after school hours:

- All students must sign in when entering the Knowledge Center and sign out when leaving. During class time, a student must come with his/her teacher or with a signed pass.
- Students must be engaged in study, research, or school-related computer activity when in the Knowledge Center.
- Food and drink are not permitted in the computer area of the Knowledge Center.

The Knowledge Center closes occasionally for special events and meetings. If possible, announcements will be made about such closures.

Miner Block (Advisory)

Bishop Manogue Catholic High School is committed to meeting the needs of all of our students. In order to meet students where they are academically, it is vital that we have opportunities to meet on occasions outside of regularly scheduled instructional time. Too often, because of the demands of a comprehensive high school and the commitments of our students, we are not able to use before or after school time effectively. Therefore, we have developed the Advisory Period for grades 9 and 10 that provides students and teachers extra opportunities to meet and extend their experiences beyond what they may have already received during the regular instructional time while still in school. Grades 11 and 12 may still participate, but as needed and prearranged with individual teachers. The Advisory period allows for remediation, intervention, enrichment, study time, makeup work and tests from absences, club and Campus Ministry meetings, and other school programs.

Chapter 5: Regulations for Student Conduct

Attendance Policies

Bishop Manogue Catholic High School is required by the state of Nevada and the Northwest Accreditation Commission (NWAC)/AdvancED to provide the appropriate number of instructional days. Students are expected to be present and punctual for assigned classes and all other required events. It is virtually impossible for the faculty to work with or give credit to students who are excessively absent.

Arriving to and Departing from School

The first periods of the day begin at 8:00 AM. In an effort to avoid late arrivals (also known as “tardies”) to their first classes, and in order to reduce parking congestion, students are encouraged to arrive to school by 7:40 AM.

The last period of the day has various end times. At the end of the school day students need to be picked up unless they are participating in an after school activity.

BMCHS provides supervision of students from 7:30 AM until 4:00 PM.

Tardy Policy

Late arrivals to class, also known as tardies, disrupt a teacher’s instruction and student learning. Any student not in her or his seat and ready to learn at the sound of the instruction bell (i.e. books, notebooks are out) is considered tardy.

To prevent tardies at the start of the day, parents should have their students arrive on campus by 7:40 AM. Parents who cannot get their children to school on time should make arrangements with a third party to do so. Students who arrive more than ten minutes late to the first period of the day must check in at the Attendance Window before going to class. All late arrivals to first period are considered tardies, even when students check in at the Attendance Window.

These tardy penalties are assessed Quarterly:

- Third tardy of the Quarter: After-school detention. The Dean of Students will schedule this service for the student (may include working with office staff, grounds crew, or some other establishment on campus)
- Fourth tardy of the Quarter: Saturday detention. Conference with student, student’s parents or guardians, and the Dean of Students.
- Fifth tardy of the Quarter: Student cannot participate in BMCHS team sports or other extracurricular activities for two weeks. Participation includes games, practices, performances and rehearsals. The only exceptions are for music or theater productions tied to course grades. Exclusion from these activities begins the day the student accrues her or his fifth tardy.
- Sixth tardy of the Quarter: Student cannot participate in BMCHS team sports or other extracurricular activities for one month. Participation includes games, practices, performances and rehearsals. The only exceptions are for music or theater productions tied to course grades. Exclusion from these activities begins the day the student accrues her or his sixth tardy.
- Following the fourth tardy of a Quarter a letter will also be sent home notifying parents of the issue. It is the responsibility of the parent to insure their student is on campus in a timely manner and prepared to participate in the school day.

The Dean of Students reserves the right to excuse tardies caused by significant weather delays, traffic accidents, illness, medical or counseling appointments, family emergencies or college campus visits. Tardies are excused at the discretion of the Dean of Students.

Students who want to have a tardy excused must contact the Dean of Students within two school days of the late arrival in question.

Parents can always review their students’ tardy totals on My Backpack and the quarterly report card.

Absence Policy

Excessive absences are not tolerated in college or in the workplace. To prepare BMCHS students for the world beyond high school, we adhere to the following guidelines:

Absences caused by court appearances; illnesses certified by parents, doctors, dentists or nurse practitioners; medical or dental appointments (**MUST HAVE DOCTOR'S NOTE/RECEIPT FOR ALL**); and a death in the family can be excused.

The Dean of Students also has the right to excuse absences caused by extraordinary circumstances. Parents or guardians must excuse all of their students' absences by calling or sending a note to the Attendance Office. Absences not cleared by parents or guardians within one school day are considered unexcused.

- Students with three unexcused absences in any class per semester cannot participate in BMCHS team sports or other extracurricular activities for two weeks. The only exceptions are for music or theater productions tied to course grades.
- Students with four unexcused absences in any class per semester cannot participate in or attend BMCHS team sports or other extracurricular activities for one semester, including prom and other dances. The only exceptions are for music or theater productions tied to course grades. Elected ASB and class officers are removed from their positions after accruing four unexcused absences.
- Students accumulating six (6) absences in a Quarter will be placed on **Attendance Probation**.

Student-Athletes are held to a higher standard and must make sure to be in attendance each school day. They have a responsibility to represent their school by being present for instruction.

Per Nevada education code (NRS 392,140), students with unexcused absences for three or more entire school days are considered truant can be reported to the local law enforcement agency.

Students who are not present on an Exam, Quiz, Project day are expected to complete the work upon their return to the next class period.

Reporting Tardies and Absences, and Early Dismissals (ED's)

Parents must notify the Attendance Office to report your student's absence, late arrival or early dismissal no later than 8:30 AM the same day. If not informed by the parent, the school assumes some problem unknown to the student's parents has caused the absence. This is grounds for serious concern and the school will call the parent at home and/or work.

For multiple days out, call the Attendance Line each day your student is absent.

Phone: (775) 336-6020

E-Mail: Attendance@bishopmanogue.org

Fax: (775) 336-6015

If your student must be absent for three or more days, please consult Google Classroom for missing work/assignments. Please understand that since we operate on an alternating day schedule it is expected that all work is completed upon student's return.

Absences and Late Work

In the case of an unexcused absence a teacher has no obligation to provide make-up work, accept assignments or give missed tests. Any missed work may be given a zero grade.

Anticipated Absences

Absence from school negatively impacts student learning. It is in the best interest of the student that family vacations and other activities be scheduled during school breaks. If this is not possible, the procedures outlined below should be followed to minimize the impact on the students' grade.

Whenever an extended preplanned absence is anticipated, the parent/guardian is asked to notify the Attendance Coordinator well in advance. The student will be given a Pre-Planned Absence form to present to teachers to request work for time missed. The form will show the reason for the absence, the dates and work assigned, and any comments a teacher has regarding the absence. The form must be submitted to teachers **at least one week** prior to the absence. Failure by the student to meet the deadline will remove the obligation for the teacher to provide the assignments. Accommodations will be made in the event of death, serious illness or other family emergency.

Teachers are not required to prepare homework or other materials for students that will miss class due to vacation, suspension or other unexcused absences.

Students removed from a class because of behavioral problems are given unexcused absences for the periods missed in addition to disciplinary sanctions decided on by the Dean of Students. Students are not afforded the privilege of making up missed work due to suspension.

Early Dismissal

Medical and dental appointments should be made outside of school hours. If this is not possible, parents/students are asked to vary the times of medical, dental or orthodontic appointments so as to avoid missing the same classes consistently.

Students requesting early dismissal (ED's) must turn in a note from a parent/guardian stating the reason and the time for the dismissal to the main office *at least 10 minutes* before the first period of the school day. (Email correspondence is also permissible).

"Dropping by" to pick up your student for an appointment, without prior notification, is strongly discouraged. If an unplanned appointment becomes necessary, please call the Attendance Office to arrange for this prior to arriving at school.

Attendance and School Activities/Athletic Competitions

A student must be present in school for the **entire school day** or be excused by the Vice Principal for Student Affairs to participate in any event or meet. A student is not eligible to participate or attend any school function, or practice, if he or she has been absent for more than half the day. To be eligible, a student must be at school for the entire day. In order to practice a student has to be present for six (6) periods on an eight (8) period day and three (3) periods on a Block Day.

School-sponsored activities (Quest/Kairos) will be dealt with accordingly. Events such as these are supported and encouraged by the school.

Off-Campus Activities

Students will not be allowed to participate in off-campus activities without a signed school permission slip. Telephone calls will not be accepted in lieu of permission slips. Faxed/scanned permission slips are acceptable.

Appearance Code

Since the attire of the students and the pride they show in their appearance contributes greatly to their attitude in school, and the respect they earn in public, all decisions regarding the Appearance Code are made at the discretion of the Administration. Parents and guardians who choose to send their child to Bishop Manogue Catholic High School accept the judgment of the Administration as final in matters of appearance at school.

Pants

- All slacks must be worn with a standard solid brown, tan, or black belt.
- Pant or capris made of Chino cloth a twill material in khaki or black colors. Pants may not be rolled.
- Khaki or black shorts
- Skirts/Skort

Tops

- Students have three choices of Manogue shirts. These are to be purchased from the East Bay Online store (Green, Black, Grey). Students who still wish to wear the Dennis uniform shirts may.
- Students will also be allowed to purchase a Manogue jacket, crew pull over, and sweatshirt. These may be worn in class while on campus.
- Eastbay shirts need not be tucked in, but Dennis polos do need to be tucked in.

Footwear

- Shoes or boots must be solid in color, close toe, covering the top of the foot and include a solid heel. NO high heels, high heel boots, moccasins, sandals, slippers, flip flops, clogs, or neon colors.
- If worn, socks must be school colors (dark green, black, gold, or white)

Head:

- No hats or hoods may be worn on the head in the building.
- No sweat bands, bandanas or head coverings are allowed unless approved by the Administration.
- Females may wear hair bands. Hair bands may not cover ears or foreheads.
- No sunglasses allowed in the building.
- Ear buds, unless for class room use, are not acceptable.
- Scarves are permitted around the neck on cold weather days.

Grooming

- Hair must be of natural color (black, brown, blonde, red). Distracting hair colors and styles such as Mohawks, numbering or shaved cut design are not permitted.
- Males must have hair cut above the collar and not covering the ears and sideburns no longer than the ear lobes. The hair may not be tied up or rise more than 2" and may not cover the eyebrows.
- Males must be clean shaven DAILY.
- Ears may be pierced no larger than the diameter of a small needle. No other body piercings or gauging is allowed, included nose rings. Gaudy or excessive jewelry is not allowed. Only one piercing per ear is allowed.
- No visible tattoos.
- Excessive make-up or facial markings are not allowed.

Mass

- Students are expected to wear the green Bishop Manogue shirt purchased from the East Bay On-line store. Appropriate slacks (as on a regular school day) are to be worn.

Spirit Friday Dress

- Spirit Friday Dress will be determined by the Administration. The school shirt may be replaced with an approved Bishop Manogue logo spirit shirt or Bishop Manogue logo spirit sweat shirt. Spirit shirts do not need to be tucked in. Full length jeans or capris with no rips, tears or holes may be substituted for uniform chinos or khakis. Spirit Fridays are an earned privilege each week and will be announced by the Administration each Thursday as to whether the following day's dress is Regular school attire or Spirit Friday Dress.

Senior Lunch Day Dress

- Seniors ONLY may replace the uniform polo with a college shirt or college sweat shirt. Full length jeans (no rips, tears, or holes) may be substituted for regular day dress pants.

Appearance Code Violations

It is the right and responsibility of the Administration to regulate against unbecoming and inappropriate fads, fashions, and infractions.

Student Regulations and Discipline Responses

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.

Community of Respect

As a Catholic school, Bishop Manogue Catholic High School fosters an atmosphere of respect, tolerance, concern, growth and service among Faculty and students. These qualities establish parameters for ideal behavior for students in a Catholic school. The *Parent-Student Handbook* sets limits. Within the limits lie concern for the rights of the individual and the importance of accepting responsibility for one's actions.

Application to the school implies acceptance of school regulations. Both students and parents give explicit acceptance through signatures on the policy statement and permission form that must be returned to the school office before a student may attend classes. By their membership in the student body, students become officially associated with Bishop

Manogue Catholic High School. Their manners and actions inside and outside of school are of interest and concern to the school. For reasons of safety and security, all students are required to carry their BMCHS student body card daily and for school-sponsored events.

The Administration and Faculty of Bishop Manogue Catholic High School expect that students will conduct themselves with high standards of personal integrity by doing the following:

- Showing courtesy to everyone (Faculty and Staff, other students and all visitors) as well as respect for themselves.
- Using appropriate language and acting appropriately at all times.
- Allowing for others' differences (cultural, academic, physical, interests, etc.).
- Participating in opportunities to grow in their awareness of Christian service.
- Acting reverently during school liturgies and prayer services.
- Taking pride in the appearance of the school and helping to keep the buildings, grounds and furnishings clean and attractive.
- Being on time and prepared to participate in the day.

Student Conduct

All behavior should reflect the Gospel values of respect and dignity in the Christian community. This concept extends to the health and safety of each individual member of society. It also includes respect for common and individual property. Discipline of the individual is basic to the development of the whole person. Without discipline, true education is impossible. Therefore, through its rules, Bishop Manogue Catholic High School creates a policy of firm and sound discipline that seeks to form, cultivate, and strengthen the adolescent personality. Discipline must be considered from a positive, healthy viewpoint. With students, parents, faculty and staff working in close cooperation, the final goal of all efforts will be realized—the growth into mature and responsible Christian adulthood for every one of the students at Bishop Manogue Catholic High School.

Rules of discipline are adopted to create an atmosphere that is conducive to learning. The manner in which a student conducts themselves is a reflection of her/himself, their parents, and on the school (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). Appropriate language, courteous behavior and respect for the rights of others is expected of all students in the classrooms, throughout the campus, within the vicinity of the school, and at all functions, both on and off campus. The properties surrounding Bishop Manogue Catholic High School are private and students are not permitted to loiter on these properties before or after school. Off campus conduct that reflects negatively on parents and Bishop Manogue Catholic High School can be grounds for school disciplinary action, including expulsion. This conduct does not need to be directly related to a school function.

School regulations are enacted and enforced to assist in the smooth and efficient ordering of the school day. Individual students, growing in personal maturity and in responsibility to the larger community, must temper private needs, wants and desires in relation to the just demands of the broader group.

The school regulations are not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to Bishop Manogue Catholic High School, and to their families, and to themselves.

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 via text message(s), email or social media, lewdness, and/or criminal behavior may impact a student's enrollment at Bishop Manogue Catholic High School.

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 who withdraw or are dismissed from Bishop Manogue Catholic High School are not permitted on the school premises without written permission from the Assistant Principal or the Principal. Any withdrawn/dismissed student on the premises without written permission will be considered to be trespassing and will be issued a Trespass Warning.

Restricted Areas

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

- Parking lot or in a car in the front pick up and drop off circle during school hours
- Bishop Manogue Drive entrance
- Housing or businesses adjacent to the campus
- Faculty room and mail room
- Athletic fields/gymnasiums/locker rooms without supervision
- Any classroom without a teacher present.
- Teacher planning or prep rooms
- 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.

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 foods, and a ticket for BMCHS students to all home athletic contests.

Hallways and Hall Passes

Any student passing in the hallways during class time must have a Bishop Manogue issued pass. The pass must be signed with the time and date by the teacher of the class the student is leaving. Any student in the hallway without a pass may be considered truant and may receive disciplinary action. 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.

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. 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 may be liable to pay restitution and may face serious disciplinary penalties.

Lunch and Student Community Center (SCC)

Students are free to bring lunches from home. Students are not permitted to leave campus for lunch. The Student Community Center is to be kept clean at all times. Each student is responsible for his/her trash and cleaning up his/her seating area after finishing lunch. **All food is to be consumed in the SCC area and is never to be taken to class.** 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 Assistant Principal.

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. **Students should never bring more money to school than they intend to spend that day. Money should be kept in a secure location at all times.**

Forgery

Evidence of any act of forgery is a serious infraction. Forgery may result in suspension and/or loss of privileges, up to and including expulsion from Bishop Manogue Catholic High School.

Theft

Bishop Manogue Catholic High School is a place of safety and security for both people and possessions. Each student is expected to be respectful of the school community and school environment. The respect of the individual and their belongings is an important aspect of the Bishop Manogue community. Any act of theft may result in suspension, loss of privileges, or expulsion from school.

Disciplinary Measures

Any conduct detrimental to Bishop Manogue Catholic High School, its students, its faculty and staff, its community is subject to disciplinary action and sanctions as deemed appropriate by the Administration.

Detention: One hour detentions are held every day after school from 3:10-4:10. A detention given to a student must be served on the day the detention is given unless prior permission is granted by the appropriate Administrator. Failure to serve detention on the day it is given will result in additional detention. The original detention must be served on the following day, and the additional detention on the next consecutive day. Detention should be an inconvenience to the student and, therefore, a deterrent to unacceptable behavior.

Saturday detentions (three-hour detentions) will be scheduled for those students involved in serious offenses. Students receiving five detentions in any quarter may be placed on Disciplinary Probation.

Disciplinary Probation: The Administration will place on probation any student who has committed an infraction that indicates her/his conduct warrants closer surveillance. A student who has committed a series of lesser violations, but which by nature constitute a pattern of unacceptable behavior, will be placed on probation.

Normally, probation will be a minimum of one semester and a maximum of two full semesters. A student on Disciplinary Probation must show sufficient improvement to have probation ended, or face dismissal.

While on probation, the student must prove, by their conduct, a willingness to cooperate with the rules and objectives of the discipline code. Any student on probation may have their privileges restricted (i.e., parking, dances, and attendance at any school function).

Suspension: A student may be suspended for a serious infraction. The suspension may be either "in-school" or "out-of-school" at the discretion of the Administration. A parent conference is required before the student is allowed the privilege of returning to class. Suspension results in the student being placed on Disciplinary Probation.

Terms of suspension may include forfeiture of participation and make-up privileges in both academic and activity areas.

All suspension terms are determined by the Administration.

Expulsion: A student who has completed a probationary period without noticeable improvement or has committed a serious infraction of the rules, or committed unacceptable conduct in the eyes of the Principal, may be required to withdraw or be expelled from Bishop Manogue Catholic High School.

Withdrawal: Parents, at any time, have the right to withdraw their student from Bishop Manogue Catholic High School. Causes of withdrawal may vary but it is an option parents are provided.

Disciplinary Disclosure Policy: In accordance with the National Association for College Admissions Counseling's Statement of Principles for Good Practice, it is the policy of Bishop Manogue Catholic High School to answer questions regarding students' disciplinary history on college and scholarship applications. Disclosures are made for infractions committed in the student's high school years which lead to suspension, loss of credit in a course, or expulsion. Bishop Manogue Catholic High School is committed to an open and honest relationship with colleges and universities. This fact is underscored by requiring our students to report disciplinary issues. If an infraction occurs after the student submits an application, the student is expected to notify colleges within one week. The College Counselors are also required to report serious discipline actions to every college to which a student has submitted an application.

Disciplinary Decision Disclaimer

All disciplinary decisions can be amended at any time for any reason, and are subject to change at the sole discretion of the Administration.

Disciplinary Review Committee

In certain academic and behavioral circumstances where expulsion is the consequence, a Disciplinary Review Committee may be convened to review a student's case and recommend a consequence of something lesser than expulsion to the Principal. The final decision to expel or retain a student rests solely with the Principal. Not all disciplinary cases or expulsion cases require a Disciplinary Review Committee; the committee is convened at the discretion of the Principal. The Disciplinary Review Committee is made up of three teachers and the Vice Principal for Student Affairs. **Students referred to the Disciplinary Review Committee will receive detailed information on the Disciplinary Review Process at the time of the referral.**

Discipline Reporting to Postsecondary Institutions

Colleges may consider a student's disciplinary record as part of their admissions process. The Bishop Manogue Catholic High School policy regarding disclosure of disciplinary records is that we will notify colleges that request such information only of infractions resulting in Disciplinary Probation, suspension, or expulsion from Bishop Manogue. This includes incidents that occur during the senior year after applications have been submitted. Students are advised to consult with the college counselor in such eventuality.

If a student withdraws from Bishop Manogue Catholic High School to avoid disciplinary action, we reserve the right to report the infraction to the colleges. We do not report disciplinary action that occurred at previous schools attended. We do not report **academic** warnings or probation to the colleges because that is an internal measure to assist students in improving their performance.

Harassment Policy

Bishop Manogue Catholic High School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. A learning environment that is safe and respectful is essential for pupils enrolled in Bishop Manogue Catholic High School to achieve academic success and meet high academic standards. Any form of harassment or intimidation at Bishop Manogue Catholic High School seriously interferes with the ability of teachers to teach in the classroom and for students to learn.

The intended goal of the Bishop Manogue Catholic High School Administration is to ensure that:

1. Bishop Manogue Catholic High School provides a safe and respectful learning environment in which persons of differing beliefs, characteristics and backgrounds can realize their full academic and personal potential;
2. All administrators, teachers and other personnel demonstrate appropriate behavior on the premises, and by dealing with persons, including without limitation, students, with civility and respect and by refusing to tolerate harassment or intimidation; and
3. All persons at Bishop Manogue Catholic High School are entitled to maintain their own beliefs and to respectfully disagree without resorting to violence, harassment, or intimidation.

Harassment means a willful act or course of conduct that is not otherwise authorized by law and is:

1. Highly offensive to a reasonable person; and
2. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person.

Bishop Manogue Catholic High School Administration encourages students who are targets of harassment or intimidation and students who have first-hand knowledge of such harassment or intimidation to report such claims immediately. Students should report such incident(s) to any teacher, counselor, or school administrator.

No cause of action may be brought against a student who reports a violation of this policy unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

Bullying/Cyberbullying

Bishop Manogue Catholic High School does not tolerate bullying of any kind. Reports of bullying will be dealt with by Administration.

If the claim is substantiated:

1. First offense is an automatic suspension and a discipline contract is administered.
2. Second offense the Discipline Review Board may convene for possible expulsion.

If the claim results in the discovery of an undesirable behavior that has not been repeated or persistent with warning to stop, the offending student may receive an official warning that the behavior must end. If the behavior does not end after the warning, the above consequence protocol begins.

Student/Teacher Conferences and Parent Conferences

When a student's behavior becomes a problem in school the teacher may notify the parent/guardian of behavioral concerns. For information regarding conferences initiated by the parents/guardians, please see the section titled "Conferences".

Privacy and Searches

No one has a right of privacy in lockers, bags, backpacks, computers, or on any property belonging to Bishop Manogue Catholic High School, or that is brought onto the property of Bishop Manogue Catholic High School or at any school-sponsored events. Property belonging to Bishop Manogue Catholic High School includes, but is not limited to: lockers, desks, storage areas, computers, networks, and/or other work and educational space. Personal property brought onto the Bishop Manogue Catholic High School premises, includes, but is not limited to: backpacks, purses, bags, computers, iPods, iPads, tablets, game-boys, cellular telephones, other electronic devices, and vehicles. Bishop Manogue Catholic High School reserves the right to search any and all such property at any time, without warning, to ensure compliance with our policies, including, without limitation, policies on safety, theft, drug and alcohol use/possession, etc. Accordingly, no student or other person on the Bishop Manogue Catholic High School premises should have an expectation of privacy while on Bishop Manogue Catholic High School property or while attending a school event at another location. Failure to cooperate in searches or inspection may result in disciplinary action, up to and including dismissal.

Drug and Alcohol Policy

The use of alcohol and other drugs is a serious threat to the health and well-being of youth. Substance abuse often begins with casual drug and alcohol use during the teen years.

Helping our students make good choices can save them from long-term problems related to abuse and addiction. Bishop Manogue Catholic High School adamantly opposes the possession, use, abuse, sharing, distribution and sale of drugs/alcohol or any substance represented to be a drug (legal or illegal), drug paraphernalia or alcohol by students. The main goal of Bishop Manogue Catholic High School's drug/alcohol screening program is to ensure that the school is a safe learning environment.

Students are always responsible for their behaviors in and out of the community. Involvement in any substance use, possession or trafficking, regardless of location will result in a response from the community. Additionally students may not possess any controlled substance, alcohol, or nicotine look-a-like drug, vapes with illegal substitutes, or paraphernalia used in the use or trafficking of drugs/tobacco on their person, in his or her locker, car, or other belongings while on school property, while traveling to or from school, at any school sponsored function or traveling to or from such functions.

Students shall not in any way be under the influence of any of the above-mentioned substances while on school property, while traveling to and from school, at any school-sponsored or sanctioned function or traveling to or from such functions. Students are encouraged to report any knowledge of above-mentioned activities. Additionally, they are expected to remove themselves from people or situations violating these principles.

The school also reserves the right to use passive alcohol sensors and/or breathalyzers at school functions. Without announcing the dates in advance, a Washoe County Sheriff K9 (dog) Unit may arrive and search the campus for drugs and firearms. Spot checks by the dogs may include but are not limited to: classrooms, backpacks, lockers, hallways and, if necessary, cars.

Student Seeking Assistance for Drug/Alcohol Abuse Prior to Detection

It is the student's responsibility to seek help for drug/alcohol-related problems and to assist other students to do the same. Any student (or any person on behalf of a student) who seeks assistance for, or who acknowledges a drug/alcohol problem to a school official prior to detection or before being randomly selected for testing, will not be dismissed from

Bishop Manogue Catholic High School, but the student and parents must agree to the consequences imposed by the Administration. However, this problem cannot be used as an excuse for future infractions.

Transfer Students

All transfer students shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission is not complete until the screening has taken place and results showing the absence of drug usage are obtained.

Random/Behavior – Drug/Alcohol Test

During the school year, students will be screened for drug/alcohol use when warranted by behavior or knowledge of drug use is communicated to faculty/staff/administration as well as on a random basis, through a program designed for random selection, produced by the drug screening company. The collection process uses urine samples in the preliminary detection process.

- Test will be done on site.
- Student must take the test as prescribed by the collection agency.
- Failure to comply with any portion of the test may result in immediate dismissal from Bishop Manogue Catholic High School.
- A student who has been tested is returned to the collective pool for further random selection, or when warranted by the Administration.
- A student whose name has been called for the random drug test must be tested at that time and may **not** claim to have a drug/alcohol problem in order not to incur Disciplinary Status.

NOTE: If an additional drug/alcohol test is required, the parents will assume the cost of the test.

Any student in possession of any substance that will falsify the results of a Drug/Alcohol test may be immediately dismissed from Bishop Manogue Catholic High School.

Any student who produces a sample that does not register at the appropriate temperature, as determined by the lab technician, or producing a diluted sample will have one opportunity to immediately produce an additional sample for testing. Producing a second inappropriate sample may result in immediate dismissal from Bishop Manogue Catholic High School.

Consequences for Positive Test Results

The following consequences will occur if a student tests positively:

- Parents are notified with test results.
- Student is suspended pending a Disciplinary Review Committee.

In the case of a positive drug test, we have no way of determining whether such activity occurred on campus (absent the discovery of the substance itself) or when the activity may have occurred. As a result, a report to the authorities would not be made in this instance (other than to the NIAA or other regulatory bodies as is required within the educational community).

Positive test results will be reported to the NIAA and NIAA protocol will take effect. If a student participates in a club sport or school club, they will be immediately suspended from club activities and subject to sanctions as determined by the administration.

Illegal Possession, Use, Sale or Delivery

State and federal law prohibit the possession, use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription. The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs on campus or comes to the attention of the school on school property or at a school event.

Students are strongly encouraged to come forward at any time prior to actions meriting school response to enlist the help and support of the school community. In such cases, the student may avoid disciplinary action provided the requirements of subsequent, recommended support programs are met. Any student found to be trafficking, manufacturing, or in possession of alcohol, illegal drugs, or nicotine may be immediately mandated to withdraw or be expelled from Bishop Manogue Catholic High School with notification of law enforcement officials. Any student found to be in violation at a

school-sponsored event or on school grounds will receive a mandatory 3 days suspension, asked to withdraw or be expelled at the discretion of school administration.

In cases where sale or possession is verified, school administrators follow these procedures:

- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it.
- Consult with Sheriff's office. The degree of involvement by the police will be determined in each case by those authorities.

If a student involved does not have a history of substance abuse or significant delinquent behavior, the Sheriff's office may determine that no further involvement by a law enforcement agency is necessary.

Tobacco

The possession or use of tobacco products is prohibited at school and at school sponsored events.

Chapter 6: Student Support Services

Campus Ministry

The Office of Campus Ministry serves to support the spiritual formation of the students, faculty, staff, and parents. Students may speak with a Campus Minister to discuss spiritual matters or to request spiritual support. However, the Campus Minister is not a counselor, and will make referrals for any situation that requires more professional support and intervention to the guidance counselors.

Guidance Counseling

The Guidance and Counseling Department works to assist students with their academic success at Bishop Manogue. Counselors are tasked to ensure that each student is achieving at expected levels and is enrolled in the most appropriate coursework possible. Furthermore, the department assists with the college planning and application process to ensure that education will continue beyond high school. Serious student issues, family problems, or psychological issues may be referred for outside professional assistance. In order to ensure accurate and full reporting to colleges and testing services, communications, whether electronic, written, or verbal between guidance personnel, the learning specialists, teachers, and school officials and colleges/universities and testing services is confidential and not subject to student or parent review.

The Integrated Learning Center (ILC)

The Integrated Learning Center was created in response to a growing need to extend additional educational and support services to students with diagnosed learning disabilities and attention problems. The program is unique in that services are offered in a rigorous college preparatory setting, whereby students with learning difficulties are competing and succeeding with their non-learning disabled peers.

The Integrated Learning Center offers an adaptive learning environment for individual/small group instruction, test taking, and quiet study. In addition to support services for students formally enrolled in the program, the Integrated Learning Center administers and oversees special accommodations such as extended time tests, and makes recommendations relating to special needs and special services for all Bishop Manogue students.

Health Services

Medication Policy

Students must bring all medication (over-the-counter and prescription) to the Attendance Coordinator and the following conditions must be met:

- Parent has signed student's health form indicating permission to take the medication at school.
- All medication is kept in its original labeled container.
- Parent must provide the school with a doctor or pharmacist instruction on how to dispense the medication.

Injury and Transportation Policy

In the event of an injury / illness that needs immediate medical attention, this procedure is followed:

- Call to 911
- Parents are notified by phone. If parents are not available, a decision by emergency personnel prevails.
- Student is transported to the nearest medical facility accompanied by a member of the faculty / staff or Administration.

Bishop Manogue has access to motorized vehicles such as a golf cart to use for transporting injured students or in case of an emergency.

Child Abuse/Neglect

According to Nevada State Law, Bishop Manogue is required to notify the proper authorities if any case of child abuse and/or neglect is suspected. Parents will not be notified of this action.

Legal Issues – Rights of Parents to Access Information about Their Student

Unless altered by the court, both parents have rights. Parents are required to furnish Bishop Manogue with a court-certified copy of the custody section of the separation agreement or divorce decree. In the absence of any of the above, the Administration assumes that both parents have custodial rights. A parent who wants the other parent to have no contact with the student must have a court-certified document stating that the other parent is not to be given access to the student and information concerning the student. The Buckley Amendment states that the non-custodial parent has

access to information concerning the academic performance of their children. Unless a court has ruled otherwise, non-custodial parents have the right to copies of their students' academic records, although addresses and other identifying information can be excluded.

Students Not Living with Parents or Legal Guardians

Students attending BMCHS are expected to reside with their parents or legal guardians. If circumstances require that a student live elsewhere, the school must have the parent's approval in writing. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include boyfriends or girlfriends. Contact information for this place of residence must be immediately furnished to the school.

FERPA / HIPAA

The Family Educational Rights and Privacy Act and Health Insurance Portability and Accountability Act give parents certain rights with respect to their student's educational and health records. Records are released in accordance with these policies.

Chapter 7: Computer and Internet Guidelines

Acceptable Internet Use

The use of the internet and school accounts must be in support of education and consistent with the educational objectives of Bishop Manogue Catholic High School. Students are to report any misuse of the network to a faculty member (teacher or administrator). Misuse is considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at Bishop Manogue Catholic High School. Misuse also includes any conduct in and out of school that reflects negatively upon the reputation of BMCHS. Misuse is considered any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited.

The use of the technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and other disciplinary action. In the classroom environment, the faculty member in charge will deem what is inappropriate use and his or her decision is final.

Digital Citizenship

Students are expected to abide by the generally accepted rules of being a good online citizen.

1. Be respectful. Do not use inappropriate language or post inappropriate graphics, images, pictures, or videos which disparages the reputation of Bishop Manogue Catholic High School, its faculty, staff, or any employee.
2. Be safe. Do not divulge any personal information, passwords, addresses etc. with someone you don't know.
3. Be vigilant. If you see something online that may be harmful to someone else, report it to the site's authorities or an adult you trust.
4. Be responsible. Don't post anything online that you don't want to last forever. Once something is online, it is likely that it will be there permanently.
5. Be smart. Don't believe everything you read. Not everything online is true. Do your research, search for facts, and dig deeper before you believe and share what you have learned.

Use of Social Media

Bishop Manogue Catholic High School respects the right of students, faculty, staff, and alumni to use a variety of social media to learn, communicate, and connect. As a college preparatory school committed to Catholic values, academic excellence, the safety of our students, and the advancement of our values BMCHS expects that all members of our community will meet the standards written below in their use of social media.

BMCHS provides technology resources to students, faculty, and staff in order to advance our mission. BMCHS expects that members of its students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of Bishop Manogue Catholic High School and Diocese of Reno.

Social Media is defined as any web-based or mobile technologies that turn communication into a dialogue. Social Media is available in many different forms and use a variety of technologies including blogs, Internet forums, wall postings, wikis, podcasts, picture-sharing, email, instant messaging, music-sharing, crowdsourcing, voice over IP, and vlogs to name a few.

To promote respectful discussion within this forum, students, faculty, and staff are expected to abide by the generally accepted rules of network etiquette. You must be polite, courteous, and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Blogs and discussion boards often foster debate of an issue and users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, assume that social media participation will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Consider how much personal information to share, with the understanding that anyone can link this information to your name and publish it on the Internet. Students are encouraged to always exercise extreme caution when participating in any form of social media or online communications, both within the BMCHS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire BMCHS community and, as such, are subject to the same behavioral standards set forth in the Student Handbook.

In addition to the regulations found in the Student Handbook, students are reminded that their behavioral expectations must align with the Mission and Philosophy of BMCHS, which affirm the teachings, moral values, and ethical standards of the Catholic Church. Students are expected to abide by the following:

- To protect the privacy of BMCHS students and faculty, students may not create digital video recording or pictures of BMCHS community members either on campus or at off-campus BMCHS events for online publication or distribution that convey inappropriate or illegal behavior.
- Students may not use social media sites to publish information, remarks, or videos deemed to be disparaging or harassing toward the BMCHS community members or that convey illegal or inappropriate activity.
- Students who choose to post editorial content to websites or other forms of online media must ensure their submission does not reflect poorly upon members of our community. Failure to abide by this policy, as with other policies at Bishop Manogue Catholic High School, may result in disciplinary action as described in the Student Handbook or as determined by the Administration of the school.

Chapter 8: Other General Information

The following is a listing of other school information that is useful for parents and students to know.

Bell Schedules

Bell schedules are disseminated in the Student Planner and are posted on the school's website. Various schedules will be posted online.

Cafeteria Service

The Student Community Center is on a card-based payment system. Methods of payment in the Student Community Center are student ID card or cash. A cash line is available for those who do not have a card on a given day. Parents/students can load money on the student ID card or temporary ID Card in the Business Office.

Campus Hours

If you are visiting, you must stop at the Main Office in the Administration Building to obtain a Visitor's Badge. The Visitor's Badge must be worn at all times while on campus.

- The Main Office hours are 7:30 a.m. to 4:00 p.m.
- Classroom instruction begins at 8:00 a.m. and ends at various times.
- Students who remain on campus after school must go to either the Student Community Center or the Knowledge Center (Library). The Student Community Center and Knowledge Center are closed on In-service afternoons. The Student Community Center is open from 7am to 4pm.
- Knowledge Center hours for study and research are from 7:30 a.m. to 4:00 p.m. Monday-Friday.
- Bishop Manogue Catholic High School does not offer afterschool supervision of students and is not liable after 4:00 p.m. for any student who remains on campus.

Clubs and Organizations

There are several clubs and organizations available for student membership. Some clubs and organizations are open to all students; some are invitation only. A complete list can be obtained from the Assistant Principal. Students who wish to organize a new club or organization should complete the application process outlined by the Assistant Principal who will then present it to the Administration for consideration of approval.

Dance Policy

Typically, the school has a Welcome Back Dance, Homecoming Dance, and Prom. The following policies apply to all BMCHS dances:

- Dance sales take place during the week prior to scheduled dance (Before school day, at lunch, and after school). **There will be no sales at the door.** It is the responsibility of every BMCHS student to purchase their ticket.
- Doors close one half-hour after the dance begins. No in/out privileges (unless accompanied by an Administrator). Students are not allowed to leave until one-half hour before the conclusion of the Dance.
- Dances at BMCHS are for students in regular attendance at BMCHS.
- Students who are suspended or expelled are not permitted at dances.
- Students must leave campus or be picked up promptly. Students not leaving within 20 minutes may lose future dance privileges.
- Students must display a current year Student Body I.D. to be admitted—No exceptions!
- Proper dance etiquette will be strictly enforced.
- Any student and/or date who arrives at a dance under the influence of drugs or alcohol may be detained and the student's parents may be notified. The student will immediately be suspended from school and may be expelled.
- Students shall dress appropriately according to the theme of the dance.
- In case the case of Prom a Guest Pass must be filled out by the Bishop Manogue student. Guest Passes must be submitted on the designated due date to be considered. Issuance of a Guest Pass is at the discretion of the Vice Principal for Student Affairs. There will be no admittance without a valid student I.D. Guests must be under the age of 20 in order to be considered for a Guest Pass to a dance.

Signs and Posters

All signs and posters must be approved and signed by the Assistant Principal prior to being posted on campus.

Emergency Notification

Bishop Manogue maintains an Emergency Response Notification System to notify parents of emergency or urgent communications. The following guidelines are to be followed:

- Go to our website at www.bishopmanogue.org, or tune to local television/radio media for emergency announcements.
 - A Bright Arrow call will be sent and/or the school's Facebook page will also be updated when possible.
- Do not telephone the school. Telephone lines may be used by emergency personnel.

Bishop Manogue conducts emergency drills on a monthly basis both in conjunction with the Truckee Meadows Fire Department and independently as needed. These drills include evacuation, earthquake, shelter-in-place, and lockdown.

If the Administration must cancel school or dismiss school early because of an emergency or bad weather, an announcement will be made on www.bishopmanogue.org as well as through the local media and Bright Arrow.

Parking Privileges

All student vehicles parked on campus must display the approved parking permit at all times. Failure to display parking permit may result in the vehicle being towed or fined. Driving and parking privileges may be revoked if appropriate driving rules are not followed.

Financial Obligations

Registration

Registration must be completed online or in the Business Office at Bishop Manogue. Payment of the \$700 Registration Fee is due by the published due date. A late fee of \$25.00 will be assessed after this date. Registration paperwork includes a tuition agreement signed by the parents stating how tuition will be paid. All families must sign up with FACTS Tuition Management in order to have their tuition paid by automatic withdrawal from a checking or savings account. FACTS is a third party independent company. A student will not be considered registered for a given school year until the paperwork is complete, a FACTS contract is in place and the registration fee has been paid.

Tuition and Fees

Base tuition for the school year is published on the Bishop Manogue website. Tuition may be paid annually, semi-annually, in five (5) equal payments, or over ten (10) months (July – April). All payments must be set up with FACTS Tuition Management Company via an online application process based on the payment option the parent(s) choose at time of registration. Seniors will be charged an additional \$175 graduation fee which will be collected at the time of registration. AP Fees will be charged on the FACTS Tuition Management account in January. Please refer to the Tuition Agreement for specific information and requirements. Bishop Manogue Catholic High School will accept payments on a student's account from family members only.

Credit Card Processing

It is Bishop Manogue's policy that all payments will be made via cash, check, cashier's check or money order. Bishop Manogue as a convenience has arranged for a third party to accept American Express, MasterCard, Visa, and Discover cards via the web. A 2.85% convenience fee will be charged for all transactions including any payment for tuition, registration, fees, adding money to a debit/lunch account, or campus store purchases. There will be no fee related to donations charged to a credit card.

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, diplomas and graduation event participation 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 with regard to tuition payment and other fees, the family must contact the business office 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.

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 official start of a semester will receive a 100% refund on tuition and classroom fees. Any student who voluntarily or involuntarily withdraws from Bishop Manogue after 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.

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.

Parish Affiliation

To receive the "Catholic Parish Affiliation Discount", families are responsible for annual completion of the Bishop Manogue Parish Affiliation Verification Form available online and in the business office at the school. The form must be delivered to their parish office by the required deadline. The decision as to whether the discount is granted is the sole determination of the pastor of that parish.

Sibling Discount

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

Parent Service Hours

We really appreciate the partnership we have with parent support. At Bishop Manogue Catholic High School every family performs 20 hours of service to the school each year or pay a fee of \$500. Families who do not complete the required 20 hours are assessed \$25 per hour for those hours not fulfilled.

The 20 required service hours must be completed each Academic Year. The Academic Year is from July 1st to June 30th. Parent Service Hours must be completed by the parent(s)/legal guardian(s). Parents may not donate excess parent hours to cover another family's incomplete service requirement. Parent Service Hours may not be rolled over to the next Academic Year. Parents who choose to pay the school for incomplete service hours may not earmark any portion of the \$500 for any specific program, activity, or person. Parents are responsible for documenting their hours and providing the front office with timely notice of completion. In lieu of service, a parent may donate items valued in increments of no less than \$25.00 for one service hour. (1) \$25-dollar donation = 1 service hour. Receipts for such donated items, need to be approved by Campus Ministry, Athletic Department, Parent Association, or Administration. Approved hours must be turned into the Administrative Assistant to be recorded. There are many activities throughout the school year to help each family complete their required service hours. Activities must be school related; non-Manogue activities will not be accepted for parent hours. These hours are different from the Christian Service hours students are required to complete. We are also blessed with many families donating much more than \$500.00 each year. Please note we cannot provide a tax donation letter for service hour donations, however we can for all others.

Parents of senior students must complete their Parent Service Hour requirement by May 1st of the Academic Year in which their child intends to graduate. Parent Service Hours not completed by May 1st of the child's senior year are subject to financial hold. A financial hold will require that the student's high school diploma and cap/gown are withheld until payment is received. Please contact the main office (775) 336-6000 for information regarding Parent Service Hours or to assist one of these organizations.

Volunteer Policy

The Diocese of Reno mandates that any person seeking to volunteer at Bishop Manogue on or off campus must meet the following requirements prior to starting volunteer work:

1. **Attend a Protecting God's Children class, followed by reading monthly electronic training bulletins**
2. **Submit a Volunteer Background Check Form directly to the Diocese of Reno**

Please see the Safe Environment page of the Diocese of Reno's website (www.renodiocese.org/safe-environment) for complete details, the list of all upcoming classes, and the Background Check form. Contact the Diocese of Reno at 326-9445 with any questions or to register.

An additional requirement must be met for any individual wishing to transport students:

3. **Submit a Driver's Verification Form along with a copy of your Driver's License Insurance Declaration page.** This form and additional details are available in the school Front Office.

Lockers

A locker is issued to every student at the beginning of the school year that is intended for the student's use.

- Students are responsible for assigned lockers, and must maintain it in a neat and clean manner inside and out.
- No locker sharing
- Students are not to access lockers during class time without permission.
- Lockers in the locker room are made available for students taking PE
- Lockers in the men's and women's team locker rooms will be assigned by their respective team coaches based on availability.
- Lockers intended for use by physical education students will be clearly marked DAY USE ONLY. The P.E. teacher will monitor the use of these lockers ensuring that all students have access to a locker.
- Temporary decorations on the outside of the locker (birthday, sporting events, etc.) are permitted provided the decorations are affixed with blue "painter's tape," removed in a timely fashion, and are approved by Administration.

REMINDER: All lockers are the property of Bishop Manogue and are subject to search as noted in Chapter 5, under Privacy and Searches.

Bishop Manogue and the Diocese of Reno are not responsible for the safety, security, etc. of any personal instrument(s) or item(s) left on campus. This includes books, clothing, electronic items and other school materials, etc. This covers items left in lockers (locked or unlocked) or elsewhere on campus/parking lots. Bishop Manogue and the Diocese of Reno are not responsible for replacement costs for any lost or stolen articles/items.

Non-Discrimination Policy

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.

Security Cameras

School cameras are monitored by the Administration and are the property of Bishop Manogue. The protection of student privacy/confidentiality mandates that the viewing of cameras be restricted to school officials.

Principal's Right to Amend the Handbook

The Principal and Bishop Manogue Catholic High School retain the right to amend this Handbook. Parents will be given prompt notification.

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.

Bishop Manogue is accredited by the Western Catholic Educational Association and AdvancEd (Northwest Accreditation Commission). 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.