



# **Bishop Canevin High School**



## **Student-Parent Handbook 2022 - 2023**

2700 Morange Road  
Pittsburgh, PA 15205

[www.bishopcanevin.org](http://www.bishopcanevin.org)  
412-922-7400

# BELL SCHEDULES

|             | REGULAR       |  | EARLY DISMISSAL |  | DELAY         |
|-------------|---------------|--|-----------------|--|---------------|
| Report Bell | 7:50          |  | 7:50            |  | 9:50          |
| Homeroom    | 8:00 - 8:14   |  | 8:00 - 8:09     |  | 10:00 - 10:11 |
| 1           | 8:18 - 8:55   |  | 8:13 - 8:38     |  | 10:15 - 10:39 |
| 2           | 8:59 - 9:36   |  | 8:42 - 9:07     |  | 10:43 - 11:07 |
| 3           | 9:40 - 10:17  |  | 9:11 - 9:36     |  | 11:11 - 11:35 |
| 4           | 10:21 - 10:58 |  | 9:40 - 10:05    |  | 11:39 - 12:03 |
| 5           | 11:02 - 11:39 |  | 10:09 - 10:34   |  | 12:07 - 12:31 |
| 6           | 11:43 - 12:20 |  | 10:38 - 11:03   |  | 12:35 - 12:59 |
| 7           | 12:24 - 1:01  |  | 11:07 - 11:32   |  | 1:03 - 1:27   |
| 8           | 1:05 - 1:44   |  | 11:36 - 12:01   |  | 1:31 - 1:57   |
| 9           | 1:48 - 2:25   |  | 12:05 - 12:30   |  | 2:01 - 2:25   |

|             | COLLABORATION |  |             | MASS          |
|-------------|---------------|--|-------------|---------------|
| Report Bell | 7:50          |  | Report Bell | 7:50          |
| Homeroom    | 8:00 - 8:05   |  | Homeroom    | 8:00 - 8:10   |
| 1           | 8:09 - 8:42   |  | 1           | 8:14 - 8:44   |
| 2           | 8:46 - 9:19   |  | 2           | 8:48 - 9:18   |
| Collaborate | 9:23 - 10:06  |  | 3           | 9:22 - 9:52   |
| 3           | 10:10 - 10:43 |  | 4           | 9:56 - 10:26  |
| 4           | 10:47-11:20   |  | 5           | 10:30 - 11:00 |
| 5           | 11:24-11:57   |  | 6           | 11:04 - 11:34 |
| 6           | 12:01-12:34   |  | 7           | 11:38 - 12:08 |
| 7           | 12:38 - 1:11  |  | Mass        | 12:12 - 1:17  |
| 8           | 1:15 - 1:48   |  | 8           | 1:21 - 1:51   |
| 9           | 1:52 - 2:25   |  | 9           | 1:55 - 2:25   |

# Bishop Canevin High School

## MEMBERS OF THE CORPORATION

**Most Rev. David A. Zubik, DD**

*Bishop of Pittsburgh*

**Very Rev. Lawrence A. DiNardo, VE, JCL**

*Vicar for Canonical Services*

**Mrs. Michelle Peduto, ED**

*Head of Schools*

## BOARD OF DIRECTORS

Mr. Bernie Andrews

Mr. Daniel Deasy '84

Ms. Joan Fiore

Ms. Gina Florez

Mr. Richard Gaitens

Mr. David Golupski

Mr. Robert Gustine, Esq. '70

Mr. Thomas Hipkiss

Mr. David Jakielo '01

Ms. Susan Kelly '73, Chair

Mr. Joseph Macerelli

Mr. Frank Polito '70

Mr. Michael Rizzi '99

Mrs. Lisa Varley

## EX-OFFICIO MEMBERS

Mr. Michael V. Joyce, *Principal*



### **COVID-19:**

The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and spread mainly person to person through respiratory droplets. COVID-19 can cause long-term medical problems and death, regardless of age. Therefore, the School has implemented a Health and Safety Plan in compliance with the most recent guidance from Centers for Disease Control and Prevention, PA Departments of Education and Health, Allegheny County Department of Health, American Academy of Pediatrics, and Children's Hospital of PA Policy Lab in an effort to reduce the risk associated with COVID-19. As a condition of enrollment and participation in in-person instruction and School extracurricular activities, all members of the School community understand and agree that they shall act in full compliance with the terms of the Health and Safety Plan. School community members likewise understand and agree that the School cannot completely mitigate the transfer of a communicable disease when involved in in-person instruction or extracurricular activities and acknowledge and accept any risk associated with the same.

### **Disruption of School Operations:**

Parents/Guardians acknowledge and agree that events beyond the School's control, including but not limited to fire, power outage, act of God, war, governmental action, acts of terrorism, pandemic, and epidemic, may disrupt School operations, and that such disruption does not relieve Parents/Guardians of their financial obligations to the School or entitle Parents/Guardians to a refund. In response to such events, the School may, but is not required to, modify, relocate, reschedule and/or cease its operations in full or in part, and/or continue certain operations through alternative means (for example, the School may choose to extend or shorten the School Year; extend, shorten or reschedule breaks; and/or institute distance learning).

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## PRINCIPAL'S WELCOME

On behalf of the entire administration, faculty and staff, welcome to Bishop Canevin High School. I am so excited to be a part of this school community, and blessed to be leading such an outstanding group of students and faculty! It is our hope that the 2019-2020 school year will truly be successful and rewarding for all of our students!

Our school motto from Psalm 127 states: "Unless the Lord build the house, they who build it labor in vain." As a Catholic school community, we continue to build a "house" that is founded on faith in Jesus Christ, academic excellence, self-discipline, service to others, and life-long learning. By choosing Bishop Canevin High School, we believe that you have made an excellent decision to enter into a full learning experience intellectually, spiritually, socially, and physically.

As we celebrate our 61<sup>st</sup> year of educating young men and women, we as a faculty once again commit ourselves to providing the best Catholic education in Western Pennsylvania. To give "greater honor and glory to God" in all things is our goal. We invite you, the students, to take advantage of the many opportunities provided through our academic, spiritual, social and extracurricular programs. By doing so and with the guidance of your parents and teachers, you will truly make our "house" your "home". Thank you for continuing to trust Bishop Canevin with providing you an educational experience anchored in faith, enlightened by learning, and committed to the promotion of charity and justice!

May God continue to bless you during this school year!

Mr. Michael V. Joyce  
Principal

***This Parent-Student Handbook contains important information about our school history and traditions, policies and procedures, services and activities. Please read the entire document carefully. It is required that the Code of Conduct be understood, accepted and followed by all members of our school community. Parent and student signatures are required of you to indicate that you have read this Handbook and are willing to abide by all policies and procedures.***

## THE SCHOOL SEAL OF BISHOP CANEVIN HIGH SCHOOL

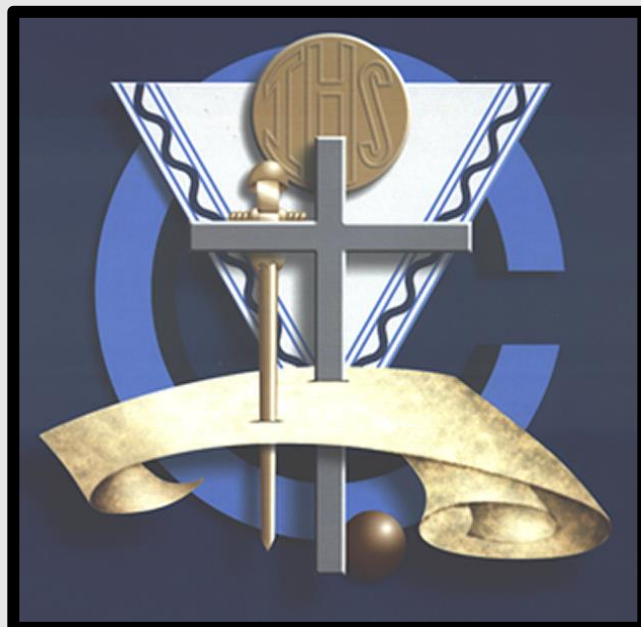
The Bishop Canevin High School Seal consists of a sword, a scroll, a seed, a cross, the Holy Eucharist and a triangle all superimposed upon the letter “C” and encircled by the name of the school and the year of its founding.

The sword and scroll derive their symbolism from St. Paul, Bishop Canevin High School’s patron. As the sword represents the manner in which St. Paul met his martyrdom, it reminds Bishop Canevin students of the necessity of sacrifice in order to live and die for the Christian ideal. The scroll is symbolic of the writings of St. Paul which served as a support of the early Christians, providing them with a summary of the doctrine of salvation. This holds before Bishop Canevin students the necessity of wisdom and knowledge as requirements for the development of mature, informed followers of Jesus Christ.

The Holy Trinity, the cross and the Holy Eucharist are represented in the center of the coat of arms. The cross reminds us of our commitment to Jesus Christ, and the Triangle, our dependence on the Triune God. The Holy Eucharist reminds us of our need for daily supernatural sustenance to help us in our struggle for eternity.

Hemming the triangle, the zig-zag border leading into a single channel represents the community which Bishop Canevin High School serves – the City of Pittsburgh and its suburbs, symbolized by the three rivers and the golden triangle. The location of Bishop Canevin High School, in the southwest section of the city, in the area known as Chartiers Valley or Parkway West, is indicated by the seed to the right of the base of the cross. The seed, taken from Archbishop Canevin’s coat of arms, was originally a part of William Penn’s coat of arms, and is symbolic of the contribution Bishop Canevin High School wishes to make toward the spiritual, intellectual and material growth of the area, and of our historical connection with the ideals of the founder of Pennsylvania. At the base of the symbols, which rests upon the blue and white letter “C” is the year 1959, the year of the founding of Bishop Canevin High School.

Thus the seal, though composed of these many elements, emerges as a single, unified composite, representing the unity of goals, members, parishes and communities which form the Bishop Canevin High School mosaic.





## HISTORY OF BISHOP CANEVIN HIGH SCHOOL

Bishop Canevin High School is named for Archbishop John Francis Regis Canevin, born June 5, 1853, who became the fifth Bishop of Pittsburgh, the first native son to hold this office. He governed the diocese from 1904 until 1921, spending his days as Chief Shepherd of the Pittsburgh Diocese, truly reflecting his motto that "Unless the Lord build the house, they labor in vain who build it." (Ps. 127)

In 1958, His Excellency, the Most Reverend John F. Dearden, Bishop of Pittsburgh, announced that a high school to serve the Chartiers Valley was to be erected on the diocesan property adjacent to St. Paul Orphanage, now St. Paul Seminary. Ground was broken on this site on August 17, 1958. The completed building was dedicated on November 22, 1959 as Canevin High School by the Most Reverend John J. Wright. The first headmaster, Reverend Leo G. Henry, opened the school to a freshman class of 217 boys and 218 girls in September 1959. Under Father Henry, a faculty was assembled from five communities of sisters, supplemented by two laymen.

With the addition of successive classes each year, three more communities of sisters were added to the faculty. Bishop Wright also sought a community of priests and brothers to administer the school and staff the boys' division. In 1961, a contract was signed between the Diocese of Pittsburgh and the Province of the Immaculate Conception of the Order of Friars Minor Conventual, entrusting the administration of the entire school to them. A pioneer contingent of eight Conventual Franciscan priests joined the faculty under Father Henry for the 1961-1962 school year.

Under Reverend Gervase M. Beyer, O.F.M. Conv. the full co-institutional character of Canevin High School was realized at the beginning of the 1962-1963 school year. Canevin housed two separate faculties, one for boys and one for girls. Members of the communities of the Sisters of St. Agnes, Sisters of Charity, Sisters of Divine Providence, Felician Sisters, Sisters of St. Francis (Millvale), Franciscan Sisters of Baltimore, Sisters of the Holy Ghost and Sisters of Mercy all served at Bishop Canevin. A number of laymen and laywomen also served on both faculties.

On Sunday, June 2, 1963, the Most Reverend John J. Wright presided at the first Canevin Commencement at the Syria Mosque in Oakland; 151 boys and 152 girls were in the first graduating class. During the 1970-1971 school year, the newly appointed headmaster, Reverend Canice Connors, O.F.M. Conv. shifted Canevin toward a more integrated co-educational school, improving the variety and quality of curriculum, professional staff and building facilities.

Canevin was led by Reverend Julian Zambanini, O.F.M. Conv., Headmaster from 1972 -1975. In the summer of 1975, Reverend Robert Sochor, O.F.M. Conv. who had been teaching at Canevin for seven years, became Headmaster. The Diocese of Pittsburgh assumed responsibility for the administration of the high school in 1976, and Reverend Donald J. Sotak became Headmaster.

A precedent was set in January 1979 when Mr. John Maurer assumed the leadership of Canevin. Mr. Maurer was the first lay headmaster of a diocesan district high school. The more than twenty-two years that Mr. Maurer served as Headmaster is the longest tenure of any Canevin Headmaster. Under his leadership, Canevin High School celebrated the thirty-fifth anniversary of its founding.

At the end of the 2001-2002 school year, Mr. Maurer retired and Mr. Kenneth Sinagra became Principal of Bishop Canevin High School beginning with the 2002-2003 school year. In November 2002, the new school administration and advisory board petitioned the diocese to formally change the name of the school to Bishop Canevin High School to reflect its Catholic identity and to emphasize its roots as a diocesan school named after the prominent bishop.



## HISTORY OF BISHOP CANEVIN HIGH SCHOOL cont'd

On March 29, 2007 under the auspices of Diocesan Administrator, Most Reverend Paul Bradley, Bishop Canevin High School was officially incorporated by the Commonwealth of Pennsylvania with the name being Bishop Canevin High School, Inc. A Board was approved with 13 Directors installed under a new set of By-Laws. Mr. Michael P. McGinley, Class of 1969, was selected as Bishop Canevin's first Chairman of the Board.

In July 2012, the Board of Directors petitioned the diocese to move to a new administrative structure for Bishop Canevin utilizing the president/principal model. The Board further indicated their choice of Mr. Kenneth Sinagra to be the selected president. The diocese approved the recommendation and Mr. Sinagra was selected as the first President of Bishop Canevin. Simultaneously, Mrs. Karen Walker was selected as the new principal, the first female principal in the school's history.

In 2014, the Board of Directors reinstituted the principal/vice principal model for the administration of Bishop Canevin and therefore eliminated the position of president. Having previously served as principal, Mr. Kenneth Sinagra assumed his former position and Mrs. Karen Walker became the assistant principal.

Upon Mr. Sinagra's retirement in June 2018, the Bishop Canevin Board of Directors appointed Mr. Michael Joyce as principal. Mr. Joyce arrived at Bishop Canevin after serving as a teacher and administrator in Catholic Schools for 11 years. For the 2018-2019 school year Mr. Joyce established an administrative team, promoting two existing faculty members into administrative roles, with Mrs. Lori Rossi serving as Academic Assistant Principal and Mr. Joseph Romano serving as Dean of Students and Director of Activities. Under Mr. Joyce's leadership the rich tradition of Bishop Canevin is honored while implementing new technology in classrooms, an Innovation Lab, the Broadcast Studio and a new fitness center. All of this allows for a renewed dedication to fostering 21<sup>st</sup> Century thinkers, doers and leaders from the Bishop Canevin body of students.

For the 2021-2022 school year, enhancements will continue with the creation of an outdoor classroom where students will engage in a variety of collaborative learning in multiple disciplines. With the resignation of Mr. Romano from an administrative role, changes to the leadership of Bishop Canevin High School include Mrs. Rossi assuming the role of Assistant Principal and Mr. Dale Checketts as the Director of Athletics and Activities.

## MISSION STATEMENT

Bishop Canevin High School, a Catholic, college preparatory school  
dedicated to the education of young men and women in the Diocese of Pittsburgh, prepares  
students for a life anchored in Faith,  
a life enlightened by Learning,  
and a life committed to the promotion of Charity and Justice.  
Through a holistic educational approach that is intellectually challenging,  
rooted in the Gospel of Jesus Christ,  
and aligned with the principles of Ignatian spirituality,  
the school challenges students to life-long learning and growth  
in a spirit of "competence, conscience, and compassion"  
as young men and women in service of others.

## PHILOSOPHY

Bishop Canevin High School is a Catholic, individualized, college college-preparatory school committed to serving students of varied abilities and backgrounds.

We participate in the total mission of the Catholic Church by proclaiming the Gospel of Jesus Christ, and by creating a Christian environment of men and women in service to others. We foster the spiritual growth of our students by integrating them into a community where Catholic beliefs, values, and morals are professed, taught, and experienced. We strive to form graduates who will be outstanding moral and ethical leaders in the communities in which they live, work and worship.

We challenge students to strive for academic excellence, as critical thinkers and effective communicators, while recognizing that each student is a valued individual with unique abilities, insights and needs. We instill in students the appreciation of education as a life-long endeavor.

We inspire students to live life responsibly, guided by the precepts of Catholic social teaching and seek to awaken in them an awareness of the injustices in our global society. We challenge them to labor with and for others in building a more just world.

We provide an environment where students learn to make responsible choices which demonstrate an awareness, appreciation and respect for the dignity and sanctity of all life, particularly their own. We view our educational mission as a cooperative venture with parents, alumni, local parishes and the broader community.

## ALMA MATER

Canevin, our Alma Mater,  
Kindly Mother, thee we hail,  
Treasure house of strength and wisdom  
Lead us onward lest we fail.  
Hail to thee, our Alma Mater  
Though we wander far and wide  
May thy memory ever glorious  
Be our light and be our guide.



**SCHOOL COLORS:** White, Navy and Columbia Blue

**SCHOOL MASCOT:** The Crusader

**SCHOOL PATRON:** St. Paul the Apostle

**SCHOOL MOTTO:** "Unless the Lord build the house, they labor in vain who build it" (Ps. 127)

## VALUE STATEMENTS

We, the Bishop Canevin High School Community, value, cherish and promote:

### ***Our Catholic Identity***

We are committed to the Christian education of our young men and women rooted in the Gospel of Jesus Christ and the tradition of the Roman Catholic Church. We seek to provide opportunities for all to be living witnesses of their faith.

### ***Christian Community***

We strive to build a school community founded upon the call of Jesus Christ to be people of love and life. We work to promote individual integrity, social responsibility, and a Christian response to the secular culture of our time.

### ***The Pursuit of Excellence***

We embrace the challenge to distinguish ourselves academically, creatively, and spiritually. We endeavor to inspire our students to reach their fullest potential, using all their God-given gifts and abilities.

### ***Respect***

We acknowledge that all persons, created in the image and likeness of God, are worthy of dignity, respect and reverence. We regard all creation as sacred, deserving our respect, protection and care.

### ***Social Justice***

We foster the need to confront social injustices and strive to build a community that reaches out to those who are less fortunate. We labor beneath the banner “To be a person for others.”

### ***Life-Long Learning***

We seek to maintain a learning environment committed to providing for the needs of our students in a rapidly changing, technologically advanced society. We are committed to providing the skills necessary for responsible decision-making, leadership, critical thinking, healthy competition, and ongoing spiritual formation for success throughout life’s journey.

## NON-DISCRIMINATION POLICY

Bishop Canevin High School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at Bishop Canevin.

There shall be no discrimination on the basis of race, color, sex, national and ethnic origin in the administration of educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs as deoutlined in *Bishop Canevin High’s Reaffirmation of Core Value of Respect and Human Dignity*.

## OUR CATHOLIC HERITAGE

As a Catholic high school rooted in the Ignatian tradition, Bishop Canevin has a unique curriculum, atmosphere, and values system, which differs markedly from its public school counterparts.

Our community is enriched by students from a variety of faith backgrounds and traditions. In alignment with our mission, we seek to build upon and expand their varying understandings of what it means to live the Gospel and grow in relationship with Christ and the Church. Our curriculum not only teaches fundamental knowledge of the Catholic faith but also encourages students to integrate faith into their daily lives in meaningful ways. Service and love- of God, our neighbor, our local communities, and our global community- is taught and modeled both in and out of the classroom.

Students experience the liturgical life of the Catholic Church through participation in school Masses, Reconciliation, Eucharistic Adoration, and other liturgical celebrations. The spiritual lives of our students are also nourished by annual class retreats, opportunities for personal prayer and reflection in the classroom, and talks on faith-related topics and personal spiritual testimonies. Furthermore, a commitment to service in our community invites students to more deeply embody the Church's social teaching on building a just and loving society.

Perhaps most importantly, the religious aspect of the school is not relegated solely to the religion classroom. We strive to create an environment in which all students and teachers model authentic Christian love towards one another. Rooted in our aim to "teach as Jesus did" and guided by the Ignatian principle of "cura personalis," care for the whole person, our faculty strives to attend to the diverse and unique needs, talents, and abilities of each student. We honor the inherent dignity of all students and are committed not just to their academic achievements, but to their mental and physical health, their spiritual growth, and their development as citizens of the world.

Regardless of the subject they teach, our teachers, committed to their faith and joined in a common purpose, bring to each class a value system and perspective predicated upon the Catholic faith. In the classroom, students have the opportunity to explore attitudes and values within a structured setting. They consider the moral ramifications of acts and events on both a personal and institutional level, and they are encouraged to take seriously their personal responsibility to be both witnesses to and voices of their faith and values in the world.

It is our hope and intent that students leaving Bishop Canevin do so with a greater knowledge of their faith, a deeper sense of their own worth, and a true commitment to being "persons for others."

*Jesus Christ is the reason for this school, the unseen but ever-present teacher in its classes, the inspiration of its students, teachers, administrators, and staff.*

## **SPIRITUAL FORMATION**

### **School Liturgies**

The entire school community comes together monthly for Mass and other liturgical services. All students are required to attend. Individual class liturgies may also be planned throughout the school year. Students are expected to participate and behave in an appropriate and reverent manner.

### **Daily Prayer**

At the start of the school day, the entire school community begins with a prayer led by student volunteers. This is a most important time and all students are expected to be respectful and reverent. Individual classes will also begin with prayer led by the teacher or an assigned student.

### **The Examen**

Students participate in a weekly Examen, a technique of prayerful reflection on the events of the week. This encourages students to detect God's presence and discern His direction for their lives. The Examen is an ancient practice in the Church that can help students see God's hand at work in their lives.

### **Class Retreat Days**

In keeping with the mission of Bishop Canevin High School, a retreat day is scheduled for each class during the school year. These days are required school days for students to which the normal policies of attendance and tardiness apply.

Absence from these days will require completion of a project or activity as an alternative, which will be approved by the Religion and Campus Ministry Departments.

### **Sacrament of Reconciliation**

During the seasons of Advent and Lent, students will have the opportunity for the sacrament of reconciliation. Individual reconciliation may be scheduled with the school chaplain.

### **Campus Ministry**

Through Bishop Canevin's Campus Ministry Program, students have many opportunities to reach out to the larger community in the spirit of Christian service. The Ministry Team helps facilitate school liturgies through the ministries of music, lectors, Eucharistic Ministers, altar servers, and technology.

## **GRAD AT GRAD**

### **Open to Growth**

The Bishop Canevin HS student, at the time of graduation, has matured as a person — emotionally, intellectually, physically, socially, religiously — to a level that reflects some intentional responsibility for one's own growth. The graduate is beginning to reach out in his or her development, seeking opportunities to stretch one's mind, imagination, feelings, and religious consciousness.

### **Intellectually Competent**

By graduation, the BCHS student will exhibit a mastery of those academic requirements for advanced forms of education. While these requirements are broken down into departmental subject matter areas, the student will have developed many intellectual skills and understandings that cut across and go beyond academic requirements for college entrance. The student is also developing habits of intellectual inquiry, as well as a disposition towards life-long learning. The student is beginning to see the need for intellectual integrity in his or her personal quest for religious truth and in his or her response to issues of social justice. (Note: Although this section deals with intellectual competence, elements from other parts of this Profile clearly presume levels of intellectual understanding consistent with those highlighted in this section.)

### **Religious**

By graduation, the BCHS student will have a basic knowledge of the major doctrines and practices of the Catholic Church. Having been introduced to Ignatian spirituality, the graduate will also have examined his or her own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and/or community. What is said here, respectful of the conscience and religious background of the individual, also applies to the non-Catholic graduate of a Bishop Canevin High School. The level of theological understanding of the BCHS graduate will naturally be limited by the student's level of religious and human development.

### **Loving**

At graduation, the BCHS student is continuing to form his or her own identity. He or she is moving beyond self-interest or self-centeredness in close relationships. The graduate is beginning to be able to risk some deeper levels of relationship in which one can disclose self, accept the mystery of another person, and cherish that person. Nonetheless, the graduate's attempt at loving, while clearly beyond childhood, may not yet reflect the confidence and freedom of an adult.

### **Committed to Doing Justice**

The BCHS student, at graduation, has acquired considerable knowledge of the many needs of local, national, and global communities and is preparing for the day when he or she will take a place in these communities as a competent, concerned and responsible member. The graduate has been inspired to develop the awareness and skills necessary to live in a global society as a person for and with others. Although this commitment to doing justice will come to fruition in mature adulthood, some predispositions will have begun to manifest themselves earlier

# SERVICE REQUIREMENTS

## Why We Serve

Development of our students into “persons for others” is an integral part of the mission of Bishop Canevin High School. The service hour program seeks to help students live out Jesus’ call to love our neighbor and take seriously the Church’s social teaching as they identify, understand, and address various needs of their communities.

## Details about the Service Hour Program

Every BC student has an obligation to complete **25 service hours by May 1st of each school year**. A minimum of **10 of these hours must include Magis Moments**, defined as *hands-on service to individuals most in need*. These Magis Moments are invaluable experiences meant to help our students experience a greater sense of solidarity with those on the margins. For example, students can volunteer at homeless shelters, soup kitchens, and organizations that serve those who live with disabilities to fulfill their Magis hours. However, volunteering at events like fish fries, parish festivals, and BC Open House *would not qualify* towards these hours (but could absolutely fulfill the remaining 15-hour requirement). While we encourage students to serve their family members (parents, grandparents, etc.), this type of work will *not count towards their 25 hours*, as we want students to encounter and learn from those beyond their immediate circles.

All service hours are to be completed outside of a normal instructional day – after school, on weekends, during school holidays, or during summer vacation. Students are encouraged to complete their service hours by volunteering with their athletic team, an extra-curricular activity group, their Houses, their families, or their friends. Service hours for the following school year may be started *after May 1<sup>st</sup>* for students who have already fulfilled the current year’s service.

Service opportunities are posted on the school’s website, and churches, community centers, local non-profits, and VolunteerMatch.org are excellent resources. There are also ample opportunities for virtual service opportunities, such as online tutoring, that can be found through simple internet searches. Please remember it is the **student’s responsibility** to seek out service opportunities and pursue them.

## Christian Service Involves Charity and Justice

As we work towards bringing about a more just and loving world, the Church is clear that both charitable works (i.e. providing food, clothing, shelter) and the work of justice (i.e. addressing root causes of problems, advocating for more just policies and social structures) complement one another. As a result, opportunities in which students learn about various social inequities and how to engage in advocacy, provided this work aligns with Catholic Social Teaching, may also qualify towards fulfillment of service hours. Examples could include participating in the Arrupe Summit through the Ignatian Solidarity Network (see Mrs. Smith for more info on this) or contacting elected officials via letter-writing projects at a local parish. *Please approve this type of experience through the campus ministry office prior to completing it in order to ensure it fits within our BC mission.*

## Submitting Service Hours- New Protocol!

Upon completing their hours, students should take with them to their service site(s) a paper copy of the “Community Service Supervisor Verification Form” (in this packet, in the main office, and available on the school website). They will then upload a picture of this completed form into an online Google Form, titled “Service Hour Form,” which will ask for additional information about their work. Both forms are available on the school’s website home page and under “campus ministry.” **Thus, no paper forms will be turned into the school, which is a change from years prior.**

*Please email Mrs. Charlotte Smith ([smithc@bishopcanevin.org](mailto:smithc@bishopcanevin.org)) with any questions or concerns!*

***“You tell us that to love God and neighbor is not something abstract, but profoundly concrete: it means seeing in every person the face of the Lord to be served, to serve him concretely. And you are, dear brothers and sisters, the face of Jesus.” – Pope Francis***



# SCHOOL PERSONNEL

## ADMINISTRATION

Principal ..... *Mr. Michael Joyce*  
..... Ext. 212  
Assistant Principal ..... *Mrs. Lori Rossi*  
..... Ext. 226

## ADMINISTRATIVE STAFF

Director of Activities & Athletics .....  
*Mr. Dale Checketts* ..... Ext. 237  
  
Chaplain ..... *Rev. Aleksandr Schrenk*  
  
Director of Guidance ..... *Ms. Lydia Albin*  
..... Ext. 238  
  
Technology ..... *Central Integrations*  
..... Ext. 223  
  
Executive Director of Development &  
Business Operations .....  
*Mr. Wayne Madden* ..... Ext. 216  
  
Director of Admissions ..... *Mrs. Jarie Konkle*  
..... Ext. 220

## ACADEMIC FACULTY

### Art Department

Mrs. Karen Kennedy ..... Ext. 270

### Business Department

Mr. Tim Wanamaker ..... Ext. 242

## ACADEMIC FACULTY continued.

### English Department

Dr. Robert Hein ..... Ext. 282  
Mrs. Marguerite Miller ..... Ext. 264  
Mrs. Charlotte Smith ..... Ext. 266

### Mathematics Department

Mrs. Lauren Beck ..... Ext. 272  
Mr. Joseph Fearer ..... Ext. 278  
Mr. Jon Schultz ..... Ext. 284

### Physical Education / Health Department

Mr. Jordan Wiegand ..... Ext. 255

### Religion Department

Mr. Louis Bosco ..... Ext. 277  
Mr. George Schlicht ..... Ext. 279  
Mr. Robert Hartmann ..... Ext. 277

### Science Department

Mrs. Savannah Denlinger ..... Ext. 275  
Ms. Linda McLemore ..... Ext. 276  
Mrs. Denise Streeter ..... Ext. 274

### Social Studies Department

Mr. David Casavale ..... Ext. 268  
Mr. Dale Checketts ..... Ext. 267  
Mr. Joseph Romano ..... Ext. 265

### Technology & Engineering Department

Mrs. Linda McLemore ..... Ext. 276  
Mrs. Lauren Beck ..... Ext. 272

### World Languages Department

Ms. Claire Barber ..... Ext. 273

### Guidance and Counseling Services

Mrs. Stephanie Miller ..... Ext. 238

## ST. ANTHONY PROGRAM

Ms. Christine Westrick, Resource Rm Teacher  
..... 412-328-4968  
Mrs. Phyllis Timbario, Paraprofessional .....  
Ms. Michelle Wolfe, Program Supervisor .....  
Mrs. Gretchen Fischer, Paraprofessional .....  
Ms. Karen Babeji, Paraprofessional .....

## SCHOOL PERSONNEL

### SECRETARIAL STAFF

Administrative Assistant .....  
*Mrs. Alichia Gronsky* ..... Ext. 210

Administrative Assistant .....  
*Mrs. Jeri Nagy* ..... Ext. 212

Business Office .....  
*Mrs. Judith Palastro* ..... Ext. 217

### SCHOOL SERVICES

Advancement Database Coordinator .....  
*Mrs. Bobbi Petrenel*..... Ext. 222

Athletic Director .....  
*Mr. Dale Checketts* ..... Ext. 237

Athletic Trainer .....  
*Miss Lea Richir*

Business Manager .....  
*Ms. Chuck Rakaczky* ..... Ext. 216

Cafeteria Director ..... Ext. 221

I.U. Reading & Math Specialists .....  
*Mrs. Amy Smith, Reading*..... Ext. 257

Library Services .....  
*Mrs. Charlotte Smith* ..... Ext. 226

Maintenance Department .....  
*Mr. Dave Ellis, Director* ..... Ext. 230  
*Mr. Timothy Baker* ..... Ext. 230

Nurse Practitioner .....  
*Ms. Terri Rapp* ..... Ext. 218

Social Media Coordinator.....  
*Mr. Peter Barakat*.....Ext. 219

***Email addresses can be found by logging on to the school website at  
[www.bishopcanevin.org](http://www.bishopcanevin.org).***

# HOMEROOMS

## Seniors

|      |                       |
|------|-----------------------|
| G101 | Ms. Claire Barber     |
| B208 | Mrs. Karen Kennedy    |
| G204 | Mr. Timothy Wanamaker |
| B113 | Mr. David Casavale    |

## Juniors

|      |                        |
|------|------------------------|
| B101 | Mr. Dale Checketts     |
| G107 | Mrs. Marguerite Miller |
| G201 | Mrs. Caren Glowa       |

## Sophomores

|      |                     |
|------|---------------------|
| G105 | Dr. Robert Hein     |
| B108 | Mr. Joseph Romano   |
| G214 | Mrs. Linda McLemore |

## Freshmen

|      |                         |
|------|-------------------------|
| G210 | Mrs. Savannah Denlinger |
| B107 | Mr. Jon Schultz         |
| G109 | Mr. Joseph Fearer       |

## GENERAL POLICIES

The following policies outline many of the student rights and responsibilities. *These policies obviously do not and cannot cover every conceivable situation. Final authority rests with the school administration in all policy matters.*

### ADDRESSING TEACHERS

Teachers and all other adult members of the school staff are to be addressed by their proper title at all times (Ms., Mr., Mrs.)

### ASSEMBLIES

Conduct at assemblies and other school-sponsored gatherings should always be appropriate to the nature of the activity. Respect for speakers, performers and visitors is expected.

### BOOK BAGS

Students are allowed to carry 1 book bag or bag around with them during classes. However, any bag brought by a student into a classroom is still subject to search with probable cause.

### CAFETERIA

All students are required to report on time to the cafeteria for their assigned lunch period and remain until dismissed. A lunch proctor's permission must be obtained to go to the upstairs areas. At a time designated by cafeteria proctors and with outside faculty supervision, students may go outside to the basketball court area during lunch periods. Appropriate voice levels are expected while on the court in respect for nearby classrooms.

The cafeteria is to be kept clean and neat at all times with each individual assuming responsibility for the table/area he/she is using. Food and drink may be taken outside of the cafeteria and students may eat in the court area under supervision of a faculty member.

### CHANGE OF ADDRESS / EMAIL

Any changes of address, phone number, email address or emergency phone numbers should be reported immediately to the Main Office. It is important that, when moving, proper transportation personnel be notified several weeks in advance.

### CLASSROOM PHONES

Phones located in the classrooms are for the use of faculty and staff members only. At no time are students permitted to use classroom phones.

### DAILY PRAYER and ANNOUNCEMENTS

Students are expected to be respectful and attentive during Morning Prayer (see page 6), the pledge of allegiance, the daily announcements, and the *Examen*. General school information is announced each day and students should pay attention for important announcements daily. The blog portion of our website is also helpful for following additional school news. Students are responsible for noting any changes that will affect their day, transportation, etc.

### EXCHANGE OF MONEY

Nowhere on school property are students permitted to exchange money for the purposes of buying or selling any merchandise from other students. Students are not permitted to solicit money from other students anywhere on school premises.

### FAMILY EDUCATION RIGHTS & PRIVACY ACT

Access to student records by parents and/or students is governed by Diocesan school policy which is in compliance with the State Board of Education Regulations on Pupil Records and consistent with the Family Educational Rights and Privacy Act of 1974 (Buckley Act).

# GENERAL POLICIES

## **FUNERALS**

The homeroom is the official representative of the school at funerals. Therefore, the members of the homeroom of a student who has a death in the immediate family may attend the Funeral Mass or appropriate funeral services, unless the family requests otherwise. Friends (not in homeroom) of a student who has a death in the immediate family may attend the Funeral Mass if they present a note from parents/guardian ON THE DAY PRIOR to the funeral.

Bus transportation will be provided for the homeroom. Transportation of other students is the responsibility of the parents. Students will not be permitted to drive with other students/families unless written parental authorization is received including the name of the driver. Students are expected to return to school immediately after the funeral. Students are expected to be in school uniform when attending funerals.

## **GOOD REPUTATION OF THE SCHOOL**

Students are expected always to be courteous and to demonstrate respect for all persons and property. Students are responsible for the good name of Bishop Canevin High School. Any student who brings discredit to him/herself and/or Bishop Canevin through any unlawful activity outside school is subject to immediate expulsion, since such activities are contrary to the Philosophy and Mission of Catholic education.

Unlawful activity specifically will include, but not be limited to, membership, involvement or association with a group or gang that engages in sexual offenses, violence, harassment or intimidation of others, use or sale of illegal substances, theft, or possession of a weapon.

## **ID CARDS**

All students will be issued an ID card at the beginning of the school year. This card identifies students as members of the Bishop Canevin HS Community and provides free admittance to all BCHS home athletic events. This ID card may be used for ID verification for SAT and ACT testing. It should be carried during the school day and to ALL school activities.

## **ILLNESS AT SCHOOL**

Should a student become ill or need medical attention during the school day certain steps are taken for the health and well-being of the child. The student should inform the scheduled teacher or another teacher if outside the classroom. The student will report to the Main Office. The Nurse or an administrator will determine if the student should leave or return to class. The parent will be contacted by the Nurse or school secretary to arrange for transportation home.

**Students should not, under any circumstances, call, text, or email a parent for release from school or transportation before being authorized to do so by school authorities after reporting to the Main Office.**

## **LIBRARY**

The library is available to students for research, quiet study, and computer use during the student's lunch, study halls and after school. The library is open each school day periods 1 – 9.

## **LOCKERS / LOCKS**

Each student is assigned a locker at the beginning of the school year. This is the only locker to be used. Students should not share lockers and share lockers at their own risk. All lockers should be secured with a school-issued lock at all times. All other locks will be removed. Lockers and locks are the property of Bishop Canevin High School, not the student. The administration reserves the right to inspect lockers at any time, including the use of police canine units.

Care of lockers, locks and of personal property within is the responsibility of the student. The school is not responsible for the loss of personal property stored in lockers. Locks are issued and are expected to be used by each student. Lockers are to be maintained in a clean and orderly manner. A minimum \$5 fee will be assessed to those students that need a replacement lock for any reason, fail to return their school lock at the end of the year, or require additional maintenance for damage or cleaning at any time of the year.

Appropriate spirit and team posters may be displayed throughout the year but must be in good condition throughout the year. Items may be attached to a locker door with scotch tape or "teacher's putty" only. No masking tape or other adhesive may be used. Inappropriate messages and images are strictly forbidden. Photographs may not be used on any locker display.

Any student that tampers with another person's lock or locker will face serious discipline measures.

# GENERAL POLICIES

## LOCKER ROOMS

Locker rooms and lockers are available for student books and gym bags during their physical education classes and after school athletics only. Students are reminded to store their belongings properly and to take all items with them at the end of PE class, afterschool practices/games.

## LOST AND FOUND

Report losses and return found articles as promptly as possible to the Main Office. All lost and found articles not claimed within a reasonable period of time will be disposed of.

## MEDICATION

Students are not permitted to carry prescriptive or over-the-counter medication with them during school except for an epinephrine injection, a rescue inhaler, insulin, and glucose tablets. It is advisable that all medications be given at home and that medical providers are urged to schedule the administering of medication before or after school hours.

When medication must be administered during school hours, the following procedures will be followed:

### **Prescription Medication:**

1. All medication must be taken to the Main Office clearly marked with the student's name on the container provided by the pharmacist.
2. The container must include:
  - a. Student's name
  - b. Date issued
  - c. Dosage of medication
  - d. Schedule of administration
3. The Parent/Guardian must deliver the medication and medication consent form, signed by a health care provider, to the main office.
4. The Parent/Guardian must pick up medication if/when discontinued.
5. If a student administers/uses an epinephrine injection, rescue inhaler, insulin, or glucose tabs, they must notify appropriate personnel immediately.
6. For ALL medications (prescriptive and over-the-counter) taken in school, parents/guardians must have a signed document from a licensed health provider including the information provided on the container with the addition of the medical reason the medication is needed.

### **Over-the-counter medication** (Aspirin, Tylenol, Ibuprofen, Cold medication):

1. No medication will be supplied or dispensed by school personnel other than the school nurse.
2. The school nurse will contact the parent/guardian for permission of administration before dispensing any over-the-counter medication if consent form was not rendered.
3. As needed medications need to be in their original packaging and sealed when dropped off by parents/guardians.

## MESSAGES

The Main Office opens at 7:30 a.m. and closes at 3:30 p.m., Monday through Friday.

Messages for teachers and staff members who are not available to receive incoming calls will be forwarded to the automatic voice-mail system.

If you are calling to report an absence or request for an early dismissal, call the main office number 412-922-7400 and select #1 for attendance.

# GENERAL POLICIES

## **PARKING/PARKING LOTS**

**Student parking is limited at all times to designated parking spaces in the lower lot.** Front oval parking is reserved for faculty and visitors only. Students who wish to park in the lower lot during the school day must first obtain a parking registration form from the Assistant Principal and return it along with the required \$10.00 fee. The registration form must be signed by the parent/guardian requesting permission for the student to park at school. Since parking is limited, spaces will be issued on a first-come, first-served basis during the first week of school and thereafter as available. Registration tags must be clearly displayed on the rear-view mirror of the vehicle.

Students are not permitted to go to their cars or loiter in the parking lot during the school day. ***A 10-mph speed limit is to be observed in the parking lot. Follow posted speed limits on Morange Road.***

Student parking is a privilege, not a right. Therefore, student-parking permits may be revoked for any of the following reasons:

- Vehicles are driven in a reckless or careless manner
- A noise nuisance is created, such as horns, alarms, music, etc.
- Vehicles are parked inappropriately, such as taking up more than one parking space, parking in the fire lane or other restricted areas

Visitors/parents may park in the front oval in the designated, lined spaces only. As a safety precaution, ***the front curb is designated as a fire lane, and parking is not permitted in this area at any time, including during after-school and evening activities.*** Students and adults may not drive onto or park at the front Chapel Courtyard, the Grotto main entrance, on the sidewalk, or around the fence of the Triumph Garden **at any time**. Parents MUST pick up and drop off students in the lower lot only. The front oval must be kept clear at all times for access by school buses and/or emergency vehicles.

All vehicles parked on Bishop Canevin property are subject to search or inspection at any time without prior notice. Searches may be conducted by school or police officials. At times, searches may involve the use of police canine units. Any individual whose vehicle is found to contain any illegal substance will be subject to the school's Drug & Alcohol policy outlined in this Handbook. Any infraction of parking rules may result in suspension of the parking permit, or other sanctions, such as detention or suspension. Individuals making use of the parking facilities at Bishop Canevin High School do so at their own risk.

## **POSTERS / SIGNS**

All posters, banners or signs of any type must be approved by the Administration before being posted. Under no circumstances may they be displayed on a painted surface; only brick or a proper bulletin board may be used. Use only scotch tape or "teacher's putty". Remove all information completely and promptly after an event has concluded. Any sign not approved will be removed.

## **POSTINGS IN CLASSROOMS**

An area for maintaining important school notices will be provided by each teacher. Only information pertinent to the school, activities, athletics, events, etc. may be posted with the teacher's permission.

## **SCHOOL DANCES**

Dances held on Bishop Canevin property are open to currently enrolled Bishop Canevin students only. Students may be asked to present their school ID card for admission to a BCHS dance. Students should arrive by the time designated for dances and must remain in approved areas of the school for the duration of the dance. No students will be permitted to leave the dance early. At any time during the dance, should the student's appearance or behavior be inappropriate, the parent will be called to take the student home and the school discipline policy will be followed.

Date dances are usually held off campus. The administration reserves the right to refuse admission to any guest, including former students from Bishop Canevin. All persons attending Bishop Canevin dances are subject to all rules and regulations determined by the administration, regardless of age. Contracts are required for attendance by a date to our off campus dances such as Homecoming and Prom. Generally, dates must be at least in the 9<sup>th</sup> grade and under 21 years of age, but the particulars for each dance are included in the contract and announced to our student body. High school aged guests must be currently enrolled and attending a high school.



# GENERAL POLICIES

## SCHOOL DAY

The normal school day extends from 8:00 a.m. to 2:25 p.m. Students who arrive before 7:50 a.m. are not permitted in the first and second floor classrooms, lockers, restrooms, or halls. Students must remain in the cafeteria if arriving by car or gym if arriving by bus. Students are permitted to leave for the day at the conclusion of their last scheduled class ***if they have no further obligations for the day, such as required school events, meetings, practices, or other appointments, which begin before 4:00 PM. In such cases, an Indemnity Form, signed by the student's parent, must be on file.*** Students may not loiter in the parking lot or other school areas if they have permission to leave the school building before 2:25 p.m.

***STUDENTS MAY NOT LEAVE CAMPUS AT ANY OTHER TIME. Once a student leaves the campus, he/she is not permitted to return prior to the regular dismissal. This includes returning for practices, games, rehearsals, meetings or any other event. Students may not leave if required to be here before 2:25 p.m. for any reason or if they are serving detention.***

Students who stay in school after their last scheduled class must remain in their assigned study hall and must be in dress code. Students are not to loiter in the halls, lobbies, offices or classrooms, unless meeting with a teacher. The school dress code is in effect from 8:00 a.m. until 2:25 p.m., in all school areas. Students may only remain in the classroom areas if they are involved in a club, activity or are otherwise under the direction of a teacher. Students must report to the Library if they are staying after school for activities and athletics.

## SEARCH

On the basis of reasonable suspicion of violation of civil or criminal law and/or school regulations, the school administration reserves the right to search a student, his/her locker, belongings, or vehicle parked on school grounds. At times, searches of school lockers and/or vehicles parked on school grounds may involve the use of police canine units.

## SNOW CLOSING, DELAYS AND WEATHER RELATED EARLY DISMISSAL

At times of heavy snow, when there is a possibility of school being closed, DO NOT CALL THE SCHOOL. It is recommended that families enroll in the school's Electronic Notification System. When school is delayed or cancelled, or in the event of another emergency, families enrolled in the Electronic Notification System will receive a text message, email, or phone call alerting them to the situation. Enrollment must be renewed each school year by completing and submitting the Electronic Notification System enrollment form. This form can be found in the Important Forms section listed in the Table of Contents of this handbook. School delays and closings will also be posted on KDKA-TV, WPXI-TV, and WTAE-TV as well as on the school website ([www.bishopcanevin.org](http://www.bishopcanevin.org)).

***For transportation needs, all Bishop Canevin students are to follow the directives of their particular school district\*\*.*** Parents should note that if BCHS has a 2-hour delay, and their school district does not delay or cancel, be aware of your school district policy as some districts will honor our delay and some districts will only run on their regularly scheduled bus times. (\*\*Washington County students who ride the Monark bus should watch for *Washington County Bishop Canevin Bus* in the radio/TV school listings for Delays or No Bus Service. Typically, if BCHS is running a 2-hour delay, Monark Bus Company will run a 2-hour delay.)

Parents/guardians should be particularly alert for the possibility of threatening weather and when such appears imminent that **caution and good judgment be used in allowing students to drive to school.** In the event of an early dismissal due to heavy snowfall, students will be dismissed as public school transportation becomes available. When dangerous road conditions exist and early dismissal takes place, students will NOT be permitted to ride with students who have their own transportation and will instead be required to take the available bus transportation.

# GENERAL POLICIES

## **SPORTSMANSHIP**

Students and parents should attend as many school events and activities as possible, and do your part to maintain Bishop Canevin's reputation for good sportsmanship. Behavior in the stands should always reflect the best in Bishop Canevin's students and should never interfere with another individual's right to enjoy the event. Respect the decisions of the officials.

Cheers should always be positive in support of our team or good play. Booing, taunting, vulgar or insulting gestures or cheers (whether directed at teams, coaches, officials, fans or individuals) have no place in the actions of students, and reflect negatively on the school. Visiting teams and fans are our guests. Give their fans and cheerleaders a fair opportunity for cheers.

Individuals who do not conduct themselves appropriately will be asked to leave the event and may forfeit the privilege of attending future activities.

## **TRANSFERS**

All student transfers from Bishop Canevin High School (for ANY reason) must be initiated by the Admissions Team. No records will be transferred unless there is a written request from the parents or guardian indicating the date of withdrawal.

Students who are requested to withdraw and/or are expelled for disciplinary reasons are not permitted to return to Bishop Canevin and may be refused admission at Bishop Canevin events and activities.

All financial obligations must be settled before transcripts or report cards are forwarded to any individual, institution, or agency.

## **UNSCHEDULED TIME**

***Students are not to loiter in classrooms (with or without a class or teacher present), offices, halls, corridors, bathrooms, or at lockers while classes are in session.*** Students are not permitted to loiter in the parking lot, sit in parked cars or congregate on the steps leading to the parking lot. Once a student leaves school property, it is assumed that he/she has gone home for the day and, therefore, is the responsibility of parents/guardians.

# ACADEMICS

Bishop Canevin High School is accredited by the Middle States Association of Colleges and Schools, the Pennsylvania Department of Education, and the Roman Catholic Diocese of Pittsburgh.

## ACADEMIC POLICIES

The awarding of a Bishop Canevin diploma is based on the fulfillment of requirements stipulated by the Pennsylvania State Board of Education and the Department of Catholic Schools of the Diocese of Pittsburgh.

1. To be eligible for graduation, each student must fulfill the following requirements:

|             |         |             |         |
|-------------|---------|-------------|---------|
| Religion    | 4       | World       | 2       |
|             | Credits | Language    | Credits |
| English     | 4       | Health /    | 1       |
|             | Credits | Phys Ed.    | Credit  |
| Social      | 4       | Music / Art | 1       |
| Studies     | Credits |             | Credit  |
| Science     | 3       | Technology  | 1       |
|             | Credits |             | Credit  |
| Mathematics | 3       | Electives   | 7       |
|             | Credits |             | Credits |

2. Exclusive of Physical Education and Health classes, students must minimally register for the number of classes as follows: All freshmen and sophomores must register for eight (8) classes each semester. All juniors and seniors must register for seven (7) classes each semester.
3. Dropping or adding classes after the start of the academic year is permitted only in cases of clearly demonstrated, serious academic need. Course changes must be initiated by the specific teacher by the midpoint of the first quarter (Progress Report Week). All dropped classes will be indicated on the student transcript with a "W" (withdrawn).
4. All prerequisite core course failures must be made up in an approved summer make-up program before the student is permitted to enroll in subsequent courses.
5. Courses, which are one semester in length, are to be regarded as separate entities for all purposes, including grading and make-up. Grades for courses, which are one semester in length, will not be averaged in with another one-semester course grade even if they are in the same academic area. Failures in a one-semester course must be made up in an approved program.
6. Students who fail a course for the year must enroll in and pass (70% or above) an approved credit recovery course. All credit recovery courses must be approved by the school administration.
 

The following are approved methods of making up failures:

  - a. an accredited summer school
  - b. an accredited tutoring school
  - c. an online course offered by an accredited school entity
  - d. a private tutor who meets the following conditions:
    - \* State Certification in the discipline to be tutored
    - \* Submission of a course of study which meets the approval of the Principal
7. Any student who fails the equivalent of three or more full credits worth of academic course work at the end of any single school year will be asked to withdraw from Bishop Canevin. Students who fail out of Bishop Canevin will not be accepted for re-application.
8. A senior with three full credit failures, or its equivalent, may not participate in Commencement Exercises. No student may receive a Bishop Canevin diploma until all failures are removed from his/her record. In order to be eligible to receive a diploma, a senior must make up all failing grades no later than September of the year following the graduation of his/her class.

# ACADEMICS

## ***Student Placement***

Bishop Canevin High School encourages students to achieve their full academic potential. To this end, students are placed in courses commensurate with their ability to achieve while simultaneously being intellectually challenged.

Academic departments offer courses on a variety of levels so that individual student needs and abilities can be met and maximized. A student's placement is dependent upon scoring on standardized tests; actual achievement in the classroom; and teachers' assessments of a student's performance and motivation. Placement is not necessarily uniform in that academic indicators may show the same student to be capable of advanced level work in one discipline while in need of skills development in another.

Student placement is continually reviewed in relation to academic achievement. Requests to move the student's placement up or down may be initiated by the classroom teacher, guidance department or the student's family. However, any changes to a student's classes will be granted for academic reasons and should normally take place within the first five weeks of the class (by the Progress Report period). Due to the importance of maintaining academic standards in course offerings, the administration reserves the right to refuse a student's placement in a course which is deemed inappropriate to the student's intellectual and/or academic ability.

In certain circumstances, permission may be granted for a student to take a course which was not recommended by the teacher, department or administration. In such instances the student, along with his/her parents, will be given a form from the teacher with a list of goals to attain. If the student reaches these goals, then the teacher will place them in their desired course. If the goals are not reached, then the student will stay in the course that is recommended by their teacher.

## ***Arrupe Virtual Learning Institute (AVLI)***

Online courses in a variety of subject areas are offered to recommended Junior and Senior students through the AVLI. AVLI courses are taught by educators throughout the United States who are certified in the subject area in which they are teaching and have gone through extensive training in the development and delivery of online courses.

Students enrolled in AVLI courses will participate in lectures, discussions, projects, and assessments online. Much of the work is done independently on students' own time utilizing learning tools (discussion boards, blogs, wikis, group projects) that depend on active participation. When possible, students will be provided the opportunity to pursue their AVLI course work during the school day during a free period. There will also be occasions when students gather online at the same time for live discussions, teacher instruction, and guest lectures.

AVLI courses are designed to be challenging and are appropriate for students capable of succeeding in honors-level courses or above. To be recommended for enrollment in a AVLI course, students must have previously demonstrated good time management skills, self-discipline, and willingness to accept responsibility for their own learning.

Only courses not currently offered at Bishop Canevin HS are open for enrollment through the AVLI program. At times, when course scheduling conflicts occur, students may be permitted to enroll in a course to replace a desired course. However, only students who have demonstrated exceptional learning skills and have been recommended by their teacher and guidance counselor will be permitted to enroll.

## ACADEMICS

### ***Honors, College-In-High-School, and/or Advanced Placement Class Requirements***

Students wishing to enroll in Honors, College in High School, and/or Advanced Placement classes require teacher recommendations based on the following criteria:

- The student has mastered the fundamental skills of the academic discipline.
- The student has attained the pre-requisite level of achievement in previous courses within the same discipline.
- The student has above-grade-level capabilities in the areas of critical thinking, problem-solving, research skills, and communication skills.
- The student has demonstrated the capability to work independently, take responsibility for his/her own learning, and seek help from the teacher or a peer when necessary without prompting.
- The student has demonstrated a willingness to spend a greater amount of time on course work outside of the classroom, including outside reading, attending enrichment activities, or doing additional research in the subject area.
- The student has demonstrated a personal commitment to the subject matter, and to doing their best work, not the least work necessary.

In addition, students and parents should be aware of the following requirements:

- All students enrolled in CIHS and/or AP courses are required to pay the necessary fees associated with those courses.
- Students enrolling in AP courses are required to take the appropriate AP test administered in May (College Board fee required).
- While most colleges/universities grant credit for successful performance (score of 3 or better) on the Advanced Placement tests, not all adopt the same policy. If you are enrolling in an AP course, it is your responsibility to investigate the policy followed by those colleges/universities to which you plan to apply.
- For College-in-High-School courses, the credits granted by the participating colleges are transferable to other institutions in many instances. However, each college reserves the right to make its own decision regarding acceptance. If you are enrolling in a CIHS course, it is your responsibility to investigate the policy followed by those colleges/universities to which you plan to apply.
- Waivers will not be accepted for admittance into a CIHS or AP course. Teacher recommendation is required.

### ***The St. Ignatius Scholars Program***

The St. Ignatius Scholars program at Bishop Canevin High School enhances the school mission to inspire students to lead lives *“anchored in Faith, enlightened by Learning, and committed to the promotion of Charity and Justice.”* It exists for those exceptional students who have the ability and desire to pursue excellence in their academic endeavors while embracing opportunities to develop a greater appreciation for the wonder and glory of God’s creation.

The St. Ignatius Scholars Program will help form students who are ready and willing to critically examine contemporary world problems, to confront the imperfect realities of the world, to formulate a Christ-like mindset to serve others, and to explore solutions that reflect Gospel values. Students are encouraged to seek opportunities through which they can live out the words of St. Ignatius of Loyola to *“Go forth and set the world on fire.”*

Students accepted to the St. Ignatius Scholars Program will be part of a unique learning community, challenging themselves to do all things *Ad Majorem Dei Gloriam — for the greater glory of God.* Scholars will partake in a rigorous academic curriculum, expand their horizons through enrichment opportunities and exposure to engaging speakers, and take part in discussions focusing on moral discernment, reflecting on how their Catholic faith dictates their future actions.

At the conclusion of their senior year, scholars make formal presentations to the Bishop Canevin community, reflecting on how the program has impacted them over their four years of high school and how they intend to apply what they have learned in their future endeavors.

### ***National Honor Society***

The purpose of the Bishop Canevin Chapter of the National Honor Society is to stimulate high scholarship, constructive leadership, meaningful service, and worthy character. The National Honor Society brings the accomplishments of outstanding seniors to the attention of their classmates, their parents, their communities, and the colleges that they plan to attend. Membership is based on outstanding scholastic achievement (4.3 cumulative weight-point average or above for the first five semesters), as well as exemplary character and positive leadership as evaluated by the faculty and administration. Continued membership in the society is contingent upon the student maintaining all of the standards which qualified him/her for admission.

# ACADEMICS

## GRADES, REPORT CARDS AND PROGRESS REPORTS

### Parent Plus Portal

Parent Plus Portal is the electronic program used by Bishop Canevin for communicating progress in academics, class assignments, and attendance and/or conduct updates to parents and students. Teachers are expected to post lesson plans on a weekly basis and routinely post grades for parents and students. In particular, grades will be posted during Progress Report Weeks.

### Report Cards

Printed report cards are issued four times a year at the conclusion of each academic quarter. Dates for mailing of report cards are listed on the official school calendar. At the end of the first quarter, parents/guardians are asked to call the school and schedule individual appointments for Parent-Teacher Conferences in order to discuss their student's progress.

Parents are strongly urged to contact their student's teachers by voicemail or email during the remaining quarters to discuss his/her progress.

Report cards are mailed home at the end of each report period to those students whose tuition obligations are up to date.

### Academic Progress Reports

Progress Reports are issued midway through each quarter via the Parent Plus Portal. If necessary, a weekly Progress Report may be requested by parents through the Guidance Office. Parents/guardians are encouraged to contact the school and/or individual teachers at any time regarding a student's academic progress.

All courses at Bishop Canevin are graded numerically. As a general guideline, the following letter grade equivalents are:

|   |        |   |              |
|---|--------|---|--------------|
| A | 93-100 | D | 70-74        |
| B | 85-92  | F | 69 and below |
| C | 75-84  |   |              |

Final grades for semester and full year courses are recorded on a student's Permanent Record. Incomplete grades of "I" will be changed to an "F" if the missing work is not made up within two weeks of the end of the grading period. Incomplete grades cannot be carried past the end of the academic school year.

### Weight-Point System/Class Rank

The Weight-Point Scale is used to determine a student's Adjusted (Weighted) Quality Point Average (AQPA). The AQPA is used to determine Class Rank and eligibility for the Bishop Canevin National Honor Society. It is not used to determine Honor Roll.

Each course is assigned a level, 1 through 5, depending upon course difficulty. Weight-point values are assigned to numeric grades for each level. The various levels should be understood as a course content difficulty rating. The emphasis is placed on course content difficulty, *not* teacher difficulty, *nor* the demands placed upon the student. All courses are college preparatory and, therefore, are weighted no less than 4.0; those rated 4.5 or above are more difficult. Advanced Placement courses are rated the highest at 6.0.

For the Unweighted or Simple Quality Point Average (SQPA) all courses are valued using the point values in Level 1 (4.0 scale). ***The Unweighted / SQPA is the only average listed on the Report Card.*** The cumulative SQPA, the cumulative AQPA and the Class Rank are listed on the student's Permanent Record / Transcript. These may be accessed by calling the School Counselor.

### HONOR ROLL

The Honor Roll is published for each academic quarter. The Honor Roll is printed on report cards, posted in school, and sent to the students' home parishes. The Honor Roll is not printed on the student transcript.

The Honor Roll is calculated using the average of the quarter grades using Level One (4.0 scale) of the QPA Table for ALL courses. The total value for all courses is divided by the number of credits for that quarter. Students with a QPA of 4.0 to 3.50 (100 – 93%) will earn High Honors. Students with a QPA of 3.49 to 3.20 (92.9 – 88%) will earn Honors.

Students with ANY grade below 75% or with an Incomplete (I) on their report cards are not eligible for the Honor Roll. The June Honor Roll is calculated using the 4<sup>th</sup> Quarter grades (not the semester or final grades).

### VALEDICTORIAN and SALUTATORIAN

The senior class Valedictorian & Salutatorian will be determined by the highest & second-highest class rank respectively, calculated on the cumulative weighted AQPA at the conclusion of the third quarter of senior year.

# ACADEMICS

**QPA TABLE**

| GRADE %    | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 | LETTER GRADE |
|------------|---------|---------|---------|---------|---------|--------------|
| 100        | 4.000   | 4.500   | 5.000   | 5.500   | 6.000   | A+           |
| 99         | 4.000   | 4.500   | 5.000   | 5.500   | 6.000   | A+           |
| 98         | 3.930   | 4.421   | 4.913   | 5.404   | 5.895   | A+           |
| 97         | 3.860   | 4.343   | 4.825   | 5.308   | 5.790   | A            |
| 96         | 3.790   | 4.264   | 4.738   | 5.211   | 5.685   | A            |
| 95         | 3.720   | 4.185   | 4.650   | 5.115   | 5.580   | A            |
| 94         | 3.670   | 4.129   | 4.587   | 5.046   | 5.510   | A-           |
| 93         | 3.570   | 4.016   | 4.463   | 4.909   | 5.355   | A-           |
| 92         | 3.500   | 3.938   | 4.375   | 4.813   | 5.250   | B+           |
| 91         | 3.430   | 3.859   | 4.288   | 4.716   | 5.145   | B+           |
| 90         | 3.360   | 3.780   | 4.200   | 4.620   | 5.040   | B+           |
| 89         | 3.290   | 3.701   | 4.113   | 4.524   | 4.935   | B            |
| 88         | 3.220   | 3.623   | 4.025   | 4.428   | 4.815   | B            |
| 87         | 3.150   | 3.544   | 3.938   | 4.331   | 4.710   | B            |
| 86         | 3.080   | 3.465   | 3.850   | 4.235   | 4.605   | B-           |
| 85         | 3.000   | 3.375   | 3.750   | 4.125   | 4.500   | B-           |
| 84         | 2.900   | 3.263   | 3.625   | 3.988   | 4.350   | C+           |
| 83         | 2.800   | 3.150   | 3.500   | 3.850   | 4.200   | C+           |
| 82         | 2.700   | 3.038   | 3.375   | 3.713   | 4.050   | C+           |
| 81         | 2.600   | 2.925   | 3.250   | 3.575   | 3.900   | C            |
| 80         | 2.500   | 2.813   | 3.125   | 3.438   | 3.750   | C            |
| 79         | 2.400   | 2.700   | 3.000   | 3.300   | 3.600   | C            |
| 78         | 2.300   | 2.588   | 2.875   | 3.163   | 3.450   | C            |
| 77         | 2.200   | 2.475   | 2.750   | 3.025   | 3.300   | C-           |
| 76         | 2.100   | 2.363   | 2.625   | 2.888   | 3.150   | C-           |
| 75         | 2.000   | 2.250   | 2.500   | 2.750   | 3.000   | C-           |
| 74         | 1.800   | 2.025   | 2.250   | 2.475   | 2.700   | D+           |
| 73         | 1.600   | 1.800   | 2.000   | 2.200   | 2.400   | D+           |
| 72         | 1.400   | 1.575   | 1.750   | 1.925   | 2.100   | D            |
| 71         | 1.200   | 1.350   | 1.500   | 1.650   | 1.800   | D            |
| 70         | 1.000   | 1.125   | 1.250   | 1.375   | 1.500   | D-           |
| Below 70   | 0.000   | 0.000   | 0.000   | 0.000   | 0.000   | F            |
| MULTIPLIER | 1.00    | 1.125   | 1.250   | 1.375   | 1.500   |              |

## ACADEMIC INELIGIBILITY

A student will be ineligible to participate in Bishop Canevin sponsored sports and activities, including practices, conditioning, rehearsals, etc. if either of the following occur:

1. Two or more failures at the midpoint, reviewed weekly, or end of a quarter
2. An unweighted GPA below 2.0 at the end of a quarter

The student, parent(s), athletic director, and coach/moderator will be notified by school administration of the ineligibility. The period of ineligibility will begin on the first Monday following the notification and last at least one week. If eligibility is not earned after one week, progress will continue to be monitored on a daily basis until reinstatement has been achieved.

During the period of ineligibility, students will meet with a member of the administrative team to discuss and formulate an individual plan for academic improvement. Once all academic eligibility requirements have been met, school administration will notify the student, parent(s), athletic director, and coach/moderator when the student is reinstated and is eligible to resume all activity participation.



# ACADEMICS

## EXAMS & GRADES

Comprehensive exams will be given in all major academic subjects at the end of the semester in December and the end of the school year in June. Mid-Term and Final exams are worth 20% of the student's semester grade. For full year courses, the average of the two semester grades is used to determine the Final Grade. All students must take the Mid-Term and Final exams at the scheduled times. Bishop Canevin strongly encourages students to take exams on the scheduled exam dates to preserve and insure academic integrity. Permission for taking exams on other days will be granted on a case-by-case basis. In such cases, all arrangements must be made through the School Counseling Office.

## HOMEWORK

Completion of regular homework assignments and independent study usually results in academic success. Failure to complete assignments often is the cause of poor grades and academic failure. Bishop Canevin teachers are encouraged to give regular homework assignments. Homework is an essential element in the teacher's assessment of his/her students and may be used as preparation for a lesson, reinforcement of a lesson or assessment of a student's understanding of a prior lesson. Each teacher individually gives appropriate weight to homework assignments. Homework turned in late will normally be graded with a lesser value, or a 0 value, by the teacher.

To be successful with homework, a student should read all assigned material from texts and supplemental materials, review notes and handouts on a daily basis, complete and submit on time, all written assignments according to the teacher's directives.

It is important for students to understand that homework includes regular study and reading beyond any written assignments. Assignments must be submitted by announced deadlines. Time extension for full credit will normally be given only for *excused absences* and should be completed within three days after return from the excused absence. It is the student's responsibility to request from his/her teachers any assignments that were missed. Students (and parents) are also encouraged to check the Parent Plus Portal for any posted assignments. Teachers should not be expected to offer "extra credit" opportunities for students who have not completed required course assignments. Students must submit homework done only by themselves. Copying homework is dishonest, unproductive, and can result in academic and disciplinary sanctions.

## HOMEWORK REQUESTS

If a student has an excused absence of more than three days, arrangements may be made with the Guidance Office secretary to secure the student's assignments, provided a twenty-four-hour notice is given.

In cases of extreme illness with projected absence of six weeks or more, the Guidance Office will assist in the request for homebound tutoring from the student's home school district.

## CHEATING / PLAGIARISM

At Bishop Canevin, we strive to create an environment where all students act honestly. Therefore, incidents of cheating, attempted cheating, plagiarism, or all other acts of academic dishonesty will not be tolerated and will be considered serious infractions.

Academic dishonesty includes, but is not limited to:

- Copying, faxing, or duplicating assignments that are turned in as original.
- Exchanging assignments either on paper or electronically and submitting them as original.
- Allowing another student access to your assignment, whether they express an intent to use the material as their own or not.
- Writing answers, key words, formulas, or codes on your person or objects for use on tests and quizzes.
- Unauthorized use of prohibited materials such as reference sheets, notes, calculators, cellphones, or any other prohibited items during a quiz or test.
- Exchanging answers (either giving or receiving) during an in-class test or assignment, either verbally, electronically, viewing another's answers, or the use of signs/gestures.
- Taking someone else's assignment and submitting it as your own.
- Presenting as one's own, the work or opinions of someone else without proper acknowledgment.
- Failing to use proper documentation or bibliography, including references from the Internet.
- Having a parent or another person write an essay or do a project, which is then submitted as one's own work.

## ACADEMICS

- Passing test or quiz information from one class period to members of another class period with the same teacher.
- Unauthorized use of electronic study aids.
- Taking credit for group work, when little or no contribution was made.
- Attempting to cheat.
- Failure to follow additional specific guidelines on cheating as established by the particular teacher.

Plagiarism is the act of stealing someone else's original work or idea and passing it off as one's own. It is the intent of Bishop Canevin High School to teach students the importance of respect for another's work, words and ideas as well as the unethical and immoral nature of plagiarism.

The following are considered acts of plagiarism:

- Turning in someone else's work as your own.
- Summarizing, paraphrasing, copying, directly quoting, or a combination of these acts of the works or specific ideas of another person without full and clear acknowledgment of the source.
- Failing to put a quotation in quotation marks.
- Intentionally giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of a student's work, whether he/she gives credit or not.

Cheating and plagiarism are considered extreme violations of the educational process and code of honor expected of all Bishop Canevin students. Therefore, any student found cheating or attempting to cheat, or any student who shares his/her work with others allowing the other student to cheat, will receive a maximum grade of fifty percent (50%) for that test or project, provided that the student make up any necessary work assigned by the teacher. Cheating is when students take knowledge from others, even if they reword the information taken. Should the student fail to do so, the fifty percent (50%) will be reduced to a zero (0) at the end of the time allotted by the teacher.

Teachers will report any incident of cheating to the administration so that student progress can be monitored in other classes. Aggravated and/or repeated instances of cheating or plagiarism may result in academic failure and/or suspension. Cheating / plagiarism will be cause for immediate dismissal from the National Honor Society and/or the St. Ignatius Scholars Program.

### ***EIGHTH GRADE ACCELERATED PROGRAM***

Bishop Canevin High School offers an accelerated program of studies for eighth grade students from a number of partner elementary schools. Eighth grade students whose standardized test scores and academic achievement indicate an ability to work at advanced levels and who are recommended by their elementary school principal may elect to take honors level high school courses at Bishop Canevin in Mathematics and Science. Students accepted in this program are expected to conform to all the rules and regulations while at Bishop Canevin High School.

# ATTENDANCE

## ATTENDANCE AND ACADEMIC SUCCESS

Repeated absence and tardiness from school and/or classes is one of the primary reasons for academic failure. Students must have regular school attendance in order to keep pace with learning and course requirements. Students are encouraged to email or speak to teachers after any and all absences so that they can maintain their performance in each class.

### Absences:

Absence from school is one of the chief causes of failure and poor grades. Students should make every effort to maintain a good attendance record. If absence from school is unavoidable, parents are required to phone the school **each day** the student is absent. Please call 412-922-7400 and select #1 for attendance from the menu. Leave all of the requested information. Upon returning to school, a written note signed by a parent **MUST** be presented to the Main Office before 8:00 AM stating the name of the student, the date(s) of the absence(s), and the reason for the absence. When appropriate, include medical office verification of appointments.

Exceptions to these attendance regulations due to special circumstances may be made by the school administration. In such cases, the illness must be verified by a medical professional on a prescriptive note outlining the nature of the illness and the dates missed due to the illness. Students with excessive absences will meet with the Attendance Review Board and may become ineligible for participation in athletics or extra-curricular activities. Students missing school for family trips must pre-notify the administration and obtain permission to miss school at least 1 week in advance. Students must then notify their teachers and maintain work missed for that time period.

Absences are recorded as excused, unexcused, or illegal.

**Excused:** Illness, Death in Family, Impassable Roads, Required Confirmation Retreats, Pre-Authorized Family Trips, Car Problems with verified documentation from a mechanic

**Unexcused:** Car Problems without verified documentation, Missing the Bus, Parent Neglect, Sleeping in, Non-Authorized Family Trips

**Illegal:** Truancy, falsifying a call or note, Class "cut days"

*(Class material or tests will not be given for credit under illegal circumstances).*

**School-Related:** Students are not marked absent when attending school business

**College Visits:** With advance request and administrative approval, seniors are granted an excused absence for a maximum of four (4) days for college visits per year, which include college recruitment invitations. Requests must be made at least one week in advance. The student will provide written verification of the visit upon their return provided by the college Admissions Office or appropriate campus office.

### Early Dismissals:

Medical and dental appointments should not be scheduled during school hours. Early dismissals are discouraged and should be requested only when absolutely necessary. Parents must call the school to verify the appointment. The student must also present a signed parent request for an early dismissal to the secretary in the Main Office before 8:00 AM the morning of the appointment. Upon returning to school, the student must present a medical office verification of the appointment at the Main Office.

### Tardiness:

Students reporting to a classroom or entering the school building after the 8:00 AM bell must report to the Main Office. The student will receive an "Admit to Class" slip indicating the time of arrival. After the fifth unexcused tardy of arriving after homeroom, students will receive one detention and will receive an additional detention for every 5 tardies after that.

Students arriving after 3rd period are ineligible for all extra-curricular activities and athletics on that day, without a verified medical excuse.

# ATTENDANCE

## TRUANCY

Truancy is a violation of Pennsylvania School Law and a serious violation of Bishop Canevin High School Policy. Truancy is defined as failure to notify the school on the day a student misses school, failure to answer calls about student absence and/or failure by parents to send in documentation of student absence. This is required to ensure students are not cutting school unbeknownst to the parents. Students/parents will have 3 school days from the day the student missed to confirm student absence. Emails from parents, that are verifiable, are acceptable. Students who are truant will be automatically suspended from school for at least two days and until the parents have met with a school administrator. Repeated truancy may be cause for dismissal from Bishop Canevin. Students will NOT be given the opportunity to complete missed academic work or tests due to truancy. So-called “student cut-days” are considered truancy.

## VACATIONS

Trips and vacations are considered unexcused absences from school without notification. Families must give 1 week notification and students must make arrangements with every teacher to account for missed time and missed assignments. Family vacations during the school year constitute a serious disruption to the academic program and to the student’s individual progress and are discouraged.

## ACTIVITY & ATHLETIC INELIGIBILITY DUE TO ATTENDANCE

Students will be declared ineligible for athletics and activities for the following circumstances:

- |                    |   |
|--------------------|---|
| <b>ATTENDANCE:</b> | 1. Significant absences during a semester without medical authorization.                |
| <b>DURATION:</b>   | Ineligibility will be determined by the Discipline Review Team; up to thirty (30) days. |
|                    | 2. Absent without a medical excuse  |
|                    | 3. Arrival after 3 <sup>rd</sup> period without a medical excuse.                       |
|                    | 4. Leaving early for a non-medical reason. AD will be notified as well.                 |
| <b>DURATION:</b>   | The student will be ineligible on the day of the absence.                               |

# DISCIPLINE SYSTEM

## GOOD REPUTATION OF THE SCHOOL

Students are expected always to be courteous and to demonstrate respect for all persons and property. Students are responsible for the good name of Bishop Canevin High School and conducting themselves in an appropriate manner at all times. Any student who brings discredit to him/herself and/or Bishop Canevin through any unlawful activity outside school is subject to immediate expulsion, since such activities are contrary to the Philosophy and Mission of Catholic education. Unlawful activity specifically will include, but not be limited to, membership, involvement or association with a group or gang that engages in sexual offenses, violence, harassment or intimidation of others, use or sale of illegal substances, theft, or possession of a weapon.

As an educational institution, Bishop Canevin High School believes that a disciplined learning environment be maintained. Among other goals, Bishop Canevin seeks the appropriate socialization of the student whether within the school or in the larger community as illustrated in all policies, including the Reaffirmation of Bishop Canevin's Core Values of Respect and Human Dignity.

It is our belief that a just, clear, and fair code of discipline is required in order to develop the internal controls and appropriate behaviors necessary to a successful life. To this end a code of conduct has been established which we consider to be enforceable, and yet, sensitive and responsive enough to individual problems so that personal growth is enhanced rather than inhibited. Bishop Canevin students are expected to behave appropriately in accord with Christian values before, during and after school hours. Discipline infractions may be handled by either an individual teacher, or the school Administration:

### (1) *Discipline by Teachers*

Ordinary problems and relatively minor infractions occurring within or outside the classroom are normally handled by the teaching staff. If a student creates a disturbance within the classroom or disrupts the learning of another, he/she is subject to the teacher's disciplinary action, which may include student or parental conferences, written punishment, private detention, calls to parents, etc. If the behavior continues after initial attempts for resolution by the classroom teacher, the teacher may assign school discipline through the use of a Discipline Notice which is directed to the Dean of Students.

### (2) *Discipline by the Dean of Students*

Repeated inappropriate behavior, either within or outside the classroom, or violations of school policies may warrant intervention by the Dean of Students. In such cases, a teacher will give a Discipline Notice to the Dean of Students, who will assign the appropriate number of detentions and conduct points. A request for a parent conference may also be made by the teacher, school counselor, or Dean of Students.

### (3) *Discipline by the School Administration*

If a student's inappropriate behavior continues after intervention by the Dean of Students, especially if a student's behavior presents a danger to himself, to other students, or the Bishop Canevin community, the student may be suspended from school by the Administration. Pending a Disciplinary Review, the student may be placed on ineligibility status, continue with suspension, or expelled from Bishop Canevin.

## CONDUCT POINT SYSTEM

Bishop Canevin High School utilizes a conduct point system to record any infractions and to place value to the seriousness of incidents, the severity of infractions, and the frequency of violations.

**Disciplinary point credits:** Students who accumulate disciplinary points may participate in community service as approved by the Dean of Students and receive credits toward accumulated points. Community service participation will occur after the disciplinary infraction, and students must complete the Community Service form provided by the Dean of Students in order to receive the point credits. Additionally, credits may not be earned in advance, banked, transferred in any way, or carried over to the succeeding year. Credits are at the full discretion of the Dean of Students, whose decision is final. Credits earned for discipline cannot count towards the normal 25 hours of service owed to the school and must not have already been completed. Points do not accumulate from one year to the next. In general, 3 hours of service will count as 1 conduct point.

## DISCIPLINE SYSTEM

**Reserved disciplinary rights of the school:** Bishop Canevin High School retains the right to define offenses not otherwise specifically listed in this handbook and the severity of such offenses for the purposes of disciplinary action(s). The Administration reserves the right to amend the Handbook at any time, provided notification is made to students and families.

**Conduct points range from 1 to 10, depending on the seriousness of the infraction. Below are samples of actions associated to conduct points. Repeated offenses carry increased values.**

| Step Level | Action (s) taken by the school  |
|------------|---|
| 1          | Warning to Student  |
| 2          | Warning to student and contact made with parent or guardian   |
| 3          | 2 Detentions issued and contact made with parent or guardian  |
| 4          | Contact made with parent or guardian and warning of impending level one probation.  |
| 5          | Conference with parent(s)/guardian(s) to discuss infraction(s) and consequences which may include detentions, suspensions, community service, and activity ineligibility.   |
| 10         | 2 – 10 days of out-of-school suspension, meeting with parent(s)/guardian(s). Discipline plan coordinated with Discipline Review Board for student implementation. Suspension from all activities and clubs indefinitely & written warning of pending expulsion. |

### *Discipline Review Board*

The Discipline Review Board consists of school administration and faculty and is responsible for reviewing extreme cases of disciplinary violations or point accumulations of BC students. The Discipline Review Board may be convened for a hearing if students receive a single major disciplinary infraction or a student school year. If a hearing is to be convened, the Dean of Students will notify the student and his/her parent or guardian of the hearing, and the student and at least one parent or guardian must be present to discuss the student's continued enrollment at Bishop Canevin High School.

# DISCIPLINE SYSTEM

## DETENTIONS

*Private:* A teacher may assign private detention to be served before or after school on a 24-hour notice. Private detention takes precedence over school detention. If there is a conflict, the student must report to the private detention and then to the next scheduled school detention. Students who fail to report for private detention will receive conduct points and school detentions.

*School:* For general policy and procedural violations and for tardiness to school, school detention is held from 2:30-3:00 pm, Tuesday and Thursdays or on other designated days. School detention is supervised by the Dean of Students. Parents are informed by mail of all conduct points and detentions.

- Students must make arrangements to serve detentions and must communicate with the Dean of Students about any deviation from making attending the next available detention time
- Students who are assigned to detention must report **within one week** of the detention assignment
- It is the student's responsibility to arrange for transportation from school when assigned to detention.
- Failure to report to assigned detention within one week will result in a call to parents/guardians
- Students absent on the day of a scheduled detention must make up that detention at the next regularly scheduled detention session.
- Students are not excused from detention due to work or transportation. Students who repeatedly fail to report for assigned detention incur additional penalties, including the possibility of suspension.

## The following are commentaries and explanations on some unacceptable infractions.

## BULLYING / HARASSMENT

Bullying or harassment is inconsistent with the philosophy of Bishop Canevin High School and contrary to proper Christian conduct. Therefore, the school does not tolerate bullying or harassment in ANY form.

Bullying and harassment are characterized as such when a student communicates to another student through language, gestures, writing, photographs or drawings via verbal, non-verbal or electronic means with an intent to harass, annoy, slander, threaten, embarrass, alarm or cause emotional distress. Additionally, such communication which is uninvited and is lewd, immoral, obscene or threatening, or which is repeatedly done in an anonymous manner will be defined as bullying and harassing behavior.

Allegations of harassment or bullying will be investigated thoroughly, and if proven accurate, are subject to severe disciplinary action, including the possibility of expulsion. *See pages Anti-Bullying Policy listed in the Table of Contents.*

## CUTTING CLASS

Students are required to report to all assigned classes, liturgies, assemblies, counselor meetings, etc., for which they are scheduled. Failure to report to an assigned period or scheduled meeting without authorization will be considered a "class cut". ***Unexcused tardiness that results in a student missing 20 minutes or more of ANY class period*** will be considered a class cut. Students who are unscheduled at the end of the day must have the proper Indemnity Form signed by a parent and on file at school in order to leave early.

Students who cut class three times will be suspended until the parent and student have met with the Dean of Students or an administrator. Students will not be given the opportunity to make up missed academic work or tests due to class cuts; a "0" grade will be given for any class work missed.



# DISCIPLINE SYSTEM

## FIGHTING

Fighting, instigating / encouraging a fight, assaults, verbal threats, bullying, intimidating, verbal and/or sexual harassment or recklessly endangering others will not be tolerated during the school day, to or from school, at school functions, or as a member of an identifiable group from Bishop Canevin. Serious school discipline measures will be imposed, including the probability of suspension or expulsion. Threats via electronic transmission (internet, social media) will be handled in a similar manner. Students are cautioned that if threatened or intimidated by another, the matter should be brought to the attention of a school official. All forms of hazing are strictly prohibited (detailed below).

## GAMBLING

All betting and gambling are forbidden on school property. Any game or activity, which interferes with the orderly activity of the school or cafeteria, is forbidden.

## HAZING

Hazing has no place in the Catholic school experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church, and the wider community.

Hazing is defined as any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation, or rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by any parish, elementary or secondary school in the Diocese of Pittsburgh. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

The following are examples of hazing and may not only be limited to these offenses:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person.
- Willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition of continued membership in any organization.
- Forcing or requiring the drinking of alcohol or any other substance.
- Forcing or requiring the eating of food or anything an individual refuses to eat.
- Calisthenics such as push-ups, sit-ups, jogging, and runs.
- Paddling or striking in any manner.
- Treasure or scavenger hunts, road trips.
- Marking, branding, or shaving the head or body hair.
- Preventing/restricting normal personal hygiene.
- Sexual harassment such as “teabagging”, causing indecent exposure or nudity at any time.
- Physical harassment such as pushing, cursing, shouting, etc.
- Requiring uncomfortable, ridiculous, or embarrassing dress.
- Requiring the carrying of items.
- Requiring personal service or acts of servitude.
- Treating a person in a degrading or demeaning manner.
- Requiring New Members to practice periods of silence.
- Conducting “interrogations” or any other types of questioning.

It is the responsibility of students and supervising adults not to stand silently if they observe hazing. Silence condones these activities and may make the observer just as guilty as the hazers themselves. If a hazing incident is witnessed by a student or supervising adult, it is his/her responsibility to report the incident to a school administrator.

**Individuals or groups found in violation of this policy will be subject to disciplinary action that could include suspension or expulsion from the school.**

# DISCIPLINE SYSTEM

## **OBSCENITY / PROFANITY**

Students shall refrain from the use of profanity or obscene language, either in written or verbal communications with other students, staff members or visitors. This includes, but is not limited to obscene gestures, signs, pictures, publications, and any willful or grievous verbal or physical disrespect towards any member of the faculty and staff.

## **RESPECT for PERSONAL PROPERTY and SPACE**

Students are to respect the personal property and private space of others by maintaining a “hands off” approach. Actions or behavior resulting in damage to another’s clothing, books, equipment, iPad or other personal property will result in serious disciplinary measures, as well as financial restitution for the cost of the damaged item. “Booking” another student will be considered an attempt to damage his/her personal property. Grabbing, hugging, shoving, or other manners of horseplay are dangerous, inappropriate and could cause personal injury. Personal displays of affection are not permitted.

## **SUBSTANCE ABUSE**

The use, sale, transfer, or possession or aiding the possession of alcohol and/or other illegal drug or paraphernalia on school property, school bus or at any school related activity is absolutely forbidden. Bishop Canevin High School adheres to and supports the Pittsburgh Diocesan Substance Abuse Policy.

The secondary education system within the Diocese of Pittsburgh recognizes that substance use, abuse and dependency seriously impair the ability of individuals to develop their full potential. We, at Bishop Canevin, also recognize that problems created by substance abuse have adverse effects on the ability of all members of the school community to achieve personal educational goals.

The school and diocesan policies are based on the belief that substance abuse and/or dependency is a life threatening, treatable illness that affects individuals in all areas of their lives: spiritually, emotionally, intellectually, and socially. The policies are aimed at prevention and assistance for those who unfortunately find themselves in difficulty with substances. However, ***the school reserves the right to ask students to withdraw from Bishop Canevin in instances of possession of controlled substances, sale or transfer of drugs, and/or refusal to follow professional recommendations for treatment.***

Illegal substances, including tobacco and alcohol, have no place at a Bishop Canevin sponsored student activity, whether on or away from school property. Students who participate in or attend any Bishop Canevin High School event or activity (and parents who give permission for attendance) must know and understand that if there is a reasonable suspicion that a student is under the influence of any mind altering substance or chemical, such individual is subject to an immediate on-the-spot alcohol and/or oral fluid drug test conducted by the school authority and/or police authorities. Parents will be notified prior to testing and a positive test will result in notification of police, as well implementation of the proscribed school sanctions as indicated elsewhere in this Parent/Student Handbook. Refusal by the student to submit to the alcohol/drug test will be considered a positive test result. Prior permission from parents to test a student will be deemed unnecessary, since a student’s attendance at the event will be understood as permission to test, if necessary. Those students who are fearful of or do not wish to be subjected to possible testing should not attend Bishop Canevin events or activities.

## **TOBACCO PRODUCTS**

The possession or use of any tobacco product (including e-cigarettes, vaping materials) is forbidden on school property and at all school related activities. Students found to be in ***possession or use*** of any tobacco product, including but not limited to cigarettes, cigars, chewing tobacco, e-cigarettes, and vaping materials, will be removed from classes and sent home for the day with parents contacted and detentions given. For repeated offenses, students will be suspended and may be required to attend an approved tobacco cessation program.

Students who violate the Tobacco policy may be required to attend Teen Outreach in order to return to BC. Please refer to their website for program details. <https://outreachteen.org/>

## DISCIPLINE SYSTEM

### WEAPONS

No weapons may be brought onto school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, school buses, or to any school related activity. A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, rifle, or any other tool, instrument or implement capable of inflicting bodily injury, WHICH IS POSSESSED UNDER CIRCUMSTANCES NOT MANIFESTLY APPROPRIATE FOR LAWFUL USES WHICH IT MAY HAVE. This includes firearms, which are not loaded, lack a clip or other component to render it immediately inoperable. This includes weapons considered imitation or look-a-likes. A person in possession of a weapon on school property violates State criminal statutes and school policy, and shall be subject to immediate disciplinary action. The student's parents will be notified and local police may be notified. The student may be expelled from Bishop Canevin High School.

**This chart outlines a variety of infractions, their severity, and the possible conduct points for each.**

| MINOR INFRACTION   | CONDUCT POINTS |
|--|----------------|
| Food/Drink in classroom areas  | 1              |
| Dress Code Violation of any kind as listed in handbook   | 1              |
| Failure to follow school procedures  | 1              |
| Littering or failure to clean up an area occupied by that student when told  | 1              |
| Talking during prayer / announcements  | 1              |
| Late to class (less than 10 minutes)   | 1              |
| Failure to prepare materials for class properly as specified by teacher  | 1              |
| Loitering in halls, lavatories, etc.   | 1              |
| Misbehavior in class / Mass / cafeteria, etc., defined as causing a minor disruption   | 1              |
| Violation of iPad, cell phone, etc. policies, including using cell phone while not in Lunch or using I pad for non-class activities during class time            | 1              |
| Violation of Parking Lot policies  | 1              |
| Gambling on school property or in school attire  | 1              |
| Tampering with any student lock or locker, or its contents or the use of an unapproved lock on a locker  | 1              |
| Failure to report to the main office when late to school or when told or requested to by any staff member  | 1              |
| Failure to report for private detention  | 1              |
| Not providing a donation for a school approved dress down  | 1              |
| Aiding, abetting, securing, provoking or retaliating over any infraction committed by other students that is a 1-2 point offense                                 | 1              |
| Roughhousing/hands-on behaviors  | 2              |
| Class cut, tardy over 10 minutes   | 2              |
| Discourtesy to staff or faculty  | 2              |
| Lack of courtesy to other students   | 2              |
| Obscene or vulgar language, gestures, etc.   | 2              |
| Disruption to class/mass/activities or lunch causing a moderate or major disruption for others.  | 2              |
| Loitering in a classroom, bathroom, office or other area of the building that a student is not assigned to for more than 10 minutes without a pass or permission | 2              |

## DISCIPLINE SYSTEM

| MINOR INFRACTION  | CONDUCT POINTS |
|---|----------------|
| Loitering in any unsupervised area of the building without permission while during or after the school day                        | 2              |
| Forgery or falsification of a school document or wantonly lying on a school form  | 2              |
| Violation of technology contract  | 2              |
| Ejection from classroom for disruptiveness  | 2              |
| Cheating/Plagiarism of a minor infraction, shared assignment or project   | 2              |
| Hiding or attempting to evade staff or faculty while during the school day or while in the building                               | 2              |
| Taking video or photos with an electronic device in an area outside the designated cell phone area (cafeteria)                    | 2              |
| Operating a gambling system while in the building or in uniform   | 2              |
| Aiding, abetting, securing, provoking or retaliating over any infraction committed by other students that is a 2-point infraction | 2              |

| MAJOR INFRACTION  | CONDUCT POINTS |
|---|----------------|
| Smoking, chewing, possession of tobacco   | 5              |
| Theft of any property from another student  | 5              |
| Cheating/Plagiarism of a major infraction, stealing a test or attempting to undermine a project or assignment for multiple students or a class of students                    | 5              |
| Possession, viewing, or transfer of obscene or pornographic material, music, or media as defined by the school  | 5              |
| Possession of fireworks / smoke bombs   | 5              |
| Vandalism / Defacement of property  | 5              |
| Aiding, abetting, securing, provoking or retaliating over any infraction committed by other students that is a 5-point infraction   | 5              |
| Violation of bullying or anti-hazing policy   | 10             |
| Any physical assault that results in bodily injury or harm to another student or a 2 <sup>nd</sup> physical altercation in a school year                                      | 10             |
| Possession of firearms, knives or any weapon or dangerous instrument designed to compel the submission of another person defined by the ATF, State, Diocese, police or school | 10             |
| Making a terroristic threat of any kind, which place a person or persons or groups in fear of imminent serious bodily harm  | 10             |
| Any action that risks the security and safety of the school, its property or those in it.   | 10             |
| Aiding, abetting, securing, provoking or retaliating over any infraction committed by others that is a 10-point infraction  | 10             |

## DISCIPLINE SYSTEM

*Records of students on all discipline levels will be reviewed weekly. Those whose actions or behavior reflect an unwillingness or inability to comply with the restrictions/conditions of the discipline level or ineligibility status may be asked to withdraw from Bishop Canevin immediately.*

### ACTIVITY & ATHLETIC INELIGIBILITY DUE TO DISCIPLINE

Students will be declared ineligible for athletics and activities for the following circumstances:

|                      |  |
|----------------------|--|
| <b>DISCIPLINARY:</b> | Accumulation of 5 conduct points in a semester and the student has not attempted to receive credit.<br>A discipline infraction with a value of five (5) or more conduct points may be cause for immediate ineligibility for a period of time determined by the Discipline Review Team. |
| <b>DURATION:</b>     | For minor infractions, the student will be ineligible until imposed penalties and detentions are fulfilled.<br>For major infractions, the student will be ineligible indefinitely.   |

### SUSPENSION

A student may be suspended by the Administration for a serious infraction or for repeated violations of school regulations. Suspension may vary in type (in-school or out of school) and in length from one to ten days, depending upon the seriousness of the infraction (Diocesan Policy 603.10). A suspension normally becomes effective after a parent/guardian has been notified, but it may be imposed without prior notice.

When the health, safety, or welfare of an individual or the school community is at risk, e.g., when a fight has occurred, a suspension may be issued immediately. Parents will receive a written notice explaining the reason(s) for the suspension, the type and length of the suspension, other consequences, the importance of future cooperation, and the necessity of meeting with the Administration. During this meeting, the Administration will outline and define expectations for the student's return to classes.

While under out of school suspension, a student is not permitted on school grounds, nor is he/she permitted to attend or participate in any school-related activity or event. A suspended student will be given the opportunity to make up and submit missed tests, quizzes, and homework, which must be completed by the third school day after the student's return to classes.

# DISCIPLINE SYSTEM

## EXPULSION

Expulsion from school is incurred for a persistent, willful disregard of school regulations or for a single major incident. Authority to expel a student rests with the Principal (Diocese of Pittsburgh Policy 603.11). The school makes every attempt to provide guidance and support for students with discipline issues. However, in rare cases, expulsion may be necessary.

The following examples illustrate, but do not exhaust cumulative reasons for expulsion:

- Chronic misconduct detrimental to the well-being of others and/or the student him/herself
- Continued malicious disobedience or disrespect for school authority
- Refusal of student or parents/guardians to comply with school policies
- Violation of a Behavioral Improvement Plan
- Two years accumulation of 9 conduct points

Expulsion may also be necessary for a clear and serious violation of a school regulation in a single incident, event, or situation. The following examples illustrate, but do not exhaust, single reasons for expulsion from Bishop Canevin:

- Extreme defiance or disrespect
- Fighting, physical abuse or threats
- Major disruption at school or at a school sponsored activity
- Possession of fireworks or smoke bomb
- Possession, use, sale, transfer, or aid in procurement of alcohol, drugs, other illegal substances or related paraphernalia at school, while traveling to or from school, or any school-related activity
- Vandalism (destroying or defacing school property or the premises at a school-related activity)
- Violation of the anti-hazing policy
- Public denigration of school authority
- Serious violation of Catholic moral code
- Possession of, use of, or threat to use a weapon
- Theft
- Indecent behavior
- Arson
- Violation of Pa. School Code regarding crimes against persons, property or society (assault, racial/ethnic, intimidation, harassment, sexual offenses, threats, reckless endangerment, robbery, burglary, arson, vandalism, rioting, terroristic threats)
- Violation of criminal or civil law

***An expelled (or withdrawn to avoid expulsion) student is not permitted on school grounds, nor is he/she permitted to attend or participate in any school-related activity or event.***

***Bishop Canevin High School does not accept a student for readmission after he/she has been expelled, or has withdrawn from school in lieu of expulsion, or for other disciplinary reasons.***

# TECHNOLOGY & ELECTRONICS POLICY

Bishop Canevin High School is committed to providing students and faculty technology and devices that enhance the academic environment and the level of student engagement. Since being one of the first schools to provide one-to-one devices, Bishop Canevin High School continues to make improvements that are technology driven such as devices, programs, the Innovation Lab, and the model classrooms. While recognizing the benefits of technology, it is also important to foster an environment that reduces the disruptions electronic devices, such as cell phones, smartwatches, and listening devices (Air Pods, earbuds, and headphones), can cause.

## **Devices:**

All students are assigned an iPad device for school use when accessing class information, submitting assignments, and more. Students are required to bring their BC iPad to school fully charged each day and may not use a personal device in its place at any time. Students and parents are required to sign the Technology Pledge Form each school year.

## **Loaner Policy:**

Should an iPad be damaged or misplaced, a loaner device can be provided to students for a (2) week period. It is the student's responsibility to repair any broken devices, and this loaner period will allow for time to get the device fixed.

A receipt confirming the device is being repaired by a reputable vendor must be presented to the technology department in order for an extension to be granted. Students are required to have the unit repaired to its original condition. The repaired unit must be brought back to the technology department after repairs to verify that it is in good working order. The suggested repair providers: Authorized Apple Stores, Ross Park Mall, Shadyside, South Hills Village.

Any time borrowed over the loaner period will be evaluated by Bishop Canevin administration.

If the unit cannot be repaired or is lost the student will be responsible to replace the unit at current market value.

## **Google:**

Bishop Canevin uses the GSuite for Education platform as its Learning Management System (LMS) and is committed to utilizing all portions of the platform. All students and teachers have been assigned a Bishop Canevin email account on the GSuite platform. Students, faculty, staff, and administration must only use their BC email when communicating with other members of the BC community.

## **CELL PHONES / PERSONAL DEVICES**

Personal, electronic communication and listening devices are only permitted to be used or visible in the cafeteria during the student's lunch period. Devices should be set to silent during the school day and are encouraged to be left in student's lockers. Students may only use their BC iPad in classrooms, in the Student Lounge or Study Hall, walking down to the cafeteria during lunch or in the cafeteria in a non-lunch period. It is important to spend time in school completing work or interacting with others. Students may use cell phones then only while during lunch and in the cafeteria or outside during their lunch period. The taking of digital photographs or videos via iPads, cell phones or other devices in classrooms, hallways, locker rooms, cafeteria or other school areas is prohibited and will also be cause for disciplinary action.

Parents are reminded to cooperate with this policy by refraining from calling/texting students during school hours, except during a student's lunch period. If a parent needs to communicate with their child during class time, they should contact the main office. Students may call a parent from the school office if needed due to a change in after school activities, practices, etc. Students have access to cell phone calls and messages before they enter, during their lunch period, and when they leave the building each day, but at no time during the school day.

# TECHNOLOGY & ELECTRONICS POLICY

## CONSEQUENCES

- 1<sup>st</sup> Violation – Warning Issued and device required to be removed from sight
- 2<sup>nd</sup> Violation – Warning to Student, device placed on teacher's desk until the end of the period and Parent Notified
- 3<sup>rd</sup> Violation – 2 Detentions Issued, device placed on the teacher's desk until lunch or the end of the day, whichever occurs first and Parent Notified
- Subsequent Violations – Device will be placed daily on teacher's desk, Dean of Students will be notified, and a meeting scheduled with student, parent, and Dean of Students in order to determine the remaining consequences, which may include continual placement of the device on the teacher's desk, daily turn in of the device to the Dean of Students and additional detentions

## ELECTRONIC POSTINGS, COMMUNICATIONS & PUBLIC SITES

Students must be aware that the use of the Internet, whether in school or at home, for posting of on-line communication and/or information is often accessible to the public for reading, downloading, and printing. Therefore, any postings by a Bishop Canevin student in word or image that disrespects, defames, denigrates, harasses, intimidates, or threatens another individual, student, family member or school personnel will be considered a serious school matter and appropriate disciplinary steps will be taken. All social media activity must be in accordance with the school's mission statement, church teachings, and comply with all other Bishop Canevin handbook policies. Additionally, any such postings that bring discredit to the school, are immoral, illegal, or contrary to proper Christian values will be brought to the attention of parents and handled as a serious school matter, including the possibility of expulsion.

Every student receives a Bishop Canevin email address, which must be used for all communication between the student and faculty, coaches, and other school personnel. Likewise, all faculty, staff, and coaches will communicate with students using Bishop Canevin email accounts only. At a faculty member or coach's request, an account for another form of electronic communication (i.e., Twitter, webpage, blog) may be established with which quick communication with students and team members can be accomplished. ***Communication between students and adults associated with the school should never occur through the use of personal accounts.***

## INTERNET USE

Use of the Internet can provide many educational benefits. Unfortunately, some material via the Internet may contain information and images that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values taught by the Catholic Church. Access to the Internet in school is given as a privilege to students who agree to act in a respectful and responsible manner. All students are responsible for respectful behavior on the Internet, just as in the school building. All students and parents are required to read, accept, and sign the **Technology Acceptable Use Policy**. The form to sign is found in the Important Forms section distributed during Orientation Days and located on the BC website ([www.bishopcanevin.org](http://www.bishopcanevin.org)). Violations of this policy will result in loss of access to school computers, iPads, and other technology, as well as other disciplinary and/or legal action.

Bishop Canevin High School is pleased to offer the students and staff of Bishop Canevin access to the school's computer networks. Before any student is granted access to the school's technology, both the student and his/her parents must agree to and sign a contract specifying the terms and conditions of such access. Access to the Internet will allow the exploration of thousands of resources worldwide. Parents and students are warned that some materials accessible on the Internet may contain items that are inaccurate, defamatory, illegal, or offensive. While it is our intent to make the Internet available for research and to promote educational objectives, there is the potential of gaining access to other materials as well. We believe that the benefits to staff and students greatly outweigh any potential disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow. The administration and faculty of Bishop Canevin High School supports and respects each family's right to decide whether or not to apply for network access.



# TECHNOLOGY & ELECTRONICS POLICY

## ***RULES FOR TECHNOLOGY ACCESS***

1. The use of the network account must be in support of education and research consistent with the educational objectives of the diocese, school, and teacher
2. Transmission of any material in violation of U.S., State, or Local regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Use for product advertisement, political lobbying, or personal financial or material gain is prohibited.
4. Use for commercial activities by for-profit institutions is prohibited.
5. **Students must use their Bishop Canevin email address – not a personal email address – in all communications with teachers, administrators, coaches, and any other school personnel.**
6. Do not write or send threatening or abusive messages or images to others. Use appropriate language. Obscene or degrading language or images are prohibited.
7. The user should never reveal his/her personal address, phone number, username or password to anyone. Acquiring and/or distributing the address, phone number, username, password, or images of another person are prohibited.
8. Network resources, information, and electronic mail are not guaranteed to be private. Persons operating the system have access to all network resources. Any items containing inappropriate material or relating to illegal activities will be reported to the appropriate authorities. Network storage areas are treated like school lockers, i.e., they belong to the school and may be opened and inspected at any time. Network administrators may review files and communications to maintain system integrity and ensure that users are acting responsibly. Users should expect that files are subject to review by appropriate school officials without prior notice.
9. Do not use the network in a manner that would disrupt the use of the network by others. This includes, but is not limited to, sending mass e-mail messages, attempting to infect the system with a computer virus, attempting to “crash the system”, intentionally wasting network resources, attempting to circumvent system protection facilities or interfering with other users in any fashion.
10. Accessing any account other than the one assigned to you is prohibited. This includes, but is not limited to, guessing or stealing another user’s account access. Certain “public” accounts allow access to resources such as the school’s library. These “public” accounts are considered open to all users.
11. Allowing another user to gain access to your account is prohibited. Do not give anyone your user name or password.
12. Use of technology to facilitate plagiarism is prohibited. No user shall misrepresent another person’s work as their own or allow their work to be misrepresented as belonging to someone else.
13. Students may not download, copy, install or remove software from Bishop Canevin High school without written permission from school authorities.
14. All personal data storage devices will be subject to a virus scan.
15. No one may use program disks in any Bishop Canevin computer without permission of the Technology Director.
16. Games are prohibited, unless approved by and/or assigned by a teacher for educational purposes.
17. Use of “chat” rooms, blogs, or social networking sites (i.e., Facebook, Instagram, Twitter, snapchat, etc.) during class time and/or without teacher approval is not permitted.
18. Students may not engage in abusive or improper use of technology resources. This includes, but is not limited to, misuse of system/operator privileges, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment components.
19. Students are permitted to use the BCHS-PUBLIC Wi-Fi for personal devices before and after school hours. The school is not responsible for the safety, security, maintenance or back up of personal items.
20. Students are encouraged to purchase a 4 GB (Gigabyte) Flash Drive for school use. The school is not responsible for backing up or maintaining student files.
21. If students would like to utilize the school Cloud storage and/or e-mail service, they need to request access from the Technology Director.
22. Students should not attempt to bypass the Firewall and Content Filter in any way. This includes, but is not limited to, torrents, tunnels, proxy servers and remote connections.
23. Students are to respect the property of others, including a “hands off” approach to another student’s iPad, Laptop or other technology.

It is understood that access to the computer networks at Bishop Canevin is a privilege, not a right. Failure to abide by the rules in this document could result in the revocation of access privileges, disciplinary action, or legal action, as deemed appropriate.

THE ABOVE REGULATIONS AND SANCTIONS OBVIOUSLY DO NOT COVER EVERY CONCEIVABLE SITUATION. THE SCHOOL ADMINISTRATION RESERVES THE TO INTERPRET ANY SITUATION NOT SPECIFICALLY COVERED BY THESE REGULATIONS.

# ANTI-BULLYING POLICY

## **PURPOSE:**

All members of the Catholic School Community are expected to use non-violent means to resolve conflict as reflected in the Gospel values.

## **APPLICABILITY:**

- Bullying behaviors contradict Gospel values, which are centered in the teachings of Christ.
- Bullying may contribute to short-term problems for the victims (i.e. a change in behavior, drop in grades, frequent absences).
- Persistent bullying may cause long-term psychological problems (i.e. depression, dropping out, suicide ideation).
- Bullying may contribute to involvement in other antisocial activities (i.e. alcohol/drug abuse, gangs) and threatens the physical safety of others.
- Bullying may contribute to a negative school climate, which interferes with spiritual development, academic learning, and social responsibility.

## **DEFINITIONS:**

A. **Bullying** (shall mean an intentional electronic, written, verbal, or physical act, or a series of acts):

1. directed at another student or students;
  2. which occurs in a school setting;
  3. that is severe, persistent or pervasive; and
  4. that has the effect of doing any of the following:
    - a. substantially interfering with a student's education;
    - b. creating a threatening environment; or
    - c. substantially disrupting the orderly operation of a school.
3. in a School Setting: shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

A school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the other requirements specified in the definition of bullying.

Cyber bullying includes but is not limited to, the following misuses of technology: Harassing, intimidating, threatening, or terrorizing another student or personnel employed by the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyber bullying are unacceptable and to the extent such actions are disruptive of the educational process of the school, offenders shall be the subject of appropriate consequences.

## **POLICY AND PROCEDURE:**

A. **Catholic Schools and Staff are expected to:**

1. provide a supportive environment that upholds Gospel values and encourages positive relationships between students, staff, and parents.
2. increase awareness and understanding of the dynamics of bullying and develop a plan to implement anti-bullying strategies within their schools.
3. maintain an environment where bullying will be addressed age appropriately in a manner characterized by respect and civility.
4. use resources that will assist in developing appropriate social skills, positive relationships and discourage bullying as unacceptable behaviors.
5. encourage students to report incidents of bullying and support them in dealing with conflict resolution.

6. support, monitor and act upon all reported incidents of bullying to ensure the safety of all students.
7. model appropriate language and actions for students.
8. emphasize intervention strategies that are preventative in nature.
9. recognize that some bullying behaviors may be more serious and require more comprehensive intervention.
10. keep open lines of communication between the home, school, and parish.

**B. Students are expected to:**

1. promote a positive and caring environment for all by developing an awareness of bullying issues.
2. refuse to bully others or to be a bystander to acts of bullying.
3. report to appropriate school personnel all acts of bullying that they may experience or observe.
4. assist and co-operate in the implementation of school-wide anti-bullying initiatives.

**C. Parents/Visitors are expected to:**

1. promote a positive and caring environment for all by developing an awareness of bullying issues.
2. inform the school if bullying is suspected.
3. encourage students to discuss any incidents of bullying and reinforce the need to speak out.
4. support the school when resolving identified incidents of bullying.
5. support the school through Catholic School Councils or the Student Assistance Programs (SAP) in promoting local school anti-bullying initiatives.

**D. All schools are required to develop a local discipline policy to be placed in Student Handbooks and classrooms in each Elementary and High School in the Diocese of Pittsburgh.**

1. Each school will establish written procedures for:
  - Reporting instances to the appropriate personnel
  - Investigating bullying behaviors
  - Consequences for such behaviors

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the *Code of Student Conduct* which may include:

- Counseling within the Intermediate Unit or school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or bus
- Exclusion from school sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of the Intermediate Unit or school
- Referral to law enforcement officials

2. All schools will include and address the following anti-bullying statement in the discipline code.

### ***The Peace of Christ Pledge***

***I pledge to:***

- ***Live up to my faith's teaching by praising my classmates and avoiding (the) ridicule (of others).***
- ***Stop others who put down or tease someone.***
- ***Choose friends that live by the teachings of our Catholic faith.***
- ***Apologize if I hurt anyone's feelings and forgive those that do me wrong.***
- ***Always do the right thing because God has called me to do this.***
- ***Reach out to help others because Christ said whatever you do to the least of my brothers, you do to me (Matthew 25:45).***
- ***Live by the beatitude "Blessed are the peacemakers for they shall be called the children of God" (Matthew 5:9).***

## UNIFORM POLICY

### Pro3 Services

2101 Greentree Road

Pittsburgh, PA 15220

412-279-1102

[www.pro3services.com](http://www.pro3services.com)

*Our dress code stresses the importance of self-discipline and a sense of pride in appearance. Strict adherence to the dress code reinforces the positive learning environment established at BCHS.*

*Thank you for helping to assure that your son or daughter is compliant with the dress code.*

### GIRLS

- **Solid navy or blue plaid skort and blue or white BC script blouses with purchased at Pro3 Services**
- All skorts, blouses, and sweaters must be purchased through Pro3 Services
- The skort is worn to within 3 inches of the knee with appropriate socks.
- Pro3 Services will “mark” all skorts at the appropriate length.
- Please note: All uniform skorts must include the Pro3 Services hem marking for students to be considered in compliance with our uniform policy. This includes any skorts which are handed down from other students.
- There are a variety of blouse options, all are styled so they can be worn over the skort waistline.
- The midi tie may be purchased at Pro3 Services. Regular ties may be worn but cannot depict messages or images that are contrary to the school’s philosophy.
- Ties are required when wearing the skort uniform during 2<sup>nd</sup> & 3<sup>rd</sup> quarters
- Optional BC script embroidered sweaters may also be worn with the skort outfit
- A previously purchased BC fleece from Pro3 Services may be worn over the shirt/tie, but not in place of the shirt during the 2<sup>nd</sup> & 3<sup>rd</sup> quarters.
  
- **Banded waist short-sleeved polo shirt in navy, white, or light blue or banded waist long-sleeved polo shirt in navy or white with the official BC logo**
- Banded bottom must be long enough to meet or exceed the beltline of the pants with waist or midriff covered
- A plain, solid, neutral colored t-shirt or cami (without graphics) may be worn underneath the polo shirt and may not extend below the shirt
- Uniform polo shirts must be purchased at Pro3 Services
  
- **Pro3 Services or Lands’ End uniform pants only**
- Khaki or navy with optional belt for girls
- Purchase uniform pants directly from Pro3 Services or order online at Lands’ End Uniform (use school #900120916)
- Do not substitute any other pants

# UNIFORM POLICY

## BOYS

- **Pro3 Services, Lands' End Uniform Pants, or "Classic Fit Style" Dockers brand pants only**
  - Khaki, navy or black pants sized to fit at the waist and worn with a belt.
  - Purchase uniform pants directly from Pro3 Services or order online at Lands' End Uniform (use school #900120916)
  - Do not substitute any other pants
- **Polo shirt (navy or white) and oxford shirts (blue or white) with the official BC logo**
  - BC polo shirt is permitted from the start of school through during 1<sup>st</sup> & 4<sup>th</sup> quarters
  - BC oxford cloth button down shirt with the official BC logo and ties are required during 2<sup>nd</sup> & 3<sup>rd</sup> quarters
  - Neckties may be of any tasteful design. Ties, which depict messages or images contrary to the school's philosophy, are prohibited. BC logo ties are available through the school Spirit Shop.
  - Only plain, solid, neutral colored t-shirts (without graphics) may be worn underneath the uniform shirt and may not extend below the shirt.
  - Shirts must be tucked in at all times
  - An optional BC official logo navy sweater or sweater vest may be worn
  - Purchase all uniform shirts and optional sweaters through Pro3 Services
  - A previously purchased BC fleece from Pro3 Services may be worn over the shirt, but not in place of the shirt.

## ALL STUDENTS

- **Shoes--Solid neutral color black, navy, or brown leather shoes in flats, penny loafers, boat, or oxford styles only. Canvas dress shoes are also permitted. Shoes cannot have designs on them.**
- **Socks covering the ankle must be worn with the uniform.**

## UNIFORM POLICY

**The following are in violation of our school dress code policy:**

- Any form or style of boot, athletic, moccasin, canvas, fabric, fur, or tennis shoes
- Work boots, clogs, flip-flops, sandals, slippers, open-toe or open-heel shoes
- No socks, low, or no-show socks
- Clothing that advertises any inappropriate messages or has any drug related information that contrary to the school's philosophy
- Jackets/Sweatshirts/Outerwear – including any athletic team clothing, may not be worn
- Hats or headwear with symbols or any message
- Purses, totes, book bags, or any backpacks (these can be safely placed in a locker for the day)
- Body piercing, with exception for a maximum of two earrings per ear and one nose stud
- Tattoos, body art must be completely covered with appropriate uniform pieces
- Extreme colors and multi-colored hair or shaved designs that are inappropriate
- Excessive, large, or dangling earrings and other jewelry
- Necklaces, chains or other adornments worn over the school shirt or hanging from clothing

*Exceptions to the dress code (including the wearing of athletic shoes) are made for medical reasons only. A physician's excuse is required stating the duration of the request.*

Bishop Canevin students are expected to be compliant with the dress code, dressed in proper uniform attire, at all times during school hours (7:50 AM – 2:25 PM dismissal).

### CONSEQUENCES

Consequences for uniform violations will follow the Conduct Point System as defined on Page 37, receiving a point per violation with the initial consequences listed:

1<sup>st</sup> Violation – Warning Issued

2<sup>nd</sup> Violation – Warning to Student and Parent Notified

3<sup>rd</sup> Violation – 2 Detentions Issued and Parent Notified

*The school administration reserves the right to make final decisions regarding the appropriateness of a student's attire and appearance and to take the necessary disciplinary action, including increased consequences for repeated violations.*



## UNIFORM POLICY

### *DRESS DOWN DAYS*

When dress down days are announced, students may participate by dressing within the stated guidelines of the day. Some days may be sponsored by a particular club or activity as a fundraising event for a nominal fee. In such cases, students must pay the announced fee for permission to dress down. However, except for house days, students may always wear a BC T-shirt on a dress down day.

Unless otherwise announced, the following will be the **only clothing items permitted** on dress down days

- Jeans, clean without holes, tears, or rips & sweatpants, clean without holes, tears or rips
- On BC Dress-Down Days: BC T-shirt, BC sweatshirt, or BC sports jersey
- On House Dress Down Days: House T-shirt only. Sweatshirts may be worn beneath them
- Tennis shoes or uniform policy shoes and dress boots, but no work boots

Not permitted: Shorts, skirts, leggings, yoga pants, sandals, work-boots, tank shirts, tops that are low cut or cropped, shirts with inappropriate language or messages.

The school administration reserves the right to make final decisions regarding the appropriateness of a student's attire and appearance and to take the necessary disciplinary action, including increased consequences for repeated violations.

### *DRESS UP OR SPECIAL EVENT DAYS*

Some events (ex. Awards Night, Honors Convocation, job shadowing days, BC group performances outside of school, etc.) require clothing categorized as business or work professional which are appropriate for the Bishop Canevin event.

#### Boys

- Dress shirt and dress slacks, tie, dress shoes
- Suit coat is not required, but may be worn

#### Girls

- Dresses, skirts, or suits with dress shoes
- Dress slacks with blouse and dress shoes
- Strapless, low-cut, skin-tight, or mini-length dresses or skirts are inappropriate for school events

Students who are unsure about what is permissible or appropriate should check with the school administration prior to wearing an item. Special dress down day options are announced and posted for students and parents.

## STUDENT SERVICES

### **PEER TUTORING**

BC's peer tutoring program offers students the opportunity to work and learn from their peers. The tutoring program is available to all students who want to give extra attention in their studies or who are referred by their teacher and / or guidance counselor. Members of the National Honor Society offer peer tutoring during weekly activity periods or at other times when student schedules permit, such as during study halls, lunch periods, or before or after school.

### **SCHOOL CHAPLAIN**

Bishop Canevin High School has one part-time Chaplain whose function is to promote a Christian atmosphere within the school and to coordinate all religious activities such as liturgical celebrations, retreats and vocation promotion. The Chaplain also provides personal counseling.

### **GUIDANCE AND COUNSELING**

The School Counseling Department provides opportunities for students to discuss academic success, vocational goals, and personal issues. It also aids students in evaluating colleges, provides occupational information, and screens employment opportunities. Students are scheduled for both individual and group meetings throughout the year. Staffings are held regularly for students with academic or personal difficulties.

### **INTERMEDIATE UNIT**

Bishop Canevin High School receives special services from the Pittsburgh Mt. Oliver Intermediate Unit. These include: a reading specialist, academic testing, and referral services for educational and psychological evaluation. Additional support services are provided by the Intermediate Unit to the Bishop Canevin Student Assistance Program.

### **NURSE**

A nurse practitioner is available to students on a regular basis for physical exams, hearing and vision tests conducted in accordance with Pennsylvania Department of Health laws. Students also are able to use the Health Suite for other health issues that may occur.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is designed to aid those students who are perceived to be at risk because of personal and/or family disequilibrium/dysfunction.

Essential to the functioning of the Student Assistance Program is a Core Team, a group of specially trained faculty members, guidance counselors and administrators whose role is to: receive referrals from concerned faculty members; solicit information from the referred student's teachers; assess behavior patterns; intervene with the family and student; and, where appropriate, recommend a course of action which might include referral to an outside agency for assessment and treatment.

## TRANSPORTATION

According to PA Act 372, a student is eligible for subsidized transportation if his/her permanent address is more than two, and no more than ten, miles from school; the school district in which he/she resides must also provide transportation to their own schools. Subsidy may be in the form of either providing a school bus or via public transportation (PAT). A bus is provided for Washington County residents whose school districts do not provide transportation. Any problems or concerns regarding this transportation should be brought to the attention of the administration.

Transportation is provided for eligible students by the public school district in which they reside. Students receiving such transportation are reminded that eligibility is contingent upon proper behavior and care of property while on the bus. The public school district reserves the right to refuse transportation to any student whose conduct in any way disrupts or endangers the proper operation of the bus.

Written reports of bus misconduct will be dealt with in the following manner:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Warning  |
| 2 <sup>nd</sup> Offense | 3 days suspension of school bus transportation             |
| 3 <sup>rd</sup> Offense | 10 days suspension of school bus transportation            |
| 4 <sup>th</sup> Offense | No school bus transportation for the remainder of the year |

Consequences may also include school detentions and conduct points or immediate loss of bus transportation based on the discretion of a school administrator.

Bus transportation or a bus pass is provided daily for all students by their public school district within the guidelines of Pennsylvania Act 372. Bishop Canevin H.S. subsidizes bus service for some areas of Washington County.

# TRANSPORTATION

## PUBLIC SCHOOL DISTRICTS WITH BUS SERVICE

|    |                   |                              |    |                   |                              |
|----|-------------------|------------------------------|----|-------------------|------------------------------|
| *  | Avonworth         | 412-369-8738                 |    | Moon Area         | 412-264-9440, press 8, x1131 |
|    | Baldwin Whitehall | 412-885-7595                 | *  | North Hills       | 412-318-1024                 |
|    | Bethel Park       | 412-854-8414                 |    | Pittsburgh Public | 412-529-8125                 |
|    | Canon McMillan    | 724-745-1502, press 2        |    | Quaker Valley     | 412-749-3627                 |
| *  | Carlynton         | 412-429-2500, press 1, x1107 | ** | Shaler            | 412-492-1200, press 8, x2824 |
|    | Chartiers Valley  | 412-429-7011                 |    | South Fayette     | 412-221-4542, press 8, x455  |
|    | Cornell           | 412-264-5010                 |    | Sto-Rox           | 412-771-3213, x5217          |
|    | Keystone Oaks     | 412-571-6012                 |    | Upper St. Clair   | 412-833-1600, press1, x7     |
| ** | Montour           | 412-490-6500, press 9        |    | West Allegheny    | 724-695-5213                 |

\*Does not provide mid-day/early dismissal transportation. \*\*Limited mid-day/early dismissal transportation provided.

### BUS COMPANIES:

#### ABC Transit

North Hills 412-477-5057

#### A-1 Van Service 412-781-6170

City Pgh. Mt. Oliver / Overbrook

#### First Student

Avonworth/Quaker V. 412-734-9288

Shaler 412-821-0320

#### Matthews Bus Co.

Keystone Oaks 412-341-8288

Canon McMillan 724-941-8065

Peters/Upper St. Clair 724-941-8065

Sto-Rox 412-331-5009

#### Monark

412-458-5230

City Pgh. Mt. Wash. / Beltzhoover/Green Tree

City Pgh. Chartiers / Middletown

Washington County

#### Student Transportation of America

Carlynton 412-249-8370

W. L. Roenigk, Inc. 412-781-7906

City Pgh. Northside/Bloomfield

### SCH. DISTRICTS with their own bus company

Baldwin Whitehall

Bethel Park

Chartiers Valley

Montour

Moon Area

South Fayette

West Allegheny

***Students who are eligible for busing, but opt to use other means of transportation, may not use transportation as an excuse for being tardy or absent.***

## FINANCIAL AID

*Certainly one of the most basic concerns parents face in choosing a high school education for their son or daughter revolves around the issue of cost. At Bishop Canevin, we believe that a quality Catholic education should be available to all who genuinely desire it and, therefore, we offer a variety of programs to accomplish this end.*

### NEED-BASED TUITION ASSISTANCE

#### **SCHOOL-BASED / DIOCESAN PROGRAMS**

Blessed by the enormous generosity of several benefactors and alumni of Bishop Canevin High School and through the benefit of the Diocese of Pittsburgh, we are able to provide financial assistance for those families who are unable to afford the full amount of tuition. Any family who is able to demonstrate financial need becomes eligible for an award. Awards are determined through an application process which evaluates the degree and extent of family need.

Eligibility for a grant under these programs is based upon *demonstrated financial need*, determined through an application to FACTS Management available on the school website at **www.bishopcanevin.org**. **Parents must submit an application as soon as possible after the FACTS website opens for new applications, each year for consideration. The school cannot offer any need-based aid prior to parents completing the FACTS application. This includes uploading your prior year tax returns and/or earnings confirmation, i.e., W2 or 1099.**

#### **A. School-Based Aid**

School-based aid is distributed to families who demonstrate financial need through the FACTS application process. Awards vary depending upon available funds, number of applicants, etc. Those with timely completion of the FACTS application receive the greatest consideration.

#### **B. Bishop's Education Fund**

This is an endowed fund through the Bishop's Education Foundation. Interest earned on the principal balance of this fund will be distributed each year for education grants. In order to receive a grant, financial need must be demonstrated through application to FACTS and completion of the pastor verification form acknowledging active enrollment in a diocesan parish.

#### **C. The Scholastic Opportunity Scholarship (EITC/OSTC)**

A state program which allows businesses as well as individual tax payors to contribute state tax dollars to established scholarship funds. Application through FACTS must be made for these awards to be provided to families.

FACTS Financial Aid applications are normally available early in the calendar year. Once families receive their Financial Aid Award notices, they must then choose a payment plan through the FACTS website in order to begin payments in July for any questions concerning your FACTS Financial Aid Application or FACTS Management Enrollment, please contact Mrs. Judi Palastro in the Bishop Canevin Business Office at 4121-922-7400 x 217.

*The deadline for submission of the FACTS application form for financial aid is March 15. All BCHS applications including required essays, letters of recommendation and other documentation are due no later than April 15.*

***Recipients of financial aid who transfer out of Bishop Canevin High School during the school year will receive the appropriate prorated portion of their original grant.***

## TUITION POLICIES

Bishop Canevin's mission is to provide the best possible education for its students. To achieve this, it is necessary to provide quality programs and facilities, as well as skilled and certified personnel. The income to provide these resources is generated primarily from tuition. Therefore, it is extremely important that all parents maintain a satisfactory tuition account.

### *Tuition*

The following tuition policies are in effect for all students:

After Financial Awards have been finalized, all families must enroll in FACTS Management to establish a payment plan. by June 15.

Please go to:

[www.factsmgt.com](http://www.factsmgt.com).

Seniors are assessed a \$100.00 graduation fee, which will be added to the monthly payments.

In the event of delinquent tuition payments, the following policies and procedures will be followed:

- The Business Office will notify parents of the status of their account.
- The student's schedule may be withheld at the beginning of the school year until all unpaid tuition from the previous year is received.
- Seniors will not be permitted to participate in Commencement Exercises.
- Report cards and/or diplomas will be withheld; transcripts will not be sent to colleges, prospective employers, or other types of schools or programs.
- Access to Parent Plus portal will be denied if tuition is not current.
- The student may be asked to withdraw from Bishop Canevin.
- A student leaving Bishop Canevin during the school year will have their tuition and any aid or scholarships pro-rated according to the number of school days officially enrolled.

Incoming families complete an online application or submit a paper copy to the Admissions Office.

### *Activity Fee*

*How the Activity Fee payment policy works:*

- The Activity Fee is required of ALL families (no exceptions and regardless of level of student involvement):
  - \$395 one child
  - \$650 maximum per family
- The Activity Fee is added to your FACTS Tuition Account
- ***Students not current with their Activity Fee may be denied participation in activities and the consequences listed above for delinquent tuition.***
- The annual activity fee may be reduced or totally eliminated by families through their participation in the school's Certificate Program (see information on the website for ordering). Percentages earned on orders placed beginning September 1 through mid-May, will be credited toward the Activity Fee the following school year, up to the amount of the Activity Fee.
- Two or three major fundraisers (to be determined) will be held to support activities and athletics. ***All families who have students involved in any BC activity are expected to participate.*** These fundraisers will be announced at the beginning of the school year.

## TUITION POLICIES

### *Fundraising Fee*

- The Fundraising Fee of \$250 is required of ALL families. Only one fee per family.
- The Fundraising Fee of \$250 is waived for those families who pay their tuition IN FULL by the last business day of June.
- The Fundraising Fee is added directly to your FACTS Tuition Account.
- With the Fundraising Fee, all parents/guardians who are up-to-date with tuition payments will receive two (2) free admissions to the spring Gala (Crusader Auction). These tickets are non-transferrable to individuals other than parents/guardians. Additionally, all Bishop Canevin students receive free admission to all home athletic events by presenting their BC I.D. card.

## **ACTIVITIES / ATHLETIC PROGRAMS**

Student attendance and/or participation in Bishop Canevin High School events is a privilege, not a right. The school administration, therefore, reserves the right to make and enact policies regarding student attendance and/or participation in school events and activities. The activities and athletic programs at Bishop Canevin are designed to afford students a broad range of opportunities and interests in the development of the total person. The primary purpose of these programs is to instill in those who participate the qualities of a complete Christian. It is our belief that participation in the activities program and/or sports is an integral part of the educational process and presents students with numerous opportunities for growth and maturity, as well as friendship and peer support.

Bishop Canevin High School strongly encourages students to become involved in activities and athletic programs and is committed to providing everyone a fair chance to participate. All students may try out for membership on the many sports teams and extracurricular activities. Some sports are designated specifically for boys or for girls.

There is a “no cut” policy at Bishop Canevin. Players cannot be cut from a team if they attend all required practices, maintain good sportsmanship as a member of the team and obey the Head Coach’s instructions. Players can be dismissed if they cause disciplinary problems (either in school or out-of-school) or are deemed academically ineligible. In addition, this “no cut” policy does not guarantee any playing time or a varsity uniform. **Everyone is entitled to practice time. Playing time is earned.** Ordinarily the Athletic Director and/or Principal will not intervene in non-selection decisions or decisions of “playing time” unless they deem the decision arbitrary and capricious.

All extracurricular activities are secondary to the mission of the school, which is the personal academic progress and spiritual development of each student. Failure to meet and maintain the standards of academics, attendance, punctuality, and discipline may prevent participation in sports and activities (see below). Therefore, ***students who are placed on Academic, Attendance, or Discipline Ineligibility status are not permitted to participate or practice in any school activities.***

Illegal substances, including tobacco and alcohol, have no place at a Bishop Canevin sponsored student activity, whether on or away from school property. Students who participate in or attend any Bishop Canevin High School event or activity (and parents who give permission for attendance) must know and understand that if there is a reasonable suspicion that a student is under the influence of any mind altering substance or chemical, such individual is subject to an immediate on-the-spot alcohol and/or oral fluid drug test conducted by the school authority and/or police authorities. Parents will be notified prior to testing and a positive test will result in notification of police, as well implementation of the proscribed school sanctions as indicated elsewhere in this Parent/Student Handbook. Refusal by the student to submit to the alcohol/drug test will be considered a positive test result. Prior permission from parents to test a student will be deemed unnecessary, since a student’s attendance at the event will be understood as permission to test, if necessary. Those students who are fearful of or do not wish to be subjected to possible testing should not attend Bishop Canevin events or activities.

Extra-curricular activities are an important part of a student’s school life. Bishop Canevin HS offers a broad and varied extra-curricular program, including activities of interest to almost every student. All students are strongly encouraged to participate in at least one of the activities listed.



## **ACTIVITY & ATHLETIC INELIGIBILITY**

Students will be declared ineligible for athletics and activities for the following circumstances:

- ACADEMIC:**
1. Two or more failures at the midpoint, reviewed weekly, or end of a quarter
  2. An unweighted GPA below 2.0 at the end of a quarter

**DURATION:** The period of ineligibility begins on the first Monday following the notification and last at least one week. If eligibility is not earned after one week, progress will continue to be monitored daily until reinstatement has been achieved.

- ATTENDANCE:**
1. Significant absences during a semester without medical authorization.

**DURATION:** Ineligibility will be determined by the Discipline Review Team; up to thirty (30) days.

2. Absent without a medical excuse

3. Arrival after 3<sup>rd</sup> period without a medical excuse.

4. Leaving early for a non-medical reason. AD will be notified as well.

**DURATION:** The student will be ineligible on the day of the absence.

- DISCIPLINARY:**
- Accumulation of 5 conduct points in a semester and the student has not attempted to receive credit.

A discipline infraction with a value of five (5) or more conduct points may be cause for immediate ineligibility for a period of time determined by the Discipline Review Team.

**DURATION:** The student will be ineligible until imposed penalties and detentions are fulfilled.

## STUDENT ACTIVITIES

### *Activities for Lifelong Learning:*

#### **ACADEMIC TEAM**

**Moderator: Mrs. Charlotte Smith**

The Bishop Canevin Academic Team participates in the KDKA Hometown High-Q television show and also National Academic Quiz Tournaments held at the University of Pittsburgh, Carnegie Mellon University and Duquesne University. They also sponsor the annual BC Junior High Quiz Bowl each spring. Practice sessions are held regularly and all students are welcome to try out for the team.

#### **[BC]2 (BC BOOK CLUB)**

**Moderator: Mrs. Sue Rakaczky**

The group meets twice a month to discuss books from a variety of genres. Students have the opportunity to meet authors and participate in reading and writing competitions, including the English Festival at Duquesne University. In addition, members coordinate school activities that promote literary awareness, including Teen Read Week and Poem in Your Pocket Day. [BC]2 members also assist with the annual Bishop Canevin Spirit Night and Book Fair where they make their "Unofficial Summer Reading Guide" available.

#### **BCDC (Bishop Canevin Digital Club)**

**Moderator: Mr. Dave Ellis**

The BCDC involves students in various media projects which include audio/video productions, general technical support. The club assists with the technology needs of all school activities. Students may also produce videos for school events. Furthermore, students will participate in developing new media and technology projects for the benefit of the BC High School community. Any student, regardless of media and technology experience, can join this club.

#### **Bishop Canevin Sports Network Club:**

**Moderator: TBD**

The BCSN club gives students a tremendous opportunity to gain real world experience and service hours! The club will be interviewing coaches and players, reporting, taking pictures, live tweeting games, and more. BCSN will aim to support every team in the Athletic Department, and you do not have to be an athlete or a fan of sports to get involved. Students will have the opportunities to write game previews, game summaries, run the camera for a game, conduct interviews, or even be part of the live broadcast as a commentator or play by play person. The BCSN Club can provide valuable experience for future careers in:

- Cinema and Photography
- Communications
- Data Analytics
- Graphic Design
- Journalism
- Marketing & Management
- Public Relations
- Sport Management
- TV / Sports Broadcasting and production

#### **FUTURE BUSINESS LEADERS OF AMERICA**

**Moderator: Mr. Tim Wanamaker**

The FBLA is a national organization of secondary school students enrolled in business and office education programs. FBLA is an integral part of the business education program and is designed to develop leadership abilities and competencies for business and office occupations. Members learn how to engage in business enterprises; how to hold office and direct the affairs of the group; how to work with representatives of other youth and adult organizations and how to compete with other FBLA members on the local, regional, state and national levels.

## STUDENT ACTIVITIES

### LEONID

**Moderator: Mrs. Marguerite Miller**

The LEONID, the school newspaper, is issued throughout the school year, and covers all current aspects of school life, as well as editorials, reviews and special interest columns. Numerous opportunities exist on the LEONID staff in the areas of reporting, writing, layout and other phases of web-based newspaper publication. Students interested in working on the LEONID staff are strongly urged to participate.

### MODEL UNITED NATIONS

**Moderator: Mr. Dave Casavale**

Model United Nations is a simulation of the UN General Assembly and other multilateral bodies. In Model UN, students step into the shoes of ambassadors from UN member states to debate current issues on the organization's agenda. While playing their roles as ambassadors, student "delegates" make speeches, prepare draft resolutions, negotiate with allies and adversaries, resolve conflicts, and navigate the Model UN conference rules of procedure - all in the interest of mobilizing international cooperation to resolve problems that affect countries all over the world.

### MOSAIC

**Moderator: Mrs. Charlotte Smith**

The MOSAIC is the school's annual yearbook, providing complete photographic coverage of the school year, its activities, faculty and student body. The book is produced in May with a summer supplement being mailed in late June to all purchasers and is published by a student editorial staff under the supervision of a moderator. The MOSAIC provides opportunities for students to learn and exercise skills in composition, layout, editing, writing and photography, and welcomes all students.

### THE ORACLE

**Moderator: Mrs. Charlotte Smith**

Oracle is Bishop Canevin High School's Literary Magazine, which showcases the work of our student writers and artists. The Oracle staff publishes online editions in the spring and fall semesters featuring poetry, short stories, artwork, and photography from our school community. Oracle offers students the opportunity to collaborate with their peers in a workshop setting, to share their voice and vision through creative writing, and to compete in local and national writing contests. Visit our latest edition online at <https://issuu.com/oracleliterarymagazine>.

### ROBOTICS

**Moderator: Mrs. Linda McLemore**

The Robotics Club is designed to expose students to valuable STEM skills using robotics, technology, and science. Members will participate in hands-on programming, mechanical design, and problem-solving experiences and will compete in the FIRST (For Inspiration and Recognition of Science and Technology) Robotics Competition.

### SCIENCE CLUB

**Moderator: Denise Streeter**

Bishop Canevin's Science Club engages students in events in the Greater Pittsburgh science community such as the Carnegie Science Center and the laboratories of local universities. The topics include environmental issues and current laboratory investigations. The Science Club goes on field trips to attend lectures and perform experiments at local universities, providing an opportunity to interact with professors and graduate students in the STEM fields. Members have the option to participate in competitions including trivia challenges such as the Southwestern Pennsylvania Science Bowl and science fairs such as Pennsylvania Junior Academy of Science (PJAS) and Pittsburgh Regional Science and Engineering Fair (PRSEF). In PJAS and PRSEF, students design, perform, and present independent experimental studies within an area of their choosing: Biology, Chemistry, Physics, Earth Science, Psychology or Computer Science. Science Club members receive one-on-one assistance in preparing for these competitions.

## STUDENT ACTIVITIES

### **SPEECH & DEBATE HONOR SOCIETY**

**Moderator: Ms. Rita Yunker**

The purpose of the Speech and Debate National Honor Society is to transform the lives of students so that they become effective communicators and critical thinkers. We recognize student participation throughout the year by having them participate in various speaking categories which, in turn, can qualify them to both the state and national tournaments. Such recognizable names as Oprah, Ted Turner, Brad Pitt and Renee Zellweger, just to name a few, got their starts as student members of the National Speech and Debate Honor Society. Speech and Debate students have a significant edge in college admissions as well as possibly qualifying for scholarship money. Underperforming students show dramatic improvements by their participation in speech competitions. Reading, listening, speech and writing skills are improved. Speech creates enduring transformation in students which sets them on a path that can lead them in amazing new directions. Come and discover how participation in speech gives students the social and academic confidence they need to grow as individuals. The society is open to all students in grades 9 thru 12.

### ***People for Others Activities:***

### **CIRCLE OF FRIENDS**

**Moderator: Mrs. Chris Westrick**

Circle of Friends is a club that promotes increased socialization between students in the St. Anthony Schools Program, and students at Bishop Canevin. Friendships form through activities such as crafts, games, parties, and service projects. St. Anthony students also choose friends from the group to participate in the Inclusive

### **CRUSADERS FOR JUSTICE**

**Moderator: Mr. Joseph Romano**

Crusaders For Justice students are the advocates of social change within not only the Bishop Canevin student body, but also their respective communities. Members bring awareness to various civil issues such as poverty and hunger, and they begin initiatives to reform these dilemmas. Events involving Crusaders For Justice focus on collaborating and supporting other school organizations to perform works of service within the surrounding community.

### **INTERNATIONAL CLUB**

**Moderator: Miss Claire Barber**

The newly formed International Club is designed to increase students' exposure to the languages and customs of cultures from around the globe. Students will participate in meetings in addition to regularly scheduled events such as Cultural Awareness week, field trips, and sampling food from a variety of cultures. In order to join, students do not need to be currently enrolled in a World Language course.

### **JUNIOR ACHIEVEMENT**

**Moderator: Mrs. Marianne Reinhart**

Since 1919, the Junior Achievement program mission has been to educate and inspire young people to value free enterprise and understand business and economics to improve the quality of their lives. Bishop Canevin students teach the JA program at several elementary schools. Students gain experience in presentation, time management, and interpersonal skills through a supportive peer environment.

## STUDENT ACTIVITIES

### STUDENT GOVERNMENT

**Moderator: Mr. David Casavale**

The purpose of the Student Government is to foster and promote a culture of community at Bishop Canevin by working in partnership with the administration, faculty, staff, and parents. The Student Government will plan, organize, and sponsor a number of events, activities, and projects within the Bishop Canevin community. All activities will be planned with the consultation of the administration, faculty, and parents. Each homeroom will elect a representative to the Student Government who will act as a line of communication between students, administration, faculty, and the greater Canevin community.

### *Fine Arts Activities:*

#### ART CLUB

**Moderator: Mrs. Karen Kennedy**

The Art Club meets informally after school, one day a week, allowing students to work on creating projects in different mediums of their choice. A large variety of materials are available for the students to use. Students do not need to be currently enrolled in an art class to be a member of the Art Club.

#### PHOTOGRAPHY CLUB

**Moderator: Mrs. Charlotte Smith**

The Photography Club is for those who wish to develop their photography skills by learning to use a variety of cameras. Visiting speakers will periodically make presentations during the year. Students' photographs may be used by the Yearbook, the Alumni Department, or the school's literary magazine and will be displayed at the Diocesan Art Show and other local venues.

#### MARCHING CRUSADER PROGRAM

**Moderator:**

Marching Crusaders: The Marching Crusaders perform at varsity football games, spirit assemblies, and community events during the first semester of the school year. Rehearsals begin in late June and run throughout the summer. The Musicians are players of brass, woodwind, and percussion instruments as well as an electronic "pit" of keyboard, guitar, and bass. Membership is through Director permission.

The Crusettes are young ladies who specialize in "Radio City Music Hall Rockettes" style dance performance. Auditions are held during the fourth quarter of the preceding school year.

#### SCHOOL MUSICAL

**Director: Mr. Andy Folmer**

The Spring Musical production involves three months of hard work and rehearsal. Students may audition for ensemble, acting, singing, or dancing roles or they may join one of the many backstage crews such as; stage crew, orchestra, lighting, sound and tech, makeup, tickets, ushering, publicity or programming. The purpose of the school musical is to stimulate and develop the artistic, musical and dramatic talents of the students.

## STUDENT ACTIVITIES

### *Social Activities:*

#### **BC Fishing Club**

**Moderator: Tim Baker**

This organization is designed to introduce students to the sport of fishing and to enhance the experience of students with a fishing background. We welcome beginners to the sport. Among the current members, there is a wide variety of skill levels.

There will be instruction and hands-on activities that allows members to learn the basics of fishing, to practice and then reinforce what they learn. Members will then have the opportunity to use what they learn to catch fish during any of the various fishing expeditions that may occur.

We offer on-stream instruction on various ways of fishing as well as techniques and safety. Fishing trips will be taken to local streams or possibly to local rivers and lakes. Local trips may take place after school or on a Saturday, with any longer trips happening on a Saturday. We will take a school van for our fishing expeditions and all students will leave from and be picked up here at Bishop Canevin.

#### **BC Adventure Club:**

**Moderator: Mrs. Linda McLemore**

Adventure Club provides students the opportunity to explore indoor and outdoor sports and activities, or to revisit some of their favorites! Some club trips take students to Point State Park, Moraine State Park, Raccoon Creek State Park, and others throughout the year. Activities can include indoor rock climbing, hiking, swimming, kayaking, and much more. In the winter time the adventure club aims to provide students with a fun and safe skiing/snowboarding experience at a reasonable cost. With group participation, prices are significantly discounted at the group rate at Seven Springs Mountain Resort. All required forms must be completed and submitted with proper payment by the due date listed for that trip.

#### **BC Table Tennis Club:**

**Moderator: Mr. Jon Schultz**

The BC Table Tennis Club is an in-house team that meets after school typically from 2:40-4:00 p.m. from September to mid-May. The club is open to players of all skill levels. Participants do not need to be present for the full meeting time—arrive late, leave early, or stay for the full session. We are glad to have you. You do not even need to bring your own paddle—you can use one from the club's selection. Members can be casual, "just for fun" players, or can sign up for a club record sheet to keep track of wins and losses, earning an official club rating.

Bishop Canevin offers a broad range of athletic programs for both boys and girls, participating in W.P.I.A.L. competition in a wide variety of sports. These programs include:

|   |   |
|---|---|
| Athletic Director                                     | <b>Mr. Dale Checketts</b><br>412-922-7400 ext 237<br>ad@bishopcanevin.org         |
| Assistant Athletic Director                           | <b>Mr. Peter Barakat</b><br>412-922-7400 ext 219<br>assistantad@bishopcanevin.org |
| Athletic Trainer                                      | <b>Ms. Lea Richir</b> .....bcat@bishopcanevin.org                                 |
| Baseball – Varsity and Junior Varsity                 | <b>Mr. William Varley</b> .....baseball@bishopcanevin.org                         |
| Basketball, boys – Varsity, Junior Varsity & Freshmen | <b>Mr. Gino Palmosina</b> .....basketball@bishopcanevin.org                       |
| Basketball, girls – Varsity and Junior Varsity        | <b>Ms. Madeline Bazelak</b> .girlsbasketball@bishopcanevin.org                    |
| Bowling – Varsity & Junior Varsity                    | <b>Mr. Scottie Ewing</b> .....bowling@bishopcanevin.org                           |
| Cheerleading, girls - Varsity and Junior Varsity      | <b>Ms. Caitlyn Cossu</b> .....cheerleading@bishopcanevin.org                      |
| Cross Country – Varsity                               | <b>Mr. Eric Shafer</b> .....crosscountry@bishopcanevin.org                        |
| Football – Varsity and Junior Varsity                 | <b>Mr. Rich Johnson</b> .....football@bishopcanevin.org                           |
| Golf – Varsity  | <b>Ms. Clair Barber</b> .....golf@bishopcanevin.org                               |
| Hockey, boys (Club Sport)                             | <b>Mr. Eric Glover</b> .....hockey@bishopcanevin.org                              |
| Soccer, boys – Varsity                                | <b>Mr. Wesley Burdette</b> .....soccer@bishopcanevin.org                          |
| Soccer, girls – Varsity                               | <b>Mr. Pat Egan</b> .....girlssoccer@bishopcanevin.org                            |
| Softball, girls - Varsity                             | <b>Mrs. Karen Seitz-LaFianza</b> .....softball@bishopcanevin.org                  |
| Swimming, boys & girls – Varsity                      | <b>*Co-op with Carlynton HS</b>   |
| Tennis, boys & girls – Varsity                        | <b>*C o-op with Carlynton HS</b>  |
| Track & Field, boys & girls – Varsity                 | <b>*C o-op with Carlynton HS</b>  |
| Volleyball, boys – Varsity and Junior Varsity         | <b>Mr. Peter Barakat</b> .....boysvolleyball@bishopcanevin.org                    |
| Volleyball, girls – Varsity and Junior Varsity        | <b>Ms. Angela Wyman</b> .....volleyball@bishopcanevin.org                         |
| Wrestling, boys – Varsity                             | <b>*C o-op with Carlynton HS</b><br><b>*Contact Dale Checketts</b>                |

# ATHLETICS

## MISSION STATEMENT

*It is the mission of Bishop Canevin High School Sports to give greater honor and glory to God through athletic excellence. This excellence is achieved through teaching and learning current methods, providing proper facilities and equipment, and an athletic environment that emphasizes safety, sportsmanship, and the values of a Christian life. We strive for victory in an honorable fashion.*

## OBJECTIVES

*It is a challenge and a privilege to become part of the Bishop Canevin High School athletic community. Throughout the school's existence, the athletes that have worn the "Blue" have performed on a consistent basis with excellence, character, and loyalty, resulting in numerous section, league, and state championships. We invite our athletes to accept this challenge and become a part of this tradition.*

1. The athletes that participate in any sport must display good sportsmanship on a consistent basis. This not only includes interscholastic contests but also includes athletes' behavior towards teammates and fellow students.
2. **Likewise, all spectators at all Bishop Canevin Athletic events, home or away, shall exhibit good sportsmanship. Disparaging remarks directed to officials, coaches, or players will not be tolerated and can be grounds for ejection from the event. Further disciplinary and legal action may also be instigated if the circumstances warrant it. This policy is consistent with PIAA Guidelines, and also Pennsylvania state law, which also states that any threatening action towards sports officials can be prosecuted as a felony.**
3. It must be recognized that participating as a multisport athlete is an attraction for students attending Bishop Canevin. **It is also more beneficial for student athletes to play in complementary sports.** Athletes should be encouraged to participate in more than one sport. It should be recognized that the sport that is in season has priority over activities in sports that are off season, including exclusion of any other participation, if so desired, by the coach whose sport is currently in season. The decision to allow participation in other activities during the season is left to each individual coach.
4. **There is a no cut policy at Bishop Canevin. This is due in part to the fact that our students pay a significant activity fee. While participation in a team's practices is guaranteed, it is up to the coaches' determination as to whether an athlete will be issued a varsity uniform. Similarly, playing time is NOT guaranteed. It is again up to the coaches' discretion as to who does or does not play. Finally, an athlete can be dismissed from a team at any point due to disciplinary or academic reasons.**
5. In some cases, athletes are members of teams whose seasons coincide. The expectation of participation is a decision that should be arrived at by the individual coaches conferring with each other regarding each particular situation. The principles that should be considered are that meets and games take priority over practices, and that the wishes and best interest of the athlete is the guiding factor in this situation. If there is an impasse regarding this, the athletic director will make a decision after conferring with the athlete.
6. It is expected that every athlete give their maximum effort to try to win the contest in a fair manner.
7. When traveling to an away contest in street clothes, athletes should be dressed appropriately. No extreme casual dress is allowed. The matter of what is acceptable is left to the coach's discretion.
8. It is expected that each athlete takes part in their current team activities as a 1st priority after academic obligations, regardless of other activities in which he or she may be participating.
9. **It is expected that parents and coaches follow the PIAA regulations in all forms regarding practices and behavior. Off season activities are conducted by coaches or parents as private citizens, not as representatives of Bishop Canevin. Off season leagues and camp participation cannot and will not be sponsored by Bishop Canevin. No use of the school's name is allowed in these activities. Attendance cannot be made compulsory.**
10. **Parents should respect the fact that the coaches are teachers. From the time that the various teams assemble until the point they are dismissed, the teams are under the supervision of their respective coaches. Interference with players and contestants during this period is both disrespectful and counterproductive. Parents are expected to maintain a respectful distance.**



11. **Playing time issues are first and foremost a matter that should only be discussed between athlete and coach.** The player has a right to know how more playing time can be achieved, no matter how difficult the process is. Parents should not be a part of this discussion. Other athletes on the team are likewise not a part of this discussion. Every player has a right to practice time. Playing time is earned.
12. Likewise, parents are entitled to discussions with a coach in regards to the progress of their child in a particular sport. Again, playing time and other athletes should not be a part of this discussion. Communication, health, or anything that pertains to the welfare of the athlete are appropriate topics for discussion. The purpose is to have an open line of communication that eliminates misunderstanding. It is recommended that an appointment be made or a conversation at a mutually agreeable time to discuss these matters. Any issue that arises during a game or practice should not be addressed until 24 hours later. This “cooling off” period will allow a rational rather than an emotional discussion.
13. Communications between coaches and team and parents should be as open and complete as possible. Policies and letter criteria should be communicated. Schedules and transportation are also a necessary part of the communication process.
14. The decision to compete in sports beyond the high school level is a personal one, but the Athletic Department can provide positive support. The Athletic Department should answer all collegiate inquiries regarding the athletes in an honest manner regarding the particular athlete’s abilities.
15. Safety. The Athletic Department is responsible for teaching the recommended playing techniques that are safe and legal according to the National Federation of High Schools as outlined in the respective rulebooks for each sport. The Athletic Department is also responsible for imparting information regarding weight training, core/resistance training, and endurance training that emphasizes safety and effectiveness.
16. Lightning. The Athletic Department shall follow the NFHS guidelines on lightning disturbances during contests and practices. This includes clearing the area of play, proper shelter for the contestants, and using the 30 minute rule for resumption of play.
17. Supervision. The Athletic Department is responsible for proper supervision of their teams at all times. This especially applies to the various training facilities, where a coach must be present when any activity is occurring.
18. Training. The Athletic department is responsible for sound training procedures and availability of on-site trainers for home contests and practices. **By participation in Bishop Canevin Athletics, the athlete is permitted to be treated for any and all athletic injuries by our training staff, who are currently the members of Allegheny Health Network.** In addition, information regarding communicable diseases such as MRSA should be available and timely.
19. **Transportation to away games. It is expected that athletes travel on the team bus both to and from away contests. The only exception is when an athlete is released to the custody of his/her parents by the head coach. Violations of this are subject to disciplinary actions by the athletic department.**
20. **The use of technology by the athletes during organized practices and games is forbidden. This includes cell phones, texting, and pictures.**
21. Athletes’ Behavior. All athletes are expected to follow the school rules as outlined in the Bishop Canevin Student Handbook. Repeated violations of rules can result in additional sanctions administered by the coach or athletic department. Serious violations can also merit additional sanctions from the athletic department. This includes any drug or alcohol violations.
22. **Bullying, Hazing, and Sexual Harassment. Any occurrence of these behaviors can result in dismissal from athletic participation. This includes the use of any technology in these behaviors: i. e. text messaging. In addition, the incident will be reported to the school administration for further disciplinary and /or legal action.**

*Summary: The purpose of the Bishop Canevin High School Athletic Program is to enhance the Catholic Education provided by the school. Athletics functions as a necessary part of education and expression. We want parents to feel that a Bishop Canevin athletic career has been a quality experience that has contributed to the student’s development as a contributing member of his or her community.*