



Mission Statement for Bishop McGuinness Catholic High School

Bishop McGuinness Catholic High School's primary mission is to develop students holistically and equip them to live and serve in a complex world in need of peace, love, and justice.

- Administrators, faculty and staff work cooperatively with parents as partners in the education of young adults and in striving to create a welcoming community in which the teachings of Jesus are promoted.
- Mindful of our Catholic identity, the school encourages students through academic and co-curricular opportunities to excel personally and academically, build confidence in their faith, and realize their own unique missions in life.

The History of Bishop McGuinness Catholic High School

A substantial gift from Mrs. Mary Ann Robertson of New York City to Raleigh's Bishop Waters made possible the establishment of a girls' college preparatory school, the Villa Marie Anna Academy, in 1954 on what is now Country Club Road in west Winston-Salem. The Villa's initial enrollment was a total of five students; however, the school began to experience substantial growth with the admission of boys in 1956. The Sisters of St. Joseph of Chestnut Hill (five in number, led by Principal Sister Eileen Patrice) were responsible for the entire high school program, and under their care, two classes graduated from the Villa before its closure in 1959 to make way for the new inter-parochial high school, named for Raleigh's Bishop Eugene J. McGuinness. It opened its doors on September 8, 1959. The faith and determination of the Sisters came to fruition with the building of this new school, the Villa's successor, which enrolled 96 students to start.

"Phase I" gave way to "Phase II" in 1959. In August of 2001, "Phase III" of the school's history began at its new central Triad 42-acre site, with a plant designed to eventually house more than 800 students in a state-of-the-art facility. Faithful to its history, the ideals of the Sisters and other pioneers in Catholic secondary education in the central Triad, Bishop McGuinness will continue to offer the very best in Catholic high school opportunity for generations to come.

Our school mascot, "**The Villain**," comes from our early roots at the Villa Marie Anna Academy. The school motto, "**Praesis ut Prosis**" is taken from the coat of arms of the late Bishop McGuinness; it challenges all in the school community to "excel that you might better serve."

Accreditation

Bishop McGuinness Catholic High School is accredited by Advanced Ed. (The Southern Association of Colleges and Schools) and the Diocese of Charlotte Office of Catholic Schools. Its teachers hold state certification.

Administrative Structure of Bishop McGuinness Catholic High School

The Principal is the chief administrator of the school. As the administrator with oversight responsibility for all programs and the institution's business affairs, the principal insures the effective operation of the school; he manages and allocates resources and appoints, supervises and evaluates all personnel.

The Assistant Principal/Director of Studies assists the principal in supervision and design of the academic program, the evaluation of teachers, and the appropriate placement and scheduling of students

The Dean of Students assists the principal in supervision of student affairs and in ensuring that proper discipline is maintained in the school environment. S/he informs students of disciplinary policies and infractions of these policies, and maintains a discipline record for each student.

The Director of Counseling Services provides services in four distinct areas of counseling: personal, classroom, academic and career. The Director is also responsible for maintaining all academic records.

The Chaplain, a diocesan priest appointed by the Bishop, is responsible for oversight and coordination in the spiritual and pastoral life of the school community.

Director of Admissions is responsible for coordinating the student recruitment of the school and for processing applications for admissions.

The Director of Advancement provides leadership in all aspects of institutional advancement, including fund raising, public and alumni relations, and student recruitment.

The Athletic Director is responsible for planning and coordinating the athletic program at Bishop McGuinness, supervising coaches and schedules and advising the administration in this important aspect of student life.

The Campus Minister oversees and facilitates the scheduling and coordinating of the school's worship, service, retreat and spiritual counseling programs

BMCHS Board of Education: The Board of Education is an advisory body established to assist the school and Diocesan administrations in the area of policy and long-range planning for school development. Information about its membership and activities may be found on a dedicated page of the school web site.

SCHOOL POLICIES AND PROCEDURES

A student is enrolled following procedures overseen by the Admissions Office. Any student enrolled in the school, regardless of age, must be in residence with and under the supervision of at least one of his/her parents or a legally appointed and/or parentally approved guardian. All students are equally subject to the provision of the code of conduct and to the school's academic policies and regulations. All students are considered to be under the supervision of parent or guardians who shall bear the responsibility for the financial obligations related to the student's enrollment and for the student's compliance with the standards and prescriptions specified in school policies and regulations. **In the case of a student whose parents are legally separated, the school shall provide each custodial parent with access to all information regarding a student's**

performance and progress, unless a court order has awarded sole custody to one parent. In such a case the school shall require a copy for the student's comprehensive file of that portion of a legal document which clarifies the custody provisions. After receipt of such documentation by the school, all business and communication shall be with the parent who has legal custody.

Rules and regulations are intended to provide an atmosphere of good order conducive to learning. The personal well-being of students and the efficient operation of school programs depend on the academic atmosphere. All students observe the policies and procedures explained below.

Academic Integrity Policy:

As a Catholic school community that strives to foster moral and ethical values, Bishop McGuinness High School places considerable emphasis on personal accountability and academic integrity, through which students learn the responsibilities of citizenship and how to contribute honorably to the school and academic community. **Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity.** The violations of the *Academic Integrity Policy* listed below are typical, but not exhaustive, examples of the acts that constitute violations.

- 1. Cheating**
- 2. Plagiarism**
- 3. Facilitating academic dishonesty**

ATTENDANCE: The attendance standard requires being in school, on time, and where one is assigned to be for the duration of the school day. **A student who is not in school by 8:55 a.m. on a school day may not take part in any school activity that day or evening.**

1. Parents / Guardians have the responsibility for getting their students to school and for them being on time
2. Parents are to telephone the school on the day of a student's absence to confirm that the student will be absent (**564-1255**).
3. **Such calls are to be made on a daily basis for as many days as the student is absent.**

4. Upon returning to school, the student is to have a note completed and signed by the parent.
5. **A Doctor's note is required if a student has been ill for an extended amount of time (3 or more days).**
6. All notes are kept on file for the entire year.
7. During their absence students are to refer to each instructor's web site for assignments, test schedules and other required assignments. Students are given 1 day for every day they are absent to make up work.
8. After 10 unexcused absences from a class per semester **no work may be made up (including tests/quizzes)**. This may cause failure in the subject. Students are given 1 day for every day they are absent to make up work. Detention may be issued if there is an excess number of absences.
9. **TRUANCY is absence from school without the prior knowledge or approval of a parent/guardian or school. Truancy is a serious violation of the school code and will result in suspension.**

Tardiness: Students are required to arrive at school on time and be in class by the final bell.

1. Parents are asked to call the school office or write a note if lateness is anticipated. Students arriving after the bell will report to the office for an admit slip.
2. Students will not be admitted to class without the proper admit slip.
3. A student who misses 50% or more of a period is considered absent for that period.
4. A student who arrives late to school and is *not excused* for his/her tardiness will serve **recovery time**. This recovery time will be served on the day that the student is late: 5 minutes for each minute late. Work schedules, sports practice and extracurricular activities will not be accepted as a reason for not attending recovery time. Failing to serve this recovery time will result in a Disciplinary Referral for DEFIANCE and may be cause for suspension.
5. A student who is not in school by 8:55 a.m. on a school day may not take part in any school activity that day or evening. These events include drama productions, dances, club meetings, and athletic events. This policy applies to both participants and

spectators. Previously scheduled medical appointments, court appearances and college visits constitute exceptions to this rule.

6. After 6 tardies (to school or to class) a student will serve a detention. This includes tardies reported with a parental note.

Illness in School: If a student becomes ill during the school day, **s/he is to report to the main office**. In case of minor illness, students will receive the necessary attention and be sent back to class. If it is determined that it is necessary for a student to go home, parental permission must be obtained by a member of the administration or staff.

Injury at School: At the beginning of each school year, students are required to complete an emergency information card. Parents/guardians are advised of any injury, and the necessary action is taken.

Medication Policies: In the event that medication must be used regularly by the student at school, **a medication form must be completed and returned to the main office**. This form is included in the packet you received with our summer mailing.

If a student needs to take medication for a brief period of time, due to illness, parents are to bring the medication to school, fill out the proper form, and advise the staff of when this medication is to be administered. Non-prescription medication such as aspirin will not be given without the proper authorization form included in the form packet.

School-Related Absence: Any student involved in a school-related activity is responsible for obtaining all assignments and making arrangements for tests or quizzes at least one day before being out of class. **Any student failing to make the proper arrangements ahead of time risks receiving a zero for the assigned work/test.**

Absences Due to Long Term Illness: Students who are experiencing a critical illness and miss more than 10 class periods within a particular course **MUST** seek a school medical leave to be considered in compliance with the school attendance policy

Trip/Vacation Absences FAMILY EVENT: The administration does **not condone** student loss of class time due to personal holidays or trips. Prior notification in writing is required in order that these absences be considered excused. If we do not receive prior notification, these days may be counted unexcused.

Early Dismissals: A note **MUST** be brought into the office before school or a parent **MUST** be present in order for a student to be dismissed early. All students must sign out in the office whenever they leave school grounds before 3:20.

College Visitations: These days are counted as excused but may not be used for any other purpose.

1. A college day request form may be obtained from the main office and must be filled out and signed by parents/guardians and teachers **three days in advance** of the proposed visit and returned to the office.
2. A college day form must be filled out and signed by a designated college official at the time of the college visit. This form must be returned to the office when the student returns to school.
3. Any student who is failing a course or has received a deficiency notice will not be excused from school
4. Since the college visit is pre-arranged, the student is responsible for all tests and class assignments to be missed during this time.
5. A student who is scheduled to participate in extracurricular activities on the day of a college/career or vocational visit may do so only when the procedure outlined above has been followed.

STUDENT LIFE INFORMATION

Authority of School Officials to Search

- *Automobiles*--as a condition for obtaining a permit to park a vehicle on the school grounds, students and their parents, if they are the owners of the vehicle, must agree in writing to allow the principal or his designee to search the vehicle if there is a reasonable cause to believe that students have a prohibited item in the vehicle
- *Lockers*--the school principal or his/her designee has the authority to search a student's locker at any time. A student's locker is the property of the school. Students shall be advised when lockers may be searched. The search will be done in the presence of at least one (1) additional

adult person and a record made of the persons present, of the date and time of the search, and of the items found.

- *Personal Possessions*--the principal or his/her designee has the right to search students' clothing, book bags and handbags, if s/he has a reasonable suspicion that students have in their possession a prohibited item. The age, gender of the student and the nature of the infraction is taken under consideration if a search is necessary.

Bell Schedule: The bell schedule consists of seven (7) academic periods and a lunch period. Between each period students are given four (4) minutes to change classes.

Cafeteria: the cafeteria is available for school lunches during the lunch periods. Some vending machines will be available. If a student loses money in one of the machines, s/he should report it to the cafeteria manager. The money will be refunded when the machines are serviced by the company representatives.

Students have the option of bringing their own lunches and storing them in their locker until their lunch period. Students are permitted to eat outside.

No student may leave the school grounds for lunch. To do so constitutes truancy, and suspension is the penalty for truancy. **Students are NOT to permitted to have food delivered to the school** Students have the responsibility to ensure that the cafeteria is clean.

Health Requirements: All students must have on file an immunization record which is generally transferred with student records from the previous school attended. Foreign students must supply immunization data or complete immunization shots before acceptance into Bishop McGuinness High School

Inclement Weather Policy: Whenever school schedules must be altered because of weather-related conditions, **Bishop McGuinness will make an independent decision. The decision will be emailed to the school community and posted on local news channels.** Due to our students traveling from different counties, we fully understand and support any parents decision to keep his/her student home.

Library/Media Center: The library exists to assist students in research and to provide an atmosphere for study and class preparation. At the beginning of the school year, the librarian will share the current library regulations with students.

Lockers: The school is not responsible for any items removed without authorization from a student's locker. Locks are supplied by the school and only school locks are permitted. A \$10.00 fee is charged to replace a lost or stolen lock. Lockers will also be assigned to all students taking physical education and an additional locker if they are on a sports team.

Office Hours: The school's office hours are from 8:00 to 4:30 unless otherwise noted.

Student Parking: Students who wish to park their vehicles on school property during the day must obtain a permit in the main office. A \$50.00 fee is charged to the student. Anyone who does not have a parking sticker will receive a warning; a parking ticket will be issued for a second offense. The car will be towed, at the owner's expense, if there is a third offense. Students caught speeding, parking or driving in a disorderly fashion will lose their parking privileges and will pay a fine.

Personal Devices. Each teacher will communicate acceptable electronic devices within their classroom; students must be mindful of each teacher's electronic device policy

Visitors: All visitors must report to the front office to sign in and receive a name tag.

DISCIPLINE REGULATIONS

Learning is enhanced in an environment in which good order exists. Discipline is the joint responsibility of the students, the classroom teacher, the administration and the parents. An effort on the part of all teachers and students toward teaching/learning self-discipline is the basic goal of an effective discipline system.

Teachers are responsible for the discipline in their classes. In serious cases or when necessary, the teacher will refer the matter to the Dean of Students who will confer with the student and parent. Non-compliance with school regulations subjects the student to disciplinary action. **It is always best for students to resolve any differences with particular staff members.**

Teachers have the option of issuing either private after-school detentions or a weekly one-hour detention. Private detentions are administered by the individual teacher who determines the length of the detention and what is to be done during the detention.

Bishop McGuinness grants the student a right to be accorded certain minimal due process procedures before being disciplined for acts of misconduct committed at school or at school-related activities. Simply stated, those procedures include the right to be told what the rules are, to be told what rule has been violated and to be given the opportunity to present his/her version of the facts.

When students violate specific rules and regulations of the school warranting a discipline referral, that referral is given to the Dean of Students who reviews the referral and determines what action is to be taken. Possible actions include a student conference, parent conference, detentions, suspensions, contracts, *probation* or expulsion.

Disciplinary Probation: A student who is placed on Disciplinary Probation is not permitted to participate in any school activities or on sports teams for a quarter. If a student is placed on probation for a second quarter, that student will have his/her conduct record considered by an administrative review board for consideration of disciplinary disqualification. Any student who violates this disciplinary probation agreement will be suspended with the possibility of dismissal.

Expulsion: the following offenses merit expulsion (disciplinary disqualification):

- Assault upon a staff member or other students: physical or verbal
- **Immorality in talk or action and/or conduct detrimental to the welfare and/or reputation of the school. This stipulation applies to behavior during and after school hours and during all school-related programs on or off campus**

- Use/possession/distribution of an illicit substance
- Seriously sacrilegious behavior or expression whether during worship services or at any other time.
- Possession/distribution of any item construed as a weapon on school property or during school-sponsored activities (this includes laser light devices)
- Any threat or evidence of intent to do violence to the school community, individuals or property.

Suspension: for very serious or repeated offenses. If a student receives an infraction that warrants a suspension, Administration will determine how long the student will be suspended from classes and whether the suspension will be served in or out of school. Listed below are suspension infractions:

- Cheating on tests, a major project or assignment, plagiarism
- Violation of testing conditions
- Stealing, forgery, lying
- Vandalism, destruction of property
- **Bullying, intimidation or harassment** of a student is a serious offense. A student who is found to be involved with bullying a student/students either in school, out of school or social media **will be suspended from school for no less than 3 days. A parent conference will take place at which any additional disciplinary actions will be put into place. A second offense will result in demanded withdrawal/expulsion.**
- Fighting
- Defiance – behavior that shows that a student clearly refuses to do what someone in authority has told him/her to do.
- Truancy – unauthorized leaving of school grounds
- Smoking, vaping or use of e-cigarrete

Detention. Students are notified at least 24 hours in advance. The following infractions will warrant detentions: **Morning detention will take place at 7:30 a.m. on school days.**

- Cutting Class

3

- Disrespect 3
- Disobedience 3
- Vulgar Language 1
- Public Display of Affection 1
- Inappropriate use of an electronic device 1
- Dress code infraction 1
- Tardies to School/Class – 1 Detention for each tardy after 6
- Failure to serve Recovery Time 1
- **Failure to serve detention, after two (2) notifications, will result in a suspension**

Alcohol and Drugs: Bishop McGuinness Catholic High School will adhere to programs of both education and enforcement designed to provide students with the tools necessary to avoid personal involvement in the use of such controlled substances. School’s counseling, disciplinary, and/or legal responses shall be focused upon providing treatment requirements and the support necessary to aid students in correcting problems verified by the use of scientifically valid approaches to screening to which all students are required to submit. Such screening methods shall meet the requirements of equal applicability to all students through system of random application. The instructional component of the high school’s response programs shall address both the physical and moral implications of drug and alcohol use and abuse.

A copy of the full text relating to the school Drug Testing Program, Policies and Regulations/Procedures is published as a document and is available to parents/guardians for their review and acknowledgement.

DRESS STANDARDS

Dress Standards: General Standards (Boys & Girls).

- 1 Standard shirt with school logo purchased thru Land’s End and must be worn at all times
- 2 Khaki colored pants (no leggings, jeggings, sweat pants, yoga pants)

3 Cardigans, crew-necks, V-necks or V-neck sweater vests (i.e. sleeveless sweaters) are permitted over shirts **MUST BE** navy or gray. (**no logo** is required)

4. Casual closed toed shoes or athletic shoes **ONLY. (NO SANDALS, FLIP FLOPS, ETC.)**

Provisions for Boys:

1. Hair must be neat and well-trimmed. No hairstyle may extend below the ear lobe on the side and must be tapered to a length which does not reach below the bottom of the shirt collar. If a hairstyle with bangs is worn, **bangs must be of reasonable length and not obscure or fall into the eyes.** Ponytails of any length are not allowed. Curly hair must be cropped reasonably close to the head. Unconventional cuts, colors and styles are not acceptable.
2. **Faces must be clean-shaven.** No visible trace of a beard or mustache is acceptable, and sideburns may not extend to a length below the bottom of the ear.
3. Earrings, stud, or facial piercing are not permitted at any time during the school day; this includes on dress-down or jeans days as well

Provisions for Girls

1. Immodest clothing (clothing which is too tight or too revealing) or lack of proper undergarments will not be tolerated
2. Hair must be clean; radical haircuts/styles or color are not permitted.
3. No facial-piercing jewelry is permitted during the school day; this includes on dress-down or jeans day as well.

Jeans Days: Jeans or standard pant with a casual shirt or a T-shirt that represents the club or activity

Field Trips: Standard dress unless otherwise approved or if a physical activity requires dressing down

Academic Policies and Procedures

The academic policies and regulations of Bishop McGuinness Catholic High School are derived from the regulations of the North Carolina Department of Public Instruction, standards of the Southern Association of Colleges and Schools, criteria established by the North Carolina State University system, the directives of the Office of Catholic Schools of the Diocese of Charlotte and the Philosophy and Objectives of the school itself

Credits:

All credit must be earned in grades 9,10,11,12. All Students are to be enrolled in at least six (6) classes each semester.

Credits required for Graduation: All courses are credited by semester. All Seniors must pass all courses in their final year in order to graduate

Standard requirements for graduation from Bishop McGuinness Catholic High School include:

- 4 Theology
- 4 English
- 4 Math (1 must be above Algebra II)
- 4 Science (Biology, Physical Science with two electives)
- 2 Foreign Language (2 credits of the same language)
- 3 Social Studies (World History, U.S. History, Gov./Econ)
- 2 Electives

Community Service: A minimum of properly documented 15 service hours per year is required. Eight of these hours are for mandatory church-related service. Failure to complete this requirement will be noted on the student's permanent record.

Additional Senior Requirements:

- **Winterim** This is a required career-oriented experience which takes place at a designated time during the senior year. This program is supervised by the Counseling Center and Senior English Teacher(s)
- **Senior Retreat:** All seniors are required to participate in the Senior Retreat which is scheduled for the spring of the senior year.

Report Cards and Progress Reports: Because grades can be viewed online throughout the year, progress reports and report cards will not be mailed or distributed to students in hard copy form unless the parent specifically request that one be sent

GRADING SCALE

LETTER GRADE	NUMERIC GRADE	QUALTY POINTS FOR C.P.	QUALITY POINTS FOR HON. & A.P.
A+	100-97	4.0	5.00
A	96-93	4.00	5.00
A-	92-90	3.70	4.70
B+	89-87	3.30	4.30
B	86-83	3.00	4.00
B-	82-80	2.70	3.70
C+	79-77	2.30	3.30
C	76-73	2.00	3.00
C-	72-70	1.70	2.70
D+	69-68	1.30	2.30
D	67-66	1.00	2.00
D-	65.00	0.7	1.70

Bishop McGuinness does not rank students

Failure Policy: A student who has failed a course for the semester must up that course in order to continue in good standing at Bishop McGuinness. A core course (English, Math, Science, History or Religion) must be repeated with a passing grade prior to the beginning of the next school year. A grade of an "I" (Incomplete) indicates requirements have not been met because of extended absence. An (I) incomplete grade must be made up within two weeks of the date the grade was issued.

Arrangements for course make-up will be at the discretion of the Administration.

Examination Policy: All students will take final examinations each semester. If a student misses an exam at the regularly scheduled

time he/she will be permitted to take that exam only on the day and time of the scheduled make-up time.

On Final exam days a student is required to come only for his/her scheduled examinations so as not to disturb those taking examinations. **Standard dress is required on exam days.** Any student who arrives after the examination has begun must take the examination during the conflict-period that day.

Senior Exams: seniors are exempt from 1st semester examinations due to Winterim

HONOR ROLL:

Principal's List: GPA of 3.9 with no grade lower than a "C"

High Honors: GPA of 3.5 with no grade lower than a "C"

Honors GPA of 3.3 with no grade lower than a "C"

Grading: No grade changes will be made after two week following the end of the grading period.

COURSE SELECTION

Scheduling: Course selection is based on the student's prior school record of achievement and standard test scores. **The school administration reserves the right to cancel any course if an insufficient number of students is register for the course**

Specific Regulations for Course Selection: Students must take a minimum of six (6) credits each year. A total of seven credits is the maximum course load a student is permitted to carry. The responsibility for selecting courses to meet graduation requirements rests primarily with the student.

Drop/Add Guidelines

- A one-week limit is imposed for adding/dropping a course.
- A \$30.00 fee is levied for a student requested schedule change
- No fee is levied for a teacher requested schedule change

Advanced Placement: (AP) Admission to advanced placement courses

Is based on:

- Teacher recommendation
- Possible placement assessment
- Standardized test score criteria
- Grades in currently and previously enrolled courses

Student Activities and Programs

The educational program at Bishop McGuinness Catholic High School includes a variety of extra-curricular activities. The school believes that participation in such activities is an important part of the total educational experience. A student whose behavior pattern has been judged to be inappropriate by the administration or activity moderator may be denied permission to participate in any activity. Rules, regulations and school-specified standards of behavior apply equally in school and during school-sponsored activities no matter what the location (e.g. retreats, field trips, foreign travel, athletic events, and dances)

Eligibility for Extracurricular Activities:

Eligibility is determined by quarterly grades during the first three quarters of the school year; and by the second semester grade on the final report card. A student must meet minimum academic standards to participate in extra-curricular activities. Students must maintain a passing grade in all subjects in each of the quarterly grade reports and the second semester report.

If the student falls below the standards, s/he will be ineligible to participate for the following quarter. A student has the opportunity to return to an activity providing that s/he has achieved a passing grade in all subjects at the time of the mid-quarter progress report

ELIGIBILITY	Date of Progress Report	
Fail 1 st Quarter	December 6, 2018	Ineligible for 2 nd quarter
Fail 2 nd Quarter	February 14, 2019	Ineligible for 3 rd quarter
Fail 3 rd Quarter	May 2, 2019	Ineligible for 4 th

Fail 2 nd Semester	Summer class completed & grade in office by 8/1	Ineligible for 1 st Quarter unless the deficiency is made up during the summer
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A student who fails a subject in the second semester will be ineligible for extra-curricular activities the following first quarter unless the student makes up the deficiency in the summer. Participation in summer camps or programs is permitted but team conditioning sessions are prohibited.

Students involved in special activities or sporting events are expected to be in standard dress on days of games or performances. One day during each season will be designated as a team jeans day. This day will be determined by the Dean of Students.

Field Trips Participation in such outings is a privilege afforded to students. The school may deny participation to any student who fails to meet academic or behavior requirements. **No parent statement other than the standard permission form will be accepted by the school as entitling the student to participate.** Parents are free to refuse to allow their student to participate in a field trip. Standard dress unless otherwise approved or if a physical activity requires dressing down.

Alcohol consumption or use of any controlled substance by parents, chaperones, or students on any school-sponsored trip is strictly prohibited. If a trip takes a student away from classes, it is the responsibility of the student to make arrangements with his/her teachers before the excursion regarding assignments, tests or quizzes. All work is to be completed according to the make-up work policy specified in the policy and procedures portion of the handbook. Failure to comply with this policy will result in a zero for the assignment, test or quiz.

Class Retreat: All students are required to participate in their class retreat. **Clubs:** Organized each year under faculty supervision these are based on student interest. Time is allotted in the monthly schedule for such clubs to function during the school day.

Dances The school sponsors several informal dances throughout the school year and sponsors the formal junior/senior prom in the spring. An admission fee is charged to defray costs. Students are supervised by faculty and administration. Both the building where the dance is held and the parking lots are patrolled for safety and security during the evening. Once a student is admitted to a school dance, s/he is not allowed to leave the immediate area where the dance is being held. Once a student leaves a dance s/he may not return to the dance at a later time.

Drama: A drama production is performed each fall and spring. Auditions are open to all students. Students are also encouraged to work on the stage crew and in various technical aspects of both productions.

National Honor Society: Membership is the result of a selection process with criteria applied to students who have attained the minimum grade point average for consideration of **3.9 or higher** cumulative GPA . In addition to eligibility based on scholastic achievement, students are rated by faculty as being among the most outstanding students based on criteria of service, leadership and character. Consistently outstanding ratings are required in each of the four (4) criteria areas for a student to receive an offer of membership. The **Carpe Diem** chapter of N.H.S. (in addition to its recognition function) provides opportunities for service to the school community

Athletics

Bishop McGuinness Catholic High School has a comprehensive athletic program. There are a variety of sports offered each season, fall, winter, and spring.

Athletic activities are open to all students regardless of grade level. Only freshmen, sophomores and juniors may participate in JV sports.

A medical examination is required for all students who participate in any sport. Information regarding the physical examination is distributed before each season.

Conduct by both our parents and our students should reflect our values of good sportsmanship and courtesy at all times. Rude gestures, inappropriate language or comments by anyone, in the bleachers or on the side line of an outdoor field, will not be tolerated, and offending person(s) will be asked to leave the event by school authorities/security personnel.

An admission fee may be collected at home games and conference and state play-off games.

Financial Information

Tuition: The tuition scale differs for Catholics and students of other faith traditions because each Catholic parish subsidizes the tuition of its students. There are several payment plans for tuition available at the time of registration.

A registration fee is required to reserve a place for the student in the next school year. No schedule will be prepared for any student who fails to meet the stated deadline.

Report cards, records and diplomas may be withheld until all financial obligations including payment for lost or damaged school property are met.

Books and fees: Books may be purchased for the upcoming school year by contacting www.eTechCampus.com.

Financial Aid/Tuition Assistance is available to families in need. Parents should request application forms in the Business Office.

Refunds: There are no refunds on fees if a student withdraws for any reason. The following chart indicates the scale of tuition refund which may be applicable:

WITHDRAWAL DATE	%OF THE ENTIRE YEAR'S TUITION DUE AT THE TIME OF WITHDRAWAL
6/1 to the 1st day of school	10%
2nd day of school to 9/30	20%
October 1 to October 31	30%

November 1 to November 30	40%
December 1 to December 31	50%
January 1 to January 31	60%
February 1 to February 29	70%
March 1 to March 31	80%
April 1 to April 30	90%
May 1 to the end of the school year	100%

Parent-Teacher Organization The P.T.O. meets several times each year at school and acts as a link between the parent community and the school. It is involved with planning activities including school dances and the annual parent fund raiser. All parents are encouraged to attend.

Memorial and Scholarship Fund, Wills and the B.M.H.S. Endowment Fund

Families wishing to set up a memorial fund or scholarship in memory or honor of a relative or friend should contact the Advancement Office. Those wishing to remember B.M.C.H.S. in their wills should consult with their attorney and the school. The Bishop McGuinness endowment fund provides a giving opportunity to those who would like to invest in the long-term financial strength and viability of the school.

Required Use Policy

Student Required Use and Internet Safety Policy (RUP)
(Must be signed each academic year.)

Purpose

Bishop McGuinness Catholic High School (BMHS) provides every student with a MacBook Air, a Microsoft Outlook based school email account, a “Student Performance System” user account, in-school access to the Internet, access to network resources such as, projectors, distribution lists and subscriptions, and appropriate software based upon course enrollment. Bishop McGuinness also provides Apple Care for each MacBook Air. This policy provides guidelines and information about the limitations BMHS imposes upon use of these resources. Students are expected to exercise good judgment and to utilize technology with

integrity. Realizing that every situation cannot be anticipated, the administration of BMHS, and the Diocese of Charlotte reserve the right to determine consequences for actions and behavior not included in this Required Use Policy.

Internet

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting and standards. It is important for parents of users under 18 years of age to understand that Bishop McGuinness cannot completely control the content of the information available on the Internet. Some of the information on the Internet is controversial and sometimes, offensive. However, the valuable information and interaction accessible on this worldwide network far outweigh the possibility that users may find inappropriate material.

Terms of the RUP

Our BMHS Student will adhere to these guidelines each time the BMHS-issued MacBook Air is used off campus and/or school:

- Will keep passwords private and will not attempt to discover passwords of other users.
- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any internet location. Files stored and information accessed, downloaded or transferred on school-owned technology are not private.
- Will use appropriate language in all communications, avoiding profanity, obscenity and offensive or inflammatory language.
- Will report to responsible school personnel (administrator, counselor, or teacher) any incident of cyberbullying.
- Will observe rules of netiquette while conducting oneself in a responsible, ethical and polite manner.
- Will not publicly list private information and will exercise caution when sharing personal information.
- Will follow copyright laws and will only download or import music, files, software, or widgets, with legal permission.
- Will back up data/files regularly.

- Will not interfere with computer hardware or software, including settings that permit school personnel to monitor your computer while you are on campus.
- Will not attempt to override, bypass, or otherwise change the internet content filtering software, Cisco. This includes, but is not limited to, use of proxy servers, hotspots, or use of Spectrum WiFi or similar connections. During school hours, only BMHS wifi connection is permitted. All other connections will be considered an attempt to bypass our content filtering system and is subject to disciplinary action.
- Will acknowledge that syncing personal smart devices (iPhone, Android, tablet, etc.) to school-owned MacBook Air will result in no expectation of privacy related to the files which have been synced.

E-mail specific policies

- Every student will be issued a school email account under the @bmhs.us domain.
- Students are asked to check the @bmhs.us account at least three times per week. School-related messages sent from administration will utilize the @bmhs.us account. Students are expected to read those informational emails.
- @bmhs.us accounts are for school related activities, including Student Performance System, Naviance, One Drive access, subscriptions to class software (such as Turn It In), access to electronic text books, communication between fellow students, etc.
- Do not provide school email address to any retail or social media website, company, or third party without permission from faculty member.
- Only school related attachments should be sent on the @bmhs.us account.
- Chain letters of any kind are prohibited. A chain letter is one that asks you to pass along information to another via forwarding the email.
- Spam is prohibited. Spam is defined as a bulk message sent to people who otherwise would not choose to receive it.
- Use of published email addresses belonging to student body, faculty, staff, and families to distribute chain letters or spam is prohibited.
- Students are prohibited from accessing anyone else's email account.
- No inappropriate email is allowed including obscene, derogatory, or harassing messages.

- If a student becomes aware of any inappropriate computer use of another user, he or she should inform the administration immediately.

Audio and Video

- During class, use of headphones is permitted at the discretion of the supervising teacher.
- Use of the BMHS-issued MacBook Air to watch movies, subscription television such as HBOGo, Netflix, Amazon Video and DVD videos is prohibited in the classroom, unless specifically permitted by a teacher.
- Any audio or video recording may be done only with permission of all parties being recorded.
- Any recorded audio or video may not be posted in a public location, such as YouTube or Vimeo, without written permission of all parties.
- Video messaging through FaceTime, Skype, Google+ Hangouts, etc. is prohibited during the school day unless directed to do so by the supervising teacher.

Games and Gaming

- The school reserves the right to remove any game from a school computer if it is seen as inappropriate or impeding the educational purpose of the computer.
- No game including violence, adult content, or inappropriate language, is permitted on the BMHS-issued MacBook Air.

Music

- The school reserves the right to remove any music from a school computer if it is seen as inappropriate or impeding the educational purpose of the computer.

MacBook Air

- Student must use the MacBook Air case provided by the school for their computers. Use of the case is required and is not an option.
- Student will exercise reasonable care of device and charger including but not limited to: avoiding food and drink while using the device, being cautious of headphones or pens/pencils before closing the computer lid, avoiding tossing a bag carrying the computer, etc.

- Device must be carried and transported correctly. Computer lid should be closed when the computer is in motion – without paper or other objects between the screen and keyboard.
- No stickers should be applied directly to the MacBook Air. (Stickers may be applied to the case of the MacBook Air.)
- Computer should be shut down and restarted at least once a week following the proper sequence: Apple Logo at Restart. The computer power button should never be held down to shut down computer. Doing so will eventually result in hard drive failure and loss of your data.
- Device will accompany student to school each school day, failure to do so may result in the student not receiving credit on assignments, participation grade, quizzes, tests, or projects.
- Graduating seniors will not be permitted to participate in commencement activities or receive their diploma without remittance of their MacBook Air. Students who withdraw for any reason (expulsion, transfer, relocation, etc.) will have 7 days to remit their MacBook Air and appropriate charger. Failure to do so will result in a hold on transcripts and a fine of up to \$1,200.

Loaner Computers

- In the event that a student’s school-issued device is malfunctioning or in need of repair, the student should notify the school’s IT Coordinator immediately.
- Loaner computers will be issued to students in the event that their school-issued device is malfunctioning or out for repair. Under no other circumstance will a loaner computer be issued to a student.
- All school policies for the MacBook Air apply to loaner devices.
- Students should not store any personal information on a loaner device and make sure to return the device in the same condition in which it was issued.

Network Access

- Students must not attempt to access any server or network other than what is public. This includes the school guest network.

- Students may not utilize proxy servers, VPN tunnel, bit torrents, etc. to avoid network security settings.

File Sharing

- File sharing involves sharing of files between computers, as in P2P games or airdrop.
- No file sharing software is to be downloaded to the BMHS-issued MacBook Air. Even when not actively sharing files, the download of the software creates a file sharing connection. Examples of file sharing software are: Shareaza, BitTorrent, Kazaa, Bearshare, and Limewire. If file-sharing software is found on your computer, a \$25 reimaging fee will be assessed.

Deleting Files

- Do not delete any files or folders you do not recognize or did not create. Deletion of system files may render your computer useless. In the event this occurs, a \$25 reimaging fee will be assessed. It is always better to ask for help prior to deleting files.

Photos, Screensavers, and Wallpapers

- Inappropriate or copyrighted material may not be kept on the BMHS-issued MacBook Air in a picture format. Inappropriate or copyrighted material may not be used as a screensaver or wallpaper.
- If photos of weapons, pornographic material, inappropriate language, drugs, alcohol, gang related symbols, etc. are found on the BMHS-issued MacBook Air, even through cached internet files, disciplinary action will be taken. A \$25 reimaging fee will be assessed to rid the computer of any inappropriate content.

Acceptable Use of the Internet

The Internet is to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives and the student behavior guidelines of Bishop McGuinness Catholic High School. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following: violating copyright laws, reposting (forwarding) another person’s communications without the author’s prior consent, using

threatening or obscene material, distributing material protected by trade secret, utilizing the Internet for commercial purposes, seeking unauthorized access to any resource (hacking into other computers or files on the Internet or network), downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the school's designated computer specialist, and/or providing political or campaign information.

Privileges

Inappropriate use of the Internet may result in suspension or expulsion from Bishop McGuinness Catholic High School.

Security

Attempts to login to the system as any other user or to share any password will result in disciplinary action. If you identify a security problem, you must notify the system administrator immediately.

Vandalism

Vandalism will result in cancellation of user privileges and may result in a suspension or expulsion from Bishop McGuinness Catholic High School. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

Accidental Damage

In the event of accidental or deliberate damage to the BMHS-issued MacBook Air, the school reserves the right to charge the student up to \$900 to repair or replace the MacBook. This does not include manufacturer's defect. The student and parent(s) agree that repair of the MacBook Air will only be done by Apple – not a third party. Students and parent(s) also agree that a lost charger fee of up to \$80 will apply. Upon remittance of their MacBook and charger, if it is found that a charger that is non-Apple is used, this fee will also apply. Apple Chargers should be used at *all time* to ensure proper battery life.

Discipline

Failure to adhere to the conditions of these policies may result in detention, suspension, expulsion, or monetary penalty. Decisions by administration are final.