



Bishop Canevin High School

Student-Parent Handbook 2025 - 2026

2700 Morange Road
Pittsburgh, PA 15205

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 - 8:41		1	8:14 - 8:44
2	8:45 - 9:17		2	8:48 - 9:18
3	9:21 - 9:53		3	9:22 - 9:52
4	9:57 - 10:29		4	9:56 - 10:26
5	10:33 - 11:05		5	10:30 - 11:00
6	11:09 - 11:41		6	11:04 - 11:34
7	11:45 - 12:17		7	11:38 - 12:08
Collaboration	12:21 - 1:13		Mass	12:12 - 1:17
8	1:17 - 1:49		8	1:21 - 1:51
9	1:53 - 2:25		9	1:55 - 2:25

Bishop Canevin High School

MEMBERS OF THE CORPORATION

Most Rev. Mark A. Eckman, M. Div.
Bishop of Pittsburgh

Very Rev. Thomas W. Kunz, VG, JCD
General Secretary

Mrs. Anna B. Torrance, JD
Chancellor

Mrs. Lauren Martin
Superintendent

BOARD OF DIRECTORS

Ms. Joan Fiore

Mr. Richard Gaitens, Chair

Mr. David Jakielo '01

Mr. Joseph Macerelli

Mr. Tim Philips

Mrs. Lisa Varley

Mr. Michael Vaughn

Mr. Roy Cartier, Diocesan Representative

Sr. Patricia Laffey, Diocesan Representative

EX-OFFICIO MEMBERS

Brian Fernandes, *President*

Michael Palcsey, *Interim Principal*

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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 2025-2026 school year will truly be successful and rewarding for all of our students! The theme for this year will be the great commission of Jesus to go and baptize all nations. We are committed to our mission as a Catholic school to bring the Gospel to all people, especially to our own school community through the celebration of the Eucharist and the sacrament of penance.

Our school motto from Psalm 127 states: "Unless the Lord builds 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 begin to celebrate our 66th 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!

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.

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 was honored while implementing new technology in classrooms, an Innovation Lab, the Broadcast Studio and a new fitness center. All of this allowed for a renewed dedication to fostering 21st Century thinkers, doers and leaders from the Bishop Canevin body of students.

For the 2021-2022 school year, enhancements continued with the creation of an outdoor classroom where students will engage in a variety of collaborative learning in multiple disciplines. That school year also witnessed the opening of Betsy's Place, our student cafe named after Betsy Gannon, a beloved alumni from the Class of 1978. Betsy's Place is a collaborative effort with the St. Anthony's Program with the students in our Business courses being responsible for the cafe's operation. During the 2022 school year a new student organization, the BLAC or Black Leadership Advisory Council was established and student leaders collaborated with faculty and administration to draft a policy entitled The Reaffirmation of Bishop Canevin's Core Value of Respect and Human Dignity. This policy aligns with our belief that all members of the community are to be valued and treated with respect and dignity.

During the 2022-2023 school year, student leaders participated in a year-long process to examine existing House Pillars and select new House Patrons whose character and background resonated deeply with the current student body. From that discernment Fr. Mychal Judge, Sr. Thea Bowman, and Fr. Walter Ciszek were chosen as House Patrons representing the Lower B, Lower G, and Upstairs wings of the building. The selection of Sr. Thea Bowman marked the first female and person of color House Patron in Bishop Canevin's History. Fr. Judge's selection paid tribute to the school's proud Franciscan era and its history of welcoming students who come from households of First Responders who exemplify being true 'Persons for Others'. Fr. Ciszek, a Jesuit who was a native of Pennsylvania, who took pride in aiding those on the margins of society. All three house patrons were alive during the 20th century making them more relatable to our students.

For the 2024-2025 school year, Mr. Dale Checketts, Mr. Sean Murray, and Mr. Michael Palcsey served as the interim administrative team following the departure of Mr. Michael Joyce. In the middle of the school year, the board of directors made the decision to reinstitute the President/Principal Model. On July 1, 2025, Mr. Brian Fernandes was appointed president and on July 29, 2025 Mr. Michael Palcsey was appointed interim principal.

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 to others

PHILOSOPHY

Bishop Canevin High School is a Catholic, individualized, 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 outlined 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."

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 frequent 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.

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.

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 31st* 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-

STEP 1: When you complete your service hours, take with you to your service site(s) a paper copy of the “Community Service Supervisor Verification Form” (available in the Library, the main office or to print under the “Verification Form” link). Be sure to have your supervisor fill it out and sign it!

STEP 2: Afterwards, take a picture of this completed form. Pictures from your phone will work great!

STEP 3: Email a photo of your signed and completed verification form to Mrs. Smith at smithc@bishopcanevin.org or drop off the form personally onto Mrs. Smith’s desk in the library if school is in session.

Please email Mrs. Charlotte Smith (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

Mr. Brian Fernandes
President

Mr. Michael Palcsey
Interim Principal

Ms. Kelli Mainous
Vice President for Marketing and Admissions

Mr. Rodney Steele
Director of Athletics, Student Life, and
Dean of Students

Rev. Ken Marlovits and Rev. Jacob Gruber
School Chaplains

Mrs. Stephanie Miller
Director of Guidance

Central Integrations
Technology

Mr. Joseph Milharcic
Executive Director of Development

Mr. Joseph Heastings
Business Manager and Safe Environment
Coordinator

Mrs. Marguerite Miller
Director of Admissions

ACADEMIC FACULTY

Art Department

Mrs. Patte Martin

Business Department

Mr. Tim Wanamaker

English Department

Dr. Robert Hein
Mrs. Marguerite Miller
Mrs. Charlotte Smith

Mathematics Department

Ms. Caren Glowa
Mr. Joseph Fearer
Mr. Jon Schultz

Religion Department

Mr. George Schlicht
Mr. Louis Bosco

Science Department

Ms. Linda McLemore
Mrs. Denise Streeter

Social Studies Department

Mr. David Casavale
Mr. Dale Checketts
Mr. Chad Schweitzer

Technology & Engineering Department

Ms. Caren Glowa

World Languages Department

Mr. Joseph Williams

ST. ANTHONY PROGRAM

Ms. Christine Westrick, Teacher

Paraprofessionals

Ms. Lori Bailey

Ms. Karen Babeji

AIU Services:

Mrs. Amy Smith, Reading

I.U. Reading Specialist

SECRETARIAL STAFF

Mrs. Heather Huang

Advancement Database Coordinator/Transcript
Request

Athletics & Activities

Mr. Pete Barakat

Assistant Athletic Director

Ms. Lea Richir

Athletic Trainer

SCHOOL SERVICES

AVI Food Systems

Cafeteria Services

Mrs. Charlotte Smith

Library Services

Mr. Dave Ellis

Maintenance Department Director

Mr. Timothy Baker

Maintenance Department

Ms. Terri Rapp

Nurse Practitioner

To contact staff members call the main school phone line, or Email addresses can be found by logging on to the school website at www.bishopcanevin.org.



HOMEROOMS and HOUSE PATRONS

Grade Level	Homeroom and Homeroom Teacher	Homeroom House
Seniors	B107 Mr. Jon Schultz G109 Mr. Joseph Fearer G210 Mrs. Patte Martin	Fr. Michael Judge Sister Thea Bowman Fr. Walter Cizek
Juniors	B113 Mr. Dave Casavale G101 Mr. Joseph Williams B208 Mrs. Charlotte Smith	Fr. Michael Judge Sister Thea Bowman Fr. Walter Cizek
Sophomores	B109 Mr. Schicht G214 Mrs. Linda McLemore G201 Mrs. Caren Glowa	Fr. Michael Judge Sister Thea Bowman Fr. Walter Cizek
Freshman	B105 Mr. Chad Schweitzer G105 Dr. Robert Hein	Fr. Michael Judge Sister Thea Bowman

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 wellbeing 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 (when present) 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. Should the above steps not be adhered to the family will receive a phone call from the Administration.

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.

Locker Signage

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.

LOCKER ROOMS

Locker rooms and lockers are available during a student’s scheduled physical education class and only after a coach's arrival for after school athletics. **No students should access the locker room areas prior to or during the school day**, unless they have a scheduled gym class. Students are reminded to store their belongings properly and to take all items with them at the end of PE class, as well as after school practices/games. There are storage shelves near the main office for any after school equipment that may not fit in a school locker.

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.

Student/Visitor Entrance

The only available entrance to the school building for students and visitors is the main entrance doors. All visitors, and students arriving after the 8:00 am bell, are required to buzz in through the entrance system, and report directly to the main office.

Student Drop Off

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. ***A 10-mph speed limit is to be observed in the parking lot. Follow posted speed limits on Morange Road.***

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. Any student who parks in a reserved area will have parking privileges revoked. 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. ***A 10-mph speed limit is to be observed in the parking lot. Posted signage Morange Road must be followed.***

Student parking is a privilege, not a right; therefore, student-parking permits may be revoked for any of the following reasons, including, but not limited to:

- Failure to properly apply for and display school issued parking pass
 - 1st violation- parking privileges revoked for one week from infraction
 - 2nd violation- parking privileges revoked for one month from infraction
 - 3rd violation-parking privileges revoked for one semester from infraction
- Visiting a car in the student lot during the school day.
 - Detention issued for parking lot violation
- Loitering in the parking lot before and after the school day.
 - 1st Violation- Warning and email home
 - 2 violation- 1 week revoked parking
 - 3rd violation Semester
- Vehicles are driven in a reckless or careless manner
 - 1st offense: Parking revoked for a semester
 - 2nd offense: Parking revoked for year
- Creating or participating in the creation of a noise nuisance, such as horn honking, sounding, alarms, playing loud music, etc.
 - 1st violation-parking privileges revoked for 1 week from infraction
 - 2nd violation-parking privileges revoked for one month from infraction
 - 3rd violation-parking privileges revoked for one semester from infraction
- Parking inappropriately, such as taking up more than one parking space, parking in the fire lane or other restricted areas, etc
 - 1st violation-parking privileges revoked for 1 week

- 2nd violation-parking privileges revoked for one month
- 3rd violation-parking privileges revoked for one semester
- Parking violations not listed above, but deemed as inappropriate by Administration, shall receive discipline on a case-by-case basis.

Visitor Parking

Visitors/parents may park in the front oval in the designated, lined spaces or in the lower parking lot only.

Off-Limits Parking Areas

As a safety precaution, **the front curb is designated as a fire lane where parking is not permitted at any time, including after-school and evening activities.** Students and adults may not drive onto or park at the front Chapel Courtyard, the Grotto main entrance, the sidewalk, or around the fence of the Triumph Garden **at any time.** Violators are subject to towing of vehicles, and are responsible for all applicable fees entailed therein.

Vehicle Searches

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 cards 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 deemed as inappropriate, the parent/guardian of the student in violation will be called to take the student home and the school discipline policy will be followed. If the dance is held at a hotel venue families are not permitted to reserve rooms for student usage.

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 9th 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.

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 must report to the cafeteria and are not permitted in the first and second floor classrooms, lockers, restrooms, or halls without a SmartPass from a teacher.

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 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. These students must exit the building through the main entrance doors. ***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.***

STUDENTS MAY NOT LEAVE CAMPUS AT ANY OTHER TIME. Should a student leave the school building and campus without permission they will be deemed Truant.

After-School Hours

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.

Students may only remain in the classroom areas after school if they are involved in a sport, club, or are otherwise under the direct supervision of a teacher.

Students are not to enter the gym or locker room area unless they participate on a team that is practicing immediately after school. Students are not permitted to loiter in the halls, lobbies, cafeteria, or various offices. If meeting with a teacher, students may be in that teacher's classroom only and once done, they must exit the building.

All students must exit the building by 3:30 pm, unless attending a practice supervised by a coach or moderator.

After 3:30 pm, all first and second floor hallways and classrooms, as well as the cafeteria, are off limits to students. Any student found in violation of the above after-school policies will face disciplinary actions.

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 canceled, 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).

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.

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.

Outside Deliveries:

For school security and safety, no outside deliveries are permitted during the school day. This includes but is not limited to Uber Eats, Flowers, Pizza, Dunkin'/Starbucks, etc.

Bishop Canevin High School Policy on Gender

Strengthened by its roots in the Gospel, the Catholic School sets out to be a school for the human person and of human persons. For this reason, Bishop Canevin High School, in committing itself to the development of the whole person and accompanying students through the challenges of teenage adolescence, does so in the awareness that all human values find their fulfillment and unity in Christ.

Our goal is to always walk alongside young people and their families, providing guidance and support, helping our students attain the twin goals of Catholic education; acquired wisdom and Christian maturity. Such accompaniment, regarding human sexuality, may result in the allocation of resources, accommodations, recommendations and/or other supports or guidance in alignment with church teaching in order to help our students more fully understand and realize the person whom God created them to be - in His image and likeness (Genesis 1:26). Bishop Canevin High School, in keeping with magisterial teaching, reserves the right to treat questions of sexual identity on a case-by-case basis, and each of these cases will be evaluated individually by school counseling staff with the direct counsel of school chaplains.

A student diagnosed with gender dysphoria may be admitted, or continue to be enrolled in the school, as long as the student, along with his or her parents or guardians, agrees that the student will abide by the standards of conduct set by the school (see below).

Admission and Retention:

1. The student, along with his or her parents or guardians, agrees that while enrolled in the school, he or she will respect Catholic teaching concerning faith and morals, including those that address human sexuality.
2. Respectful, critical discussion of Catholic teaching in the classroom is encouraged as long as its goal is to help the student progress toward greater awareness and understanding. Open hostility toward or defiance of Church teachings, above beyond what could be considered a genuine pursuit of knowledge or clarity, indicates that a student is not a proper fit for the school. A student may be ineligible for continued enrollment if their gender expression causes confusion or disruption at the school, misleads others, or causes scandal. The student code of conduct shall address this potentiality, and the code shall be signed by the student and the parents or guardians at the beginning of each school year.

Conduct and Expectations:

Students shall conduct themselves in accord with school standards applicable to their biological sex at all times, both on campus and when representing the school at off-campus events.

1. Any expression of a student's gender identity that causes disruption or confusion regarding the Church's teaching on human sexuality is prohibited.
2. Students shall abide by the dress code that corresponds with their biological sex.
3. Students shall participate in competitive athletics in accord with their biological sex. Note: if no sex-specific athletic team exists, students may participate on an opposite-sex team with administrative approval.
4. Students shall use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria may request the use of a single-person, unisex facility. Such requests for accommodation will be assessed by the appropriate school administrator on an individual basis.
5. When applicable, students' access to facilities and accommodations during school-related functions shall align with their biological sex.

Names, Pronouns, and Records:

1. Students shall be addressed at all times by their legal name and referred to with pronouns in accord with their biological sex.
2. Addressing students by a preferred name (when used for the purpose of gender affirmation, or indicating so-called transition) or referring to them by a preferred pronoun (not in accordance with their biological sex) is not acceptable. Doing so conveys a falsehood (for example, that the child is the wrong sex) and signal that the school accepts gender ideology as well as the student's misunderstood notion of self.

3. Addressing a student by a nickname can be permissible as long as the intent is neither to affirm nor to indicate gender transition. This matter is of prudential judgment. All requests for formal nicknames must be made by the parents or guardians in the parent portal and may be reviewed by the administration.

4. Student schedules, identification cards, class lists, correspondence (including college recommendation letters), and permanent records shall reflect the student's legal name and biological sex. School records are historical documents. If a graduate of the school legally changes his or her name for the express purpose of gender transition and seeks to have records changed, the records will be released in the following format: "Original Name, aka New Legal Name."

Counseling and Health Services:

1. Catholic schools shall not provide or refer students experiencing gender incongruence for so-called gender-affirming psychotherapy. If requested, the school may provide students with supplemental relevant resources and a list of local licensed mental health professionals that could assist students seeking to discover and resolve the underlying issues giving rise to the incongruence, and support students as they learn to accept and align their sense of self with their biological sex. Such therapy should be provided by a licensed mental health professional who understands and respects Catholic anthropology, preferably one who is a practicing Catholic.

2. The school shall not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones.

3. While the Catholic Church does not support gender-affirming therapies or the use of hormones and surgeries that assist a person in transition his or her gender, the Church recognizes that appropriate medical care may be necessary in rare cases of true genetic or physical anomalies such as disorders of sexual development.

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

- a. Physical Education Credit may be awarded to students who participate in an official interscholastic sport for an entire season. Involvement in the Marching Crusaders, Cheerleading, and Crusettes also yield credit. Annual involvement may not be used to displace elective credits.

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 makeup. 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.

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.

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, attendance and/or conduct updates to parents and students. Teachers are expected to post grades lesson materials to the Google Classroom page, and routinely post grades to Plus Portals for parents and students. In particular, grades will be posted during Progress Report Weeks. In accordance with our Be Connected initiative, the expectation is for parents/guardians to review the plus portals grades for their student at least once a week. Any questions pertaining to accessing Plus Portals should be directed to our Academic Success Coordinator in a timely manner.

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 4th 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.

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 10% 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.

- 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.
- Downloading material from the Internet and submitting it as your own
- Using text or images generated by AI (Artificial Intelligence) websites or programs to create work and submitting it as your own work. (see Artificial Intelligence Policy)

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 makes 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.

Artificial Intelligence Policy

Absent explicit permission from the applicable teacher, students are prohibited from utilizing any Artificial Intelligence (AI)-powered tool (such as ChatGPT) for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Please note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI programs for student use.

Flexible Instruction Days:

Flexible Instruction Days are days of asynchronous learning designated at various times throughout the school year for a variety of reasons. On these days, students do not report to the school building, but have assignments shared with them by their teachers. These days are included in the state required number of instructional days and attendance is captured for them.

In order for students' attendance to be captured for the day, these FID assignments must be received within 72 hours of the completion of the FID. This 72 hour timeframe also represents the due date for grading purposes. Assignments received after the 72-hour deadline will be accepted for credit (a late penalty may be applied by the teacher), but the student will be marked absent for the Flexible Instruction Day.

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 AND ACADEMIC SUCCESS:

The school laws of Pennsylvania state that, "Every child of school age, from age eight to seventeen, having a legal residence in this Commonwealth, is required to attend a day school...every parent/or guardian is required to send each child, or children to day school." 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.

In accordance with the PA compulsory attendance requirements, students on track to meet or exceed the maximum number of 20 absences will meet with the Attendance Review Board and may become ineligible for participation in athletics or extra-curricular activities. The track, as outlined, would be 5 absences in the first quarter, an additional 5 in the second quarter, and an additional 5 in the third quarter.

Absences are recorded as excused, school related, unexcused, or illegal.

Type	Examples
Excused Absence	Illness, death in family, impassable roads, required confirmation retreats, pre-authorized family trips, car problems with verified documentation from a mechanic
School Related	Students are not marked absent when attending school-sponsored/required activities

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).

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. Once a student signs out in the main office for their early dismissal the only doors they may leave through are our front main entry doors.

Should an early dismissal be the result of a student not feeling well, upon the early release they are then ineligible to participate in any athletics or activities after school.

Tardiness to school and classes

Students 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. It is also the expectation that all students arrive on time to their classes to ensure full participation in class each day, and to limit any disruption to their peers and the educational setting.

Number of Unexcused Tardies	Action Steps for School Tardies	Action Steps for Class Tardies
1	Conversation with the Dean of students and an email to parents	Conversation with the teacher and an email to parents
2	Warning from the Dean of students and a phone call home	Warning from the teacher and a phone call home
3	Detention	Detention
Every third unexcused tardy accumulated thereafter	Detention and Period of Social Probation	Detention and Period of Social Probation

After the 3rd unexcused tardy in which a student arrives after the start of homeroom, he or she will receive one detention.

An additional detention will be received for every 3 unexcused tardies after that. In addition to the detention, the student will also receive a period of Social Probation.

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

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.

College Visits:

With advance request and administrative approval, juniors and seniors are granted an excused absence for a set number of excused 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

Juniors	Juniors are granted an excused absence for a maximum of two (2) days for college visits per academic year, which includes college recruitment invitations.
Seniors	Seniors are granted an excused absence for a maximum of four (4) days for college visits per year, which include college recruitment invitations.

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 leave school and/or campus without permission during the school day are also categorized as being truant. 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.

Flexible Instructional Days:

In order for students' attendance to be captured for the day, these FID assignments must be received within 72 hours of the completion of the FID. This 72 hour timeframe also represents the due date for grading purposes. Assignments received after the 72-hour deadline will be accepted for credit (a late penalty may be applied by the teacher), but the student will be marked absent for the Flexible Instruction Day.

ACTIVITY & ATHLETIC INELIGIBILITY DUE TO ATTENDANCE

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

<i>Action/Reason for Ineligibility</i>	<i>Period of Ineligibility</i>
1. Significant absences during a quarter (5), semester (10), 15 (over multiple quarters), and 20+ for the year	Ineligibility will be determined by the Discipline Review Team; up to thirty (30) days.
2. Absent without a medical excuse	The day of absence
3. Accumulation of tardies beyond the first three unexcused tardies.	From the 3rd accumulated day of tardiness, until the social probation period ends as determined by the Dean of Students

4. Arrival after 3rd period without a medical excuse.	The day of tardiness
5. Leaving early for a non-medical reason. AD will be notified as well.	Day of absence

DISCIPLINE SYSTEM

GOOD REPUTATION OF THE SCHOOL

Students are always expected 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 must always 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.

CODE OF STUDENT CONDUCT

A strong school culture is built on the relationship between our faculty and students, as such, each teacher strives to create a classroom environment that is conducive to student learning and active participation. Each teacher is empowered to create classroom procedures and a behavior management system that support the classroom environment. If a behavior warrants or the teacher's interventions have not improved a situation, a student will be referred to an administrator.

The following list of behaviors and interventions are not exhaustive. The lists will be reviewed and updated as necessary. As any Code of Conduct and related Disciplinary Actions cannot be exhaustive, the principal can, when deemed appropriate and necessary, immediately add or subtract from the behaviors and consequences addressed in this code. Additional behaviors and consequences appear in the Drug and Alcohol and Weapons policies of the Diocese of Pittsburgh. Finally, ALTERNATIVE CONSEQUENCES MAY BE SUBSTITUTED IF IT IS DEEMED APPROPRIATE.

CONDUCT

Students' interest in receiving a quality, morally based education can best be served if parents and school staff work together. In rare instances, the school may find, at its discretion, to require parents/guardians to withdraw their child. It shall be an express condition of enrollment that a student shall conform themselves to the standards of conduct that are consistent with the Christian and Jesuit principles of Bishop Canevin as determined by the school.

These include, but are not limited to, any principles, policies or procedures set forth in this handbook. These Christian principles include, but are not limited to the following;

Students may respectfully express their concerns about the operation of BCHS and its staff. However, they may never do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations include, but are not limited to, all school-sponsored programs, activities and events (e.g. Assemblies, athletics, field trips, parent organizations, etc.)

Students MUST refrain from all overt public displays of affection.

This code is always in effect everywhere and on school property, at school-sponsored events, and on school-supplied transportation. This includes on Social Media platforms when wearing anything representing Bishop Canevin High School and its Brand.

EXPECTED STUDENT BEHAVIOR

STUDENTS DO NOT HAVE THE RIGHT TO INTERFERE WITH THE EDUCATION OF FELLOW STUDENTS. IT IS THE RESPONSIBILITY OF ALL STUDENTS TO RESPECT THE RIGHTS OF TEACHERS, STUDENTS, ADMINISTRATORS, AND ALL OTHERS WHO ARE INVOLVED IN THE EDUCATIONAL PROCESS.

Students should always remember their behavior at school and school-related activities is a reflection not only on themselves but also on Bishop Canevin. The following behavior is expected of a BC student. Students should familiarize themselves with the BCHS Mission Statement and let it serve as the foundation for their life experiences.

In the **SCHOOL** and **HALLS**, students should:

(This includes morning arrival, 7:50 a.m. bell time, between classes, lunch period and after school time)

- Be courteous to teachers and other students
- Not be involved in activities which create disruptions, including blocking hallways, entrance doors, shouting/chanting
- Maintain proper dress code
- Not use profanity, gamble, lie, fight, possess inappropriate literature or material
- Not participate in loud or disruptive behavior
- Not engage in violence or harassment of others verbally, physically, or psychologically.
- For safety and security, The Academic Wing will be closed and off limits to students after 3:30 PM unless the student is accompanied by or has the written permission of the teacher responsible for the student.

In the **CLASSROOM**, students should:

- Be seated when the bell rings
- Be courteous to teachers and other students

- Have materials and school issued devices prepared for each class
- Follow all classroom rules and teacher directions.
- Not leave the classroom without the expressed permission of the teacher.
- All classroom and teacher rules apply to after school tutoring.

At **MASSES AND PRAYER SERVICES**, students should:

- Enter auditorium or chapel wearing mass attire and in silence to demonstrate a reverence for the liturgical celebration that is about to take place AND sit in your assigned seat
 - Maintain silence during the Mass or prayer service, except for participation in appropriate responses and singing.
- Use their Mass programs as a worship tool, to assist them in following the order of the Mass/prayer service.
- Catholic students who have made their First Holy Communion may receive Communion at Mass. All other students of all other faiths may come forward to receive a blessing from the Priest or Eucharistic Minister at that time.
- Follow all dismissal directions

At **ASSEMBLIES**, students should:

- Be courteous and quiet from the time they enter the assembly
- Sit in your assigned seat and immediately come to order and pay attention to the speaker
- Participate in an appropriate, mature manner
- Follow all dismissal directions

In the **CAFETERIA**, students should:

- Wait patiently to buy their food, and follow the directions of staff and other adults on duty
- Not cut into the lunch line
- Pay for all food taken from the serving area
- Eat and finish their lunch in the cafeteria (no food or drink may be taken from the cafeteria)
- Not throw food, trash, etc.
 - Clean up after themselves, not leave food, trash and trays at/under/by their table
- Not run in the cafeteria
- Remain seated unless going to the food line or restrooms
- Not order food from off campus to be delivered to BC
- Not be involved in activities which create disruptions, including shouting or chanting
- Not be anywhere but the cafeteria, unless they have written permission from a staff member
- Not purchase food or drinks using other students' accounts.

While **ON CAMPUS**, students should:

- Be courteous and respectful always, and greet visitors to the campus
 - Stay in designated areas only
- Maintain proper dress code
- Not litter
- Not use profanity, gamble, lie, fight, possess inappropriate literature or material, or be involved

in verbally or physically abusing another person

- Not use phone, iPod, MP3s, CD players, laser pointers, headphones/earbuds, or other electronic devices from their arrival time through the end of the school day, apart from the student's lunch period.
- Devices may only be used in the lunchroom/cafeteria itself. Otherwise, these are to be kept shut off in their lockers, backpacks or purses.
- Not tamper with vehicles on campus
- Not use matches, lighters, shock pens or any other explosive devices
- Not leave school or campus without permission from the front office.

While on **SCHOOL BUSES/SCHOOL SUPPLIED TRANSPORTATION**, students should:

- Realize the driver is in charge of the bus/van
- Always remain seated
- Be courteous to the driver
- Be courteous to the people on the street
- Be courteous to others on the bus/van
- Not participate in loud or disruptive behavior
- Not leave the bus or van until instructed by the driver to do so.
- Not leave trash on the bus/van

While on **FIELD TRIPS**, students should:

- Maintain expectations of campus behavior
- Stay with the group
- Pay strict attention to the directive of the moderator and chaperones
- Not leave trash on the bus or field trip site

While attending **DANCES**, students:

- Abide by the rules and regulations established by the sponsors or chaperones
- Must arrive at the designated time
- May be searched
- Must not leave until designated time
- Conduct themselves in a manner expected of Bishop Canevin students

While attending **ATHLETIC OR OTHER EVENTS BOTH ON AND OFF CAMPUS**, students **MUST**:

- Abide by the rules and regulations established by the sponsors and chaperones.
- Be responsible for the good name and reputation of BCHS at all times.
- Not engage in violence or harassment of others verbally, physically, or psychologically
- Never interfere with another person's enjoyment of the event
- Not engage in booing, vulgar and/or insulting gestures, language, or cheers.
- Understand that cheers should always be positive in support of teams or individuals or of good performance
- Understand and agree that inappropriate behavior will result in removal from the event and possible loss of privilege of attending future events.

SCHOOL UNIFORM POLICY

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. 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,
at all times during School hours (7:50 AM – 2:25 PM dismissal)

*PLEASE NOTE THAT ALL UNIFORM ITEMS MUST BE PURCHASED THROUGH PRO 3 SERVICES,
EXCEPT FOR SHOES*

UNIFORM PROVIDER:

Pro3 Services

2101 Greentree Road

Pittsburgh, PA 15220

412-279-1102 www.pro3services.com

<u>Girls</u>	<u>Boys</u>
<p><u>Daily Uniform:</u></p> <p>Bottoms: Solid Navy or Plaid Skort OR Dress Pants (Khaki or navy)</p> <p>Tops:</p> <ul style="list-style-type: none"> • Long or Short Sleeve Polo with School Crest • Long or Short Sleeve Blouse with School Crest • (Optional) ¼ Zip Pull-Over with School Crest with Polo Worn Underneath not zipped up in order to show school uniform shirt underneath <ul style="list-style-type: none"> ◦ The previous Full Zip Fleece may be worn by Sophomores through Seniors only as it is being phased out. • (OPTIONAL) Sweater or Sweater Vest with School Crest, must have a school uniform collared underneath them. 	<p><u>Daily Uniform</u></p> <p>Bottoms:</p> <p>All Year:</p> <ul style="list-style-type: none"> • Docker Style Dress Pants in khaki, or navy color <p>First and Fourth Quarters</p> <ul style="list-style-type: none"> • Shorts - navy or khaki dress shorts. <p>Shorts should be flat-front or pleated golf shorts.</p> <p>Shorts may not have multiple/cargo pockets.</p> <p>Shorts must be worn with a belt - drawstring shorts are not permitted</p> <p>Shorts May be worn only during first and fourth quarter</p> <p>Tops:</p> <ul style="list-style-type: none"> • Long or Short Sleeve Polo with School Crest • Long or short Sleeve Oxford Shirt with School Crest • (Optional) ¼ Zip Pull-Over with School Crest with Polo or Oxford Worn Underneath, not zipped up in order to show school uniform shirt underneath. <ul style="list-style-type: none"> ◦ The previous Full Zip Fleece may be worn by Sophomores through Seniors only as it is being phased out. • (Optional) Sweater or Sweater Vest with School Crest with Sweater, must have a school uniform collared shirt and tie underneath them.
<p><u>Dress Uniform for Mass Days or Dress Up days</u></p> <p>Solid Navy or Plaid Skort OR Dress Pants (Khaki or navy)</p> <p>White or Blue Blouse with School Crest</p>	<p><u>Dress Uniform for Mass Days or Dress Up days</u></p> <p>Docker Style Pants in Khaki or Navy color</p> <p>Short or Long Sleeve White or Blue Oxford Style Dress Shirt with School Crest with a Tie or BowTie</p> <p>Ties are available through Pro3 Services</p>

For all students:

<u>Belt</u>	Students must have their polo shirts tucked in, wearing a solid black or brown belt. Belts must buckle and not tie.
<u>Socks</u>	Socks covering the ankle must be worn
<u>Shoes</u>	<p>Students are permitted to wear solid brown, black, grey, white or navy-blue dress shoes <i>Athletic shoes are only permitted on dress down days.</i></p> <p>Shoes must cover a student's entire foot, have backs on them, and be completely tied if they contain laces.</p> <p>If purchasing Sperry or Hey Dude shoes, they must be a solid color as listed above with no leopard, cheetah, plaid or sparkle print.</p> <p>At no time, including dress down days, are students permitted to wear slipper style "Uggs", slippers, sandals, flip-flops, clogs, crocs, or platform boots to school.</p>

Other Dress Code Items:

Dress Down Days	<p>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.</p> <p><i>Should a student choose not to participate, or fail to pay the announced fee, they are required to be in their school uniform for the day.</i></p> <p>Unless otherwise announced, the following will be the only clothing items permitted on dress down days:</p> <ul style="list-style-type: none">• Jeans, clean without holes, tears, or rips & athletic/sweatpants, clean without holes, tears or rips• On BC Dress-Down Days: BC T-shirt, BC sweatshirt, BC sports jersey, a Navy Blue/Columbia Blue/White shirt• 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 <p>However, students may always wear a BC T-shirt on a dress down day.</p>
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	<p>Not permitted for dress down days: Shorts, skirts, sandals, crocs, slippers, ugg style slipper shoes, work-boots, tank shirts, tops that are low cut or cropped, shirts with inappropriate language or messages.</p> <p>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.</p>
Team/Club Dress Down	Teams are expected to all wear the same sports uniform top or team spirit wear shirts with their school uniform bottom.
Dress Up Days	<p>Some events (ex. Awards Night, Honors Convocation, Junior Ring ceremony, 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.</p> <p><u>Boys</u></p> <ul style="list-style-type: none"> • Dress shirt and dress slacks, tie, dress shoes • Suit coat is not required, but may be worn <p><u>Girls</u></p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Hoodies/Outerwear	<p>Only permitted when traveling to or from the building. They should not be worn in classrooms, hallways, the cafeteria, or any other area of the building.</p> <p>Sweatshirts and Hoodies (even with school logos) are not permitted during the school day unless it is a dress down day..</p>

<p>Items Not Permitted at all</p>	<p>Clothing that advertises any inappropriate messages or has any drug related information that is contrary to the school's philosophy</p> <p>Work Boots, Flip-Flops, Crocs, Sandals, Ugg Style Slipper shoes, slippers, open toe shoes, open heel shoes</p> <p>Baseball Hats, Beanies</p> <p>Headwear with any symbols or messaging on it</p> <p>Extreme colors or multi-colored hair or shaved designs that are inappropriate</p> <p>Body piercing, with exception for a maximum of two earrings per ear and one nose stud. Excessively large, or dangling earrings should not be worn.</p> <p>Tattoos, body art must be completely covered with appropriate uniform attire</p> <p>Students may not wear or carry blankets throughout the school day</p> <p><i>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.</i></p>
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UNIFORM POLICY Violation Consequences:

Consequences for uniform, or dress down day, violations will follow the Conduct Point System as defined in this handbook, receiving a point per violation with the initial consequences listed:

1st Violation – Warning Issued to Student, and Parent Notified by the Dean of Students

2nd Violation – 1 Detention issued to Student and Parent Notified to bring clothes, failure to bring clothes will result in student being sent home for the day

3rd Violation – 2 Detentions Issued and Parent Notified to bring clothes, failure to bring clothes will result in student being sent home for the day

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.

CELL PHONES / PERSONAL DEVICES / SMART DEVICES / HEADPHONES/ EARBUDS POLICY

Students who bring these items to school for before and/or afterschool use must accept all responsibility for their safekeeping. In accordance with Pennsylvania school law, cell phones are not permitted to be turned on or used during school hours (except for the student's lunch period in the cafeteria). Using a cell phone or other prohibited item(s) during school hours will result in the confiscation of that item. Repeated offenses will result in further disciplinary action according to school policy. Electronic devices are defined as "radios, CD/MP3 players, iPods, cell phones, earphones/earbuds, smart watches as well as other electronic devices."

Cell Phones will be turned into the cell phone holder at the beginning of each class period unless otherwise instructed by their teacher. Each student will be assigned a slot in each of their classes. They are to be turned completely off; not on vibrate, not on silent, and not on do not disturb. If a student is not carrying a cell phone, their teacher should be made aware. Students that are caught with a cell phone during instruction without permission from the teacher will be required to turn over the phone. A detention will be assigned for insubordination for failure to follow a school rule in addition to the consequences assigned for the number of offenses.

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. The use of electronic devices to transmit improper photos and messages to others during school hours will result in further disciplinary action and may institute the involvement of law-enforcement authorities if necessary.

Headphones are not to be seen, worn or used during the school day. The possession of any electronic devices outside of the students' locker, pocket, or bookbag is prohibited. The exceptions are during the student's lunch period in the cafeteria, study hall, and with the permission of a teacher for class purposes and assignments.

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.

Whenever a phone or electronic device is confiscated, the item or device will be locked (when appropriate) shut off and turned over to the teacher or administrator upon their first request. Refusal to hand over the device will automatically result in an additional detention being assigned for insubordination along with the consequence for the number of offenses.

Consequences for violating the school's cell phone and electronic device policy are as follows:

Offense	Consequence
1st	The student is issued a verbal warning, and reminded that any further incidents will result in disciplinary actions.
2nd	The device will be given to the teacher who will turn the device into the office. The device may be picked up in the main office or other designated area at the end of the school day. Parents will be contacted, and an after-school detention will be assigned.
3rd	The device will be given to the teacher who will turn the device in to the office. Parents will be contacted, and an after-school detention will be assigned. The device must be picked up from the main office by a parent. Student will be placed on social probation for one (1) week (7 consecutive calendar days). This prohibits their participation in any extra-curricular sports and/or activities. This also prohibits their attendance at any athletic events and/or extra-curricular school sponsored events/activities, including dances.
4th	The device will be given to the teacher who will turn the device in to the office. A parent conference will be scheduled, and the device will be given to the parent at that conference. The student will be assigned an in-school suspension.

Continued cell phone and electronic device policy violations will subject the student to additional administrative disciplinary action(s).

Discipline Policies of Bishop Canevin

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:

Discipline by Teachers

Discipline by Dean of Students

Discipline by School Administration

The regulations at Bishop Canevin are designed to help the student to develop into Christian men and women, demonstrating responsibility, self-discipline and the respect for the rights of others, Corporal punishment and threats of physical harm are strictly prohibited. The administration reserves the right to respond appropriately to any unacceptable behavior.

Any behavior deemed to be criminal in nature will be turned over to the school resource officer for investigation and documentation.

Students are required to report to all scheduled classes, study halls, etc, on time and equipped with the required materials (pen, pencil, notebook, textbook, assignment book etc.). In the classroom students are expected to be attentive and respectful. Similar behavior is expected throughout the school and campus.

Students are expected to know and to observe the school regulations and policies. If a violation occurs, depending upon its severity, it may be handle in one of three ways:

1) Discipline by Teachers

Ordinary problems and relatively minor infractions occurring within or outside the classroom are handled by the teacher. If the student created a disturbance within the classroom or disrupts the learning of another, he or she is subject to teacher's disciplinary action, which may include student or parental conferences, written punishment, private detention, calls to parents, etc. Teachers may also assign school discipline for policy violations less than two conduct points. The Dean of discipline will see the violation of punishment is served within ten school days of the said referral.

2) Discipline by Dean of Students

Repeated inappropriate behavior, either within or outside the classroom, or blatant violations of school policies may warrant intervention by the Dean of Students. In such cases, a teacher may give a Discipline Notice (DN) to the Dean of Students who will determine the appropriate punishment. More serious violations are handled by the office of the principal. If detention is assigned, the Dean will supervise the punishment and mail a copy of the (DN) to the parents/guardian. All detentions will be held every Monday and Wednesday at 0700hrs and 1430hrs (before or after school) Sign in required.

If a student receives a total of 25 conduct points in one semester, he or she will be assigned Level I punishment. If the misbehavior continues and he/she receives a total of 35 points for the school year, the student will be referred to the Discipline Review Board (Level II). Upon an accumulation of 50 conduct points in the school year, the Discipline Review Board may recommend additional consequences consistent to (Level III).

3) Discipline by the School Administration

A violation in which 20 conduct points are assigned will warrant action by the Principal. If a student's behavior appears to present a danger to himself, other student's or the Bishop Canevin community, he may be suspended pending further action which could be detention, ineligibility, continued suspension, a combination of the proceeding, or expulsion.

Discipline System, cont.

Infractions

Conduct points range from 1 to 25, depending on the seriousness of the infraction. Below are samples of infractions with conduct point and detention values for a first offense. Repeated offenses carry increased values.

Following is a list of common offenses and the corresponding conduct points and detentions typically assigned for a FIRST offense.

<i>First Offense</i>	<i>Points</i>	<i>Detentions</i>
<i>Chewing gum: food/drink outside cafeteria</i>	<i>1</i>	<i>1</i>
<i>Failure to carry or produce student I.D</i>	<i>1</i>	<i>1</i>
<i>Dress Code violation</i>	<i>1</i>	<i>1-2</i>
<i>Failure to follow cafeteria/library policies.</i>	<i>2</i>	<i>2</i>
<i>Littering</i>	<i>2</i>	<i>2</i>
<i>Loitering in lavatories, halls, library, gym lobby, etc.</i>	<i>2</i>	<i>2</i>
<i>Talking during prayer/announcements</i>	<i>2</i>	<i>2</i>
<i>Tardy for school (unexcused)</i>	<i>1-2</i>	<i>1-2</i>
<i>Failure to follow absence/tardy/early dismissal procedure</i>	<i>2</i>	<i>2</i>
<i>Misbehavior at assembly, class, Mass</i>	<i>3</i>	<i>2</i>
<i>Possession of electronic communication device</i>	<i>3</i>	<i>Parent phone pick up</i>
<i>Violation of parking lot policies</i>	<i>3</i>	<i>2</i>
<i>Failure to report for private detention</i>	<i>4</i>	<i>2</i>
<i>Roughhousing</i>	<i>4</i>	<i>3</i>
<i>Class cut; tardy over 20 minutes</i>	<i>4</i>	<i>3</i>
<i>Gambling/exchange of money</i>	<i>5</i>	<i>3</i>
<i>Lack of courtesy towards staff, students</i>	<i>5</i>	<i>3</i>
<i>Obscene or vulgar language/gestures</i>	<i>5</i>	<i>3</i>
<i>Throwing objects</i>	<i>5</i>	<i>3</i>
<i>First Offense</i>	<i>Points</i>	<i>Detentions</i>
<i>Copying another students homework</i>	<i>6</i>	<i>3</i>
<i>Disruption of school activities</i>	<i>5</i>	<i>5</i>
<i>Disrespect toward staff/students</i>	<i>10</i>	<i>5</i>
<i>Ejection from classroom due to disruptiveness</i>	<i>10</i>	<i>5</i>
<i>Forgery of a note/excuse; impersonating a parent</i>	<i>10</i>	<i>5</i>

<u>Leaving school grounds without permission</u>	<u>10</u>	<u>5</u>
<u>Obscene/pornographic material</u>	<u>10</u>	<u>5</u>
<u>Smoking, chewing, possession of tobacco</u>	<u>10</u>	<u>5</u>
<u>Violation of technology policies</u>	<u>5</u>	<u>5</u>
<u>Vaping on school grounds</u>	<u>15</u>	<u>5</u>
<u>Graffiti or using/writing gang symbols/gestures</u>	<u>15</u>	<u>5</u>
<u>Cheating on schoolwork, quiz, test or major assignments</u>	<u>10</u>	<u>3</u>
<u>Truancy</u>	<u>10</u>	<u>5</u>
<u>Extremely fractious, defiant behavior</u>	<u>10</u>	<u>5</u>
<u>Fighting, Intimidating, threats</u>	<u>25</u>	<u>5</u>
<u>Possession of fireworks/smoke bombs</u>	<u>25</u>	<u>5</u>
<u>Possession or use of drugs/alcohol</u>	<u>25</u>	<u>5</u>
<u>Racial, sexual, gender, ethnic slurs or harassment/bullying</u>	<u>25</u>	<u>5</u>
<u>Vandalism, defacement of property, theft</u>	<u>25</u>	<u>5</u>
<u>Violation of anti-hazing policy</u>	<u>25</u>	<u>5</u>
<u>No Hats or Head phones wearing in school buildings</u>	<u>10</u>	<u>5</u>
<u>Ordering and Receiving an outside delivery during school hours</u>	<u>5</u>	<u>1</u>
<u>Failure to use closest restroom facility to your scheduled location</u>	<u>3</u>	<u>1</u>

Discipline System, cont.

Discipline Levels

Level I: A student is automatically placed on discipline Level I if he accumulates 25 conduct points during a semester. For a period of 20 days:

- The student maybe suspended for 1-3 days.
- The student is required to be in school for the entire school day and must report to study hall during all free periods or canceled classes.
- The students conduct will be loosely monitored. Level I consequences will be extended for continued misbehavior while in this status.
- The student may have parking privileges revoked.
- The student will be ineligible for National Honor Society, Student Council, and other positions of honor, leadership, or school representation.
- The student may be referred to the Student Support Team or Guidance Counselor.
- The student's parents/guardian will be requested to come to school for a conference with the Dean of Students.

- *The student is ineligible for attendance, participation, and practice at all extracurricular activities and social functions. Ineligibility will last for 20 calendar days (including weekends and holidays) from the date of notification.*
- *Seniors and juniors may not attend the Prom and may be refused permission to participate in Commencement Exercises by either the Principal or school President.*
- *The student and parents/guardian must sign a letter of notification.*
- *Students may be assigned Level I consequences more than once during a semester or school year.*
- **1st offense: Verbal warning**
- **2nd offense and beyond:**
- *Consequences can include:*
- **Warnings**
- **Lunch Detentions**
- **After School Detentions**
- **Social Probation and other School Sanctions.**
- **Note: Excessive accumulation of detentions can result in further disciplinary action being taken.**

UNIFORM POLICY VIOLATION CONSEQUENCES

Consequences for uniform, or dress down day, violations will follow the Conduct Point System as defined in this handbook, receiving a point per violation with initial consequences listed:

1st Violation – Warning Issued to Student, and Parent Notified by the Dean of Students

2nd Violation – 1 Detention issued to Student and Parent notified to bring clothes, failure to bring clothes will result in student being sent home for the day

3rd^d Violation – 2 Detentions Issued and Parent Notified to bring clothes, Failure to bring clothes will result in student being sent home for the day

Level II: If a student accumulates a total of 35 conduct points in the school year, he/she is referred to the Discipline Review Board (DRB). The DRB may assist the student by:

- *Examining his/her discipline problems*
- *Providing assistance to avoid behavior problems*
- *Assigning a peer mentor to help the student*
- *Making recommendations to the Administration that may include a suspension, a discipline contract, ineligibility for activities, a school or community service project, a requirement to attend school support group sessions, a requirement for professional counseling or education through an outside source, or other actions deemed appropriate to assist the student in improving his behavior.*
- *The student and parents/guardian must sign a letter of notification or a discipline contract, as recommended. In addition, the student's parents/guardian may be requested to attend a meeting with the DRB, or a conference with his teachers. Level I consequences may also be assigned if the student has not yet received that punishment.*

Level III: If the student accumulates 50 conduct points at any time during the school year, he again is referred to the DRB. The DRB will consider the students enrollment status and may recommend any or all of the following consequences:

- *Expulsion*
- *Suspension*
- *Ineligibility for activities/social probation*
- *School or community service project*
- *Required attendance at school support group sessions*
- *Require professional counseling or education through an outside agency*
- *Parents' meeting with the DRB*
- *Discipline contract requiring the student to fulfill specific obligations in order to remain at Bishop Canevin High School. An additional contract may be written for academic performance or attendance by the Principal or school President.*

Reinstatement of eligibility

Level 1 discipline ineligibility for attendance at and participation and practice in extracurricular activities will last 20 days from the date of notification. After 20 days the student must request eligibility reinstatement from the Dean of Students.

Discipline Review Board

Detention

Suspension

Eligibility for extracurricular activities may be reinstated if the student has had fewer than four conduct points during the 20 days. Indicating improve behavior. Notice of reinstatement or the continuation of ineligibility will be given to the student by the Dean of Students. Students may resume participation only after being notified by the Dean of Students.

Discipline Review Board

If a student reaches a total of 35 or 50 conduct points during the school year, the Dean of Students will convene the Discipline Review Board (DRB) to determine the students continued status at Bishop Canevin. If the Dean of students considers it necessary, the Dean may convene the (DRB) prior to a student's accumulation of a set number of points. Chaired by the Dean of Students, the DRB consist of one teacher (assigned by the building Principal) and the school President. Other faculty may be asked to consult with the DRB before it submits its recommendation to the school Administration.

Students who reach one of the discipline levels during the last month of the school year will have their status reviewed by the DRB and Administration, who will determine the punishment (Including possible withdrawal from Bishop Canevin) and possible carryover of ineligibility to the following school year.

Detention

Private: A teacher may assign private detention to be served before or after school on a 24-hour notice. Private detention takes precedence over regular detentions. If there is a conflict, the regular detention should be scheduled for make-up with the Dean of Students as soon as possible. Students who fail to report for private detention will receive conduct points and regular detentions.

Regular: For general policy and procedural violations, tardiness to class or school, regular detention is held during the following times:

***Monday and Wednesday 0700hrs – 0730hrs or 1430hrs to 1500hrs.* All detention students must report to the main office for an assigned room for detention. If a 2 hour delay occurs on the students scheduled detention day, the Student will attend the afternoon scheduled detention on the day of the delay. If school is cancelled on the day of the detention, the student must report to the Dean of Students to schedule the next available detention session.**

Students are not excused from detention because of employment, athletics or transportation. Students who fail to report for assigned detention incur additional punishment, including the possibility of suspension. Seniors and juniors must complete all detentions prior to the prom or Commencement activities.

Saturday/Holiday: For repeated violations of school policies and for truancy, students may be required to report to detention on a Saturday or school holiday. Students will be informed as necessary. An accumulation of 5 or more unexcused tardies during one calendar month will result in Saturday morning detention. Additionally, cutting class can result in Saturday morning detention. Saturday detention is held from 0900hrs to 1000hrs. These detentions are assigned by either the Dean of Students or Principal.

Suspension

A student may be suspended by administration for a serious infraction or for repeated violations of school regulations. Suspension may vary 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 Discipline 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 students' return to classes.

While under suspension a student is not permitted to attend or participate in any school-related activity. A suspended student will be given the opportunity to make up and submit misses' tests, quizzes, and homework assignments, which must be completed by the third school day after the student's return to classes.

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 rest 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, reasons for expulsion from Bishop Canevin:

- *Chronic, undesirable conduct detrimental to the student's and others 'physical and/or moral well-being*
- *Malicious disobedience or disrespect for school authority*
- *Refusal of student or parents/guardians to comply with school policy*
- *Violation of a discipline or substance abuse contract*
- *Successive years 'of Level 2 discipline status*

Expulsion may 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:

Discipline System, cont.

- *Extreme defiance or disrespect*
- *Fighting or threats of violence*
- *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 at any school-related activity*
- *Vandalism (destroying or defacing school property or the premises at a school-related activity)*
- *Violation of anti-hazing policy*
- *Possession of, use of, or threat to use a weapon*
- *Theft, indecent behavior, arson*
- *Violation of criminal or civil law*

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

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.

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 15 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.

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.

OBSCENITY / PROFANITY / GESTURES

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. These actions are not permitted at any time while on campus, when representing our school, or partaking in school/ team social media photos and videos.

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, shadow boxing, or other manners of horseplay are dangerous, inappropriate and could cause personal injury. Personal displays of affection are not permitted.

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.

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 antibullying 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).*

BISHOP CANEVIN DRUG AND ALCOHOL POLICY

Smoking, Vaping, and Use of Nicotine & 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. Vaping, Juuling, or use of other Electronic Smoking Devices pose a serious threat to building a healthy and safe environment for our students. The long-term effect of their use is largely unknown and as such should be treated with serious caution. Due to an increased use of these products among teenagers we are implementing specific consequences here at BCHS. Our school building is equipped with multiple vape detectors to also deter this type of student behavior.

Students who are caught in the act of using or in the possession of any of these devices and/or related paraphernalia (including empty juul pods/cartridges or related items) will face the following consequences (“in possession of” should be understood as, but not limited to, in their pockets, socks, shoes, on their person, in their backpack/purse, in their locker, or in their car), and the consequences for violating this policy do not reset each year:

Offense	Consequence
1	A first and final warning is issued to the student. Parents of students involved in such incidents are informed to reinforce our commitment to a drug and tobacco-free campus. Should the student be identified in the vicinity of a vape incident on multiple occasions, disciplinary actions outlined below will be implemented.
2	Student removed from classes for that day, Parents notified, and student is sent home, Student Issued 2 detentions
3	Student Issued a three (3) day out of school suspension. Student will be placed on social probation for one (1) week (7 consecutive calendar days). This prohibits their participation in any extra-curricular sports and/or activities. This also prohibits their attendance at any athletic events and/or extra-curricular school sponsored events/activities, including dances. Student is required to attend a Smokeless Saturday class. Due to the fact that electronic smoking devices can be paraphernalia for illicit drug use, and the fact that this use cannot simply be determined by sight or smell, any student in violation of this policy will be required to undergo a drug/narcotics screening. The results of this screening will be required for readmittance into school. Any cost associated with the drug/narcotics screening will be the responsibility of the student’s parent/guardian.

4	<p>Student Issued 3 day out of school suspension.</p> <p>Student will be placed on social probation for three (3) weeks (21 consecutive calendar days). This prohibits their participation in any extra-curricular sports and/or activities. This also prohibits their attendance at any athletic events and/or extra-curricular school sponsored events/activities, including dances.</p> <p>At the moderator/coach's discretion, the student may be removed from the roster of the club/athletic team.</p> <p>Due to the fact that electronic smoking devices can be paraphernalia for illicit drug use, and the fact that this use cannot simply be determined by sight or smell, any student in violation of this policy will be required to undergo a drug/narcotics screening. The results of this screening will be required for readmittance into school. Any cost associated with the drug/narcotics</p> <p>The student will be readmitted on administrative probation with a behavior agreement in place which will include participation in regular meetings with a school counselor or outside agency. The student will remain on administrative probation for the duration of the school year.</p>
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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.

MANDATORY RANDOM DRUG TESTING POLICY

I. STATEMENT OF NEED AND PURPOSE: *Bishop Canevin High School ("BCHS") is introducing a mandatory drug testing program as a health and wellness initiative required by the Diocese of Pittsburgh. As society changes, BCHS proactively seeks to identify and address issues that may hinder or derail the healthy growth, development and maturation of the students during their time at BCHS. The use of illicit drugs by students is a national problem. In addition, the well-documented opioid crisis has become a national epidemic. Students using illegal drugs pose a threat to their own health and safety, as well as the safety of other students. With the above background in mind, BCHS has decided to implement this Mandatory Random Drug Testing Policy (this "Policy"). In addition to BCHS's drug education program, this Policy shall act as a program of deterrence and is another step to BCHS obtaining a truly drug-free and safe school.*

The goals of this Policy are:

- (1) to provide for the health and safety of all students;*
- (2) to reduce the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and another reason to say NO;*
- (3) to encourage students who test positive for drug usage to participate in drug treatment Programs;*
- (4) to prevent the use of drugs by BCHS students; and*
- (5) to partner with parents to help them raise healthy students.*

This Policy is adopted as of May 2024 (the "Effective Date") and will be first implemented during the 2024-2025 school year.

II. DEFINITIONS: *Individually, a BCHS Official; collectively, the BCHS Officials - The school officials implementing this Policy and its procedures, including, without limitation, the Principal, the Assistant Principal, The Deans of Students, the school counselor(s), the family support counselor(s) and the school psychologist(s). Medical Review Officer ("MRO") - A licensed physician trained and certified in the process and interpretation of drug testing results. Parent/Guardian – Individual(s) having legal custodial rights of a student. Chain-of-Custody Form ("Form") - A preprinted form provided by the Vendor that records all individuals who have handled the provided sample. The form is initiated by the sample collector, and the document then follows with the sample until the test results are certified by the Vendor's representative and forwarded to the Medical Review Officer ("MRO") for final certification. Illicit Substance(s)/Banned Substance(s) – As of the Effective Date, shall mean Cocaine, Marijuana, Opiates, Methamphetamine, Ecstasy, and PCP. BCHS reserves the right to modify this list from time to time, as reasonably determined by BCHS. Provider – A third-party drug counselor or organization listed on Exhibit B to this Policy, or as may be designated from time to time by BCHS. Random Drug Testing – The unscheduled, unannounced drug testing of randomly selected students by a process designed to ensure that selections are made in a nondiscriminatory manner. Random selection of students for testing under this Policy shall be in accordance with Sections 3B and 3C herein.*

Training – Each BCHS Official will be trained on the collection of samples, use of the chain- of-custody form, confidentiality of test results and the procedures and requirements outlined in this Policy. Vendor – The entity or company selected to perform sample analysis for the presence of Illicit Substances/Banned Substances under the drug testing and procedures implemented pursuant to and in accordance with this Policy.

III. POLICY - The entire student population will be subject to mandatory random drug testing for the presence of Illicit Substances/Banned Substances in accordance with this Policy. As of the Effective Date of this Policy, Illicit Substances/Banned Substances consist of the following: Cocaine, Marijuana, Opiates, Methamphetamine, Ecstasy, and PCP. BCHS reserves the right to modify this list from time to time, as reasonably determined by BCHS. In the event that a student has a lawful prescription for one of the aforementioned Illicit Substances, or the student is certified by a physician under Pennsylvania law for the use of medical marijuana (for one of the qualifying medical conditions permitted for the use of medical marijuana under state law), and tests positive for an Illicit Substance, then the student will not be considered to have a positive test result, provided that the MRO determines that the level of such Illicit Substance does not exceed a therapeutic level based upon the prescription or certification.

A. CONSENT - At the beginning of each school year, students and each Parent/Guardian(s) shall complete and sign the BCHS Student/Parent Handbook Memorandum of Understanding, a copy of which is attached hereto as Exhibit A (the “Memorandum of Understanding and Consent to Testing”), which has been updated as of the Effective Date to include an acknowledgement to abide and be bound by this Mandatory Random Drug Testing Policy. Each student and Parent/Guardian(s) must fully execute and return the Memorandum of Understanding to BCHS at the beginning of the school year. The failure to timely execute and return the Memorandum of Understanding will result in the student being prohibited from attending BCHS.

B. IDENTIFICATION NUMBERS - Within approximately two (2) weeks following the commencement of each school year, and within two (2) weeks after the beginning of each additional grading period within the school year, the Vendor will be provided a list of identification numbers (the “Identification Numbers”) that have been previously assigned to each student by BCHS upon the enrollment of the student at BCHS. From time to time, the Vendor will randomly select an appropriate number of Identification Numbers (from the full list of Identification Numbers most recently provided by BCHS) throughout the school year to meet BCHS’s annual goal for mandatory random drug testing, as to be reasonably determined by BCHS. One (1) BCHS Official will receive the randomly selected Identification Numbers from the Vendor and the BCHS Official will identify and verify the student name for each selected Identification Number(s). BCHS will not be involved in the selection of the Identification Numbers by the Vendor for the mandatory random drug testing. To maintain true randomization, it is possible that the Vendor may select the same Identification Number(s) more than one time throughout any given school year. Even after a student has a positive test result, that student’s Identification Number will remain part of the pool for potential selection by the Vendor for mandatory random drug testing.

C. OBTAINING SAMPLE; TEST - The sample collected for the mandatory random drug test shall be a hair sample that is approximately 100 milligrams, made up of the first 1-1/2 inches from the

root end, which equates to approximately 120 strands (a lock of hair). If placed in a bundle this quantity of hair resembles the circumference of a pencil; or if laid flat, would be approximately 1 centimeter in width. If the collected hair is short, additional strands of hair or a larger quantity of hair is required. If there is insufficient hair on the student's head to collect an appropriate sample, body hair from the student's forearm, calf or underarm may be collected in a quantity that resembles a standard cotton ball. In the event that a hair sample cannot be collected, due to a lack of hair or a medical condition (i.e., Alopecia), an alternative method of testing will be utilized (such as fingernail, blood or other BCHS- approved method). If a student's Identification Number is selected by the Vendor for the mandatory random drug test, the student will receive a note advising the student that he/she is required to report to a designated private setting at BCHS, at a specific date and time. The note will not indicate that the student's Identification Number has been selected nor will it identify the reason the student is required to report to the designated private area. The test sample will be obtained at the designated private area at the date and time indicated on the student's note, which shall be during the school day and to the extent reasonably possible, during a nonacademic time. The student's sample will be obtained by the BCHS Official, in the presence of another BCHS Official. Once the student sample is obtained, the sample will be placed in specific packaging provided by the Vendor and the student will sign a Chain-of-Custody Form provided by the Vendor acknowledging the same. The student will be permitted to list any prescriptions that the student is currently taking, or a certification for medical marijuana if one has been issued to the student. The BCHS Official who obtains the test sample shall sign the Chain-of-Custody Form. The test sample will be placed in the mail to the Vendor on the same day the sample is obtained. A letter will be provided to the student at the time the sample is obtained to be given to his/her Parent/Guardian(s) notifying him/her that the test sample was obtained. The BCHS Official will also send the Parent/Guardian(s) an email (at the email address(es) on file with BCHS) notifying him/her that a mandatory random test was administered, and a hair sample obtained from the student. At that time, if the student is taking any prescription medications or has a certification for medical marijuana, the Parent/Guardian must identify this fact and provide BCHS with documentation of same. The Parent/Guardian(s) and student will be notified by BCHS via email (at the email address(es) on file with BCHS) of a negative test result. In the instance of a positive test result, the Parent/Guardian(s) will be contacted via telephone by BCHS, and after the Parent/Guardian(s) is notified, the student will be notified of his/her positive test result by a BCHS Official in a private setting. If a student refuses to have the test administered or a sample obtained, then, as a result of such refusal, the student shall be subject to disenrollment. BCHS Officials and the student Parent/ Guardian(s) will be notified immediately of any student who refuses to have the test administered. The cost to administer a mandatory random drug test will be paid by BCHS. As of the Effective Date of this Policy, the approximate cost of the standard mandatory random drug test equals \$39.00. A Parent/Guardian(s) may request a retest of his/her son or daughter at their own cost. Any follow-up testing (that is not random), including an appeal of a test result(s) by a student's Parent/Guardian(s), will be paid for by the Parent/Guardian(s) at the then applicable cost. Any retest must be performed by the Vendor.

D. CONFIDENTIALITY: RECORD RETENTION RESULTS - All correspondence including, but not limited to e-mails, letters, memoranda, as well as all drug test results shall be considered confidential information and will be handled by BCHS Officials confidentially. All files pertaining to drug testing will be kept confidential and separate from the student's education records, and

only school personnel with a need to know the information will have access to the information. The result(s) of any mandatory random drug test(s) conducted under this Policy will not be documented in a student's academic transcript. Disenrollment due to a student's refusal to provide a sample or be tested under this Policy, or as a result of a student's failure to comply with an Action Plan developed under this Policy, will be reflected as the reason for disenrollment in the student's academic transcript, unless the student withdraws prior to disenrollment. Any and all drug test(s) result shall be destroyed by BCHS, unless otherwise required by applicable law, one (1) calendar year after the actual or expected graduation year of the student (even if the student transfers, is expelled, withdraws or is disenrolled from BCHS). Information regarding the results of a student's drug test(s) will not be disclosed to authorities, except as required by applicable law, or in accordance with a valid subpoena or other legal Process.

E. POSITIVE TEST RESULTS AND CONSEQUENCES - If a student has a positive test result(s) for one or more Illicit Substances/Banned Substances, the Parent/Guardian shall select a third-party drug counselor or organization from the list attached as Exhibit B or as otherwise designated by BCHS from time to time ("Provider"). In the event that the Parent/Guardian does not select a Provider within five (5) days of notification by BCHS of a positive test, BCHS shall initiate the referral of the student to a Provider on Exhibit B to this Policy, or as may be designated from time to time by BCHS. The cost of evaluation, counseling or other services included in the Plan of Action will be at the expense of the Parent/Guardian(s) of the student. The Provider will develop a plan of action/treatment program ("Plan of Action"). The BCHS Official will act as the liaison with the student, Parent/Guardian(s) and Provider. The BCHS Official will contact the Parent/Guardian(s) and the student to arrange a meeting to review the Plan of Action. As this Policy is intended to be developmental in nature, the Plan of Action created by the Provider will be individualized for each student to address the student's needs and to provide the support and necessary resources to the student, to assist in abstinence and recovery. Since disciplinary action is not the intent of this Policy, disciplinary action, as outlined below, is reserved for those situations where the student is non-compliant with the Plan of Action and/or has a repeat positive test result.

1. If a student has positive test result(s) to a mandatory random drug test during an academic school year, the following requirements and consequences shall apply: As a result of a first positive test from a Mandatory Random Drug Test:

a. Parent/Guardian shall select a Provider from the list on Exhibit B to this Policy, or as may be designated from time to time by BCHS. In the event that the Parent/Guardian does not select a Provider within five (5) days of notification by BCHS of a positive test, BCHS shall initiate the referral of the student to a Provider on Exhibit B to this Policy, or as may be designated from time to time by BCHS. The cost of evaluation, counseling or other services included in the Plan of Action will be at the expense of the Parent/Guardian(s) of the student.

b. Requirement that the student and the Parent/Guardian(s): (i.) execute the Plan of Action, (ii.) comply with the Plan of Action, (iii.) actively participate in the counseling required by the Plan of Action, and (iv.) agree to further counseling as deemed reasonably necessary by the Provider.

c. Consent by the student and Parent/Guardian(s) to the exchange of information between the Provider and BCHS to, among other matters, keep BCHS diligently informed of the student and Parent/Guardian(s) compliance with the Plan of Action.

d. Failure to comply with the Plan of Action and required counseling may result in disciplinary action by BCHS.

e. Required follow-up drug testing of the student within one hundred (100) days from the date of the positive test.

2. As a result of a Second Positive Test (Random or Non-random):

a. Parent/Guardian shall select a Provider from the list on Exhibit B to this Policy, or as may be designated from time to time by BCHS. In the event that the Parent/Guardian does not select a Provider within five (5) days of notification by BCHS of a positive test, BCHS shall initiate the referral of the student to a Provider on Exhibit B to this Policy, or as may be designated from time to time by BCHS. The cost of evaluation, counseling or other services included in the Plan of Action will be at the expense of the Parent/Guardian(s) of the student.

b. Requirement that the student and Parent/Guardian(s): (i.) execute the Plan of Action, (ii.) comply with the Plan of Action, (iii.) actively participate in the counseling with Provider required by the Plan of Action, and (iv.) agree to further counseling as deemed reasonably necessary by Provider.

c. Consent by the student and Parent/Guardian(s) to the exchange of information between Provider and BCHS to among other matters, keep BCHS diligently informed of the compliance of the student and Parent/Guardian(s) with the Plan of Action.

d. Student will serve a five (5) day Out-of-School Suspension.

e. Failure to comply with the Plan of Action and required counseling may result in further disciplinary action by BCHS.

f. Required follow-up testing of the student within one hundred (100) days from the date of the positive test.

3. As a result of a Third Positive Test (Random or Non-random):

a. Student is subject to the Discipline under Level 3 Infraction in the Student/Parent Handbook.

b. In accordance with the Student/Parent Handbook, the student may be suspended from BCHS for a period of time (not to exceed ten (10) days) while the BCHS Officials determine what disciplinary measures should be taken, including, the possibility of expulsion.

IV. OTHER POLICIES - This Policy and mandatory random drug testing by BCHS will be implemented in conjunction with BCHS and Diocesan existing drug and alcohol policies and procedures as outlined in the Student/Parents Handbook. Nothing herein is intended to limit BCHS's right to test students for drug or alcohol based upon a reasonable suspicion that a student is currently under the influence of drugs or alcohol. Students in possession of drugs or drug paraphernalia will be subject to discipline in accordance with and pursuant to the Student/Parent Handbook. Level 3 Infractions.

AMENDMENTS - BCHS reserves the right to amend, revise, replace or discontinue this Policy at its sole discretion.

SCHOOL GUIDELINES

- *As an integral part of Bishop Canevin High School's Alcohol and Other Drugs Prevention Program, these guidelines represent one component in a school-wide effort to respond effectively to any health-endangering substances, which may include, drugs, mood-altering substances, and/or alcohol-related situations that may occur at school-sponsored activities. These guidelines are intended to provide a consistent disciplinary means to respond to any health-endangering substances, which may include drugs, mood-altering substances, and/or alcohol-related events.*
- *Bishop Canevin High School will take all steps necessary to provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.*
- *Bishop Canevin High School reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the circumstances are not provided for specifically in any rule or regulation described herein.*

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 or Chromebook for school use when accessing class information, submitting assignments, and more. Students are required to bring their BC iPad, or Chromebook, 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.

Should a Chromebook be damaged, a loaner device can be provided to students for a (2) week period. Central Integrations will repair any typical damage to the Chromebook; LCD screens, trackpads, keyboards, etc. for the standard going rate of parts + labor. For example, a new screen replacement would cost \$100.

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 Google Workspace 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 Google Workspace platform. Students, faculty, staff, and administration must only use their BC email when communicating with other members of the BC community.

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., X (formerly known as 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). 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.

TECHNOLOGY & ELECTRONICS NETWORK ACCESS POLICY

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.

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, X, 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 to use the Google Drive on their BC account for saving purposes.
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, VPN's, and remote connections.
23. Students are to respect the property of others, including a "hands off" approach to another student's iPad, Chromebook, 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.

STUDENT SERVICES

Academic Success Coordinator

To ensure that students with learning needs and disabilities are receiving a quality education and reaching their fullest potential; to collaborate with parents, teachers, and administration on all student academic related topics; to develop, implement, and track, student support strategies, accommodations, plans, and progress.

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 two part-time Chaplains whose function is to promote an authentic Catholic 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 st Offense	Warning
2 nd Offense	3 days suspension of school bus transportation
3 rd Offense	10 days suspension of school bus transportation
4 th 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.

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.

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.

TRANSPORTATION CONTACTS

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

SCH. DISTRICTS with their own bus company

Baldwin Whitehall

Bethel Park

Chartiers Valley

Montour

Moon Area

South Fayette

West Allegheny

Student Transportation of America

Carlynton 412-249-8370

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

City Pgh. Northside/Bloomfield

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 APPLICATION INFORMATION

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.

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

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

Incomplete, or non-existent, FACTS will result in families being assigned the full tuition rate for the school year.

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.
- Student will not be eligible to participate in extracurricular activities
- 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.

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.

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.

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; however, playing time is earned.** In accordance with this, Bishop Canevin has a Travel Roster policy that identifies a roster maximum for all road contests. 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.

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: Dr. Robert Hein

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.

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.

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

SPEECH & DEBATE HONOR SOCIETY

Moderator: Mrs. Charlotte Smith

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 Games.

INTERNATIONAL CLUB

Moderator: Mr. Joseph Williams

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. Charlotte Smith

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.

SPARK CLUB

Moderator: Mrs. Stephanie Miller

The SPARK (Strengthening Positivity and Reinforcing Kindness) club's goal here at BC is to allow students to learn valuable leadership skills and better their school community with acts of kindness and service.

Students will:

- Plan random acts of kindness days throughout the school year.
- Fundraise for Public Speakers to visit BC (just one possible idea so far).
- Possibly volunteer with local elementary schools to visit and read to their students.

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. Patte Martin

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: Mr. Tony Tresky

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.

Crusaders in Harmony Glee Club

Moderator: Mr. Andy Folmer

The Crusaders in Harmony Glee Club is a vocal group of students who sing – both accompanied and a cappella – in multi-part harmony and with choreographed movement. The group's repertoire includes a Christmas program as well as a variety of contemporary and traditional popular music. The Glee Club meets after school once or twice a week during certain times of the year to rehearse and prepare for performances.



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 Board Game Club

Moderator: Dr. Robert Hein

This club gives students the resources, opportunity, and space to play both competitive and cooperative board games with their peers. During its inaugural year, the club will have a special focus on the tabletop roleplaying game, *Dungeons & Dragons*. This game blends writing, acting, and math together in unique ways that challenge players to think critically and creatively as they go on epic adventures. Specifically, the students will learn the rules of this classic game as they participate in a year-long campaign directed by Dr. Robert Hein. Club activities will expand to include other popular games such as *Settlers of Catan*, *Risk*, and *Magic: The Gathering*, as well as others according to student interest.

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, or travel to away contests. 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 gives 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.

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/families and should never interfere with another individual's right to enjoy the event. Respect the decisions of the officials and coaches. Visiting teams and fans are our guests, please treat them as such on gameday. Give their fans and cheerleaders a fair opportunity to support their teams.

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. Individuals who do not conduct themselves appropriately will be asked to leave the event and may forfeit the privilege of attending future activities. A situation could arise whereby an uncooperative or destructive attitude of a student's family may diminish the school's effectiveness in acting in loco parentis, and the child's retention would be incompatible with the school's philosophy.

Required PIAA Physicals

All students interested in participation in high school athletics are required to complete a PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) on or after June 1 of every school year. All completed physicals should be uploaded to your child's Healthy Roster account once it is completed (Section 1-7 for all sports, the others are sport specific). The required PIAA Physical Paperwork for completion can be found on our athletic website. For any questions about Physicals or the Healthy Roster system please contact our athletic trainer.

Transfer Students

As a new student/transfer athlete entering 9th-12th grade, a PIAA Athletic Transfer form must be completed to facilitate proper eligibility prior to your participation. If you intend to participate in a school sponsored sport in the next 365 days, your PIAA Athletic Transfer Form must be completed and returned to the Athletic Office for submission for WPIAL review. Please note that any Transfer students that have participated in school sponsored athletics in grades 10, 11, or 12 prior to their transfer are ineligible for postseason play during their first year at their new school. Post season waivers may be applied for depending on the nature of the reason for the transfer.

Communication

All team communications should come from an Approved Bishop Canevin athletic email, or team app such as Remind/Teamsnap/etc. No team communications should come from a coach's personal cell phone number. Coaches are required to hold a mandatory preseason parents meeting to provide families with an overview of their program, set expectations, and organize a parent booster group.

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.

Athletic Programs:

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	Mr. Rodney Steele <i>ad@bishopcanevin.org</i>
Assistant Athletic Director	Mr. Peter Barakat <i>assistantad@bishopcanevin.org</i>
Athletic Trainer	Ms. Lea Richir <i>bcat@bishopcanevin.org</i>
Baseball – Varsity and Junior Varsity	Mr. Craig Sonson <i>baseball@bishopcanevin.org</i>
Basketball, boys – Varsity, Junior Varsity & Freshmen	Mr. Tim Tyree <i>basketball@bishopcanevin.org</i>
Basketball, girls – Varsity and Junior Varsity	Mr. Robert Travis . <i>girlsbasketball@bishopcanevin.org</i>
Bowling – Varsity & Junior Varsity <i>bowling@bishopcanevin.org</i>
Cheerleading, girls - Varsity and Junior Varsity	Ms. Natalie Kohnfelder <i>cheerleading@bishopcanevin.org</i>
Cross Country – Varsity	*Co-op with Carlynton HS, Contact AD
Football – Varsity and Junior Varsity	Mr. Rodney Steele <i>football@bishopcanevin.org</i>
Golf – Varsity	Mr. Dave Ellis <i>golf@bishopcanevin.org</i>
Hockey, boys (Club Sport)	Mr. Eric Glover <i>hockey@bishopcanevin.org</i>
Soccer, boys – Varsity	Mr. Jack Shorthouse <i>soccer@bishopcanevin.org</i>
Soccer, girls – Varsity	Mr. Andy Folmer <i>girlssoccer@bishopcanevin.org</i>
Softball, girls - Varsity	Mrs. Karen Seitz-LaFianza <i>softball@bishopcanevin.org</i>
Swimming, boys & girls – Varsity	*Co-op with Carlynton HS, Contact AD
Tennis, boys & girls – Varsity	*Co-op with Carlynton HS, Contact AD
Track & Field, boys & girls – Varsity	*Co-op with Carlynton HS, Contact AD

Volleyball, boys – Varsity and Junior Varsity

Mr. Cameron Deiss.....boysvolleyball@bishopcanevin.org

Volleyball, girls – Varsity and Junior Varsity

Ms. Maddie Maziarz.....volleyball@bishopcanevin.org

Wrestling, boys – Varsity

***Co-op with Carlynton HS , Contact AD**

SPECTATOR CONDUCT AT ATHLETIC AND EXTRACURRICULAR EVENTS:

Athletic competition of interscholastic age student athletes should be fun and should also be a significant part of a sound educational program, embodying high standards of ethics and sportsmanship, while developing good character and other important life skills.

Essential elements of character building are intrinsic in the concept of sportsmanship and the six core ethical values: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship (the “Six Pillars of Character”). The highest potential of sports is achieved through the T.E.A.M. concept (Teaching, Enforcing, Advocating and Modeling these values) and by committing to the ideal of pursuing victory with honor. Good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs.

TRUSTWORTHINESS

- **Trustworthiness** — Be worthy of trust in all you do.
- **Integrity** — Live up to the high ideals of ethics and sportsmanship and always pursue victory with honor. Do what is right even when it is unpopular or personally costly.
- **Honesty** — Live and compete honorably. Do not encourage any dishonest or unsportsmanlike conduct.
- **Reliability** — Fulfill commitments. Do what you say you will do. Be on time. When you tell your children you will attend an event, be sure to do so.
- **Loyalty** — Be loyal to your school and team.

RESPECT

- **Respect** — Treat all participants with respect at all times and demand the same of student athletes.
- **Class** — Live and cheer with class. Be a good sport. Be gracious in victory and accept defeat with dignity, compliment extraordinary performance, and show sincere respect for all.
- **Disrespectful Conduct** — Do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport. Do not participate in any negative or demeaning cheers.
- **Respect for Officials** — Treat game officials with respect. Do not complain or argue about calls or decisions during or after an athletic event.
- **Respect for Coaches** — Treat coaches with respect at all times. Recognize that they have team goals beyond those of your child. Do not shout instructions to players from the stands, or attempt to address issues with the coaches before, during, or after a practice, or contest.. Let the coaches’ coach.
- **Respect for Fellow Spectators** — Display respect for all other spectators. Do not insult or fight with other fans. Wait for breaks in the action before leaving or returning to your seat.

RESPONSIBILITY

- **Role Modeling** — Consistently exhibit good character and conduct yourself as a positive role model for the student athletes.
- **Self Control** — Exercise self control. Do not fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to demean others.
- **Integrity of the Game** — Protect the integrity of the game. Do not gamble on interscholastic events.
- **Privilege** — Understand that attendance at interscholastic sports is a privilege, not a right, and

FAIRNESS

- **Fairness** — Treat all competitors fairly. Be open-minded. Always be willing to listen and learn. Acknowledge exceptional performance by all participants.

CARING

- **Encouragement** — Encourage your team regardless of their play. Offer positive reinforcement.
- **Concern for Others** — Demonstrate concern for others. Never berate or demean any player or promote behavior that might cause injury to others.

CITIZENSHIP

- **Knowledge of the Rules** — Maintain a thorough knowledge of all applicable game and competition rules.
- **Obedience and Compliance** — Listen to and obey the requests of the public address announcer and security personnel in attendance. Remember that all regular laws also apply to spectators at sporting events. Drunkenness, verbal assault, and fighting are punishable by law.

Bishop Canevin High School Athletic Sportsmanship Policy

All Bishop Canevin High School players, coaches, managers, sponsors and spectators are expected to conduct themselves in a sportsmanlike manner at all times. The Athletic Director has the authority to remove anyone from the event at any time for unsportsmanlike conduct.

Any player, coach, manager, sponsor, or spectator whose conduct is unbecoming or abusive shall leave the game premises. If warranted, the offending party shall be ejected from the game at the discretion of the officials and Athletic Director. If necessary, a team may be forced to forfeit a game if the unruly spectator does not vacate the premises.

Any person, adult or child, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event that person is attending, and/or denied admission to school events for up to a year. Some examples of unsportsmanlike conduct include:

- Complaining about, or verbally yelling, about or at game officials
- Berating any Coaches or Contestants of the game
- Using negative chants, brings negative signs, or bringing any type of noisemakers into a contest
- Using vulgar or obscene language.
- Possessing or being under the influence of any alcoholic beverage or illegal substance.
- Possessing a weapon; fighting or otherwise striking or threatening another person.

- Failing to obey the instructions of a security officer, referee, coach or school district employee.
Engaging in any activity that is illegal or disruptive.

Ejection Policy

Any spectator who is ejected for making contact with an official, or who is ejected for unsporting behavior, shall be subject to a non-appealable suspension in accordance with the chart below:

Offense	Consequence
First Offense	<p>Those removed from a contest will receive a non-appealable one week suspension from attending Bishop Canevin athletic contests of any team.</p> <p>Those removed or ejected from a contest must also complete an NFHS Sportsmanship Class prior to consideration for reinstatement.</p> <p>Adults are required to complete the “Positive Sports Parenting” Course found at:</p> <p>https://nfhslearn.com/courses/positive-sport-parenting</p> <p>Students will be required to complete the “sportsmanship” course found at:</p> <p>https://nfhslearn.com/courses/sportsmanship-2</p> <p>Once the course is completed and the one week suspension is served, a conference must be scheduled with school administration to turn in your certificate of course completion, and to discuss the inappropriate behaviors, and identify a plan to improve said behavior moving forward before any type of reinstatement for attendance can occur.</p>
Second Offense	Any fan who is ejected or removed from a second contest in a school year shall lose their privilege to attend any Bishop Canevin Athletic contest for a period of 3 months.
Third Offense	Any fan who is ejected or removed from a third contest in a school year shall lose their privilege to attend any Bishop Canevin Athletic contest for a period of one year.

BISHOP CANEVIN ATHLETICS COMMUNICATION POLICY FOR PARENTS

Appropriate Lines of Communications:

In athletics, life skills such as teamwork, hard work, selflessness, commitment, dedication, goal setting, time management and communication skills can all be learned. The goal of interscholastic athletics and parenting should go hand-in-hand with the goal of developing high caliber student athletes of character, who are resilient and adaptable to the world in which they live. In order to accomplish these goals, clear lines of communication must be established.

Communication to Parents from Coaches:

1. Preseason Parent Meeting
 - a. Coaching philosophy
 - b. Explanation of the expectations and goals the Coach has for each student-athlete, team, and season
 - c. A list of team rules and an explanation of guidelines and consequences for rule infractions
 - d. Injury protocols and procedures
 - e. Explanation of requirements for student - athletes to earn a varsity letter
 - f. Explanation of team requirements, special requirements, and equipment that students may need
2. Practice and competition location and times (Please note that locations and times are subject to change for a variety of reasons.)

Communication Coaches Expect from Parents:

1. Notification of illness or injury (if student-athlete is unable to notify Coach)
2. Confidential information
3. Concerns expressed directly to the coach need only to be related to the athlete of the parent doing the communication

Appropriate concerns to address with Coaches:

1. Ways to best assist the team, such as helping with a booster group
2. Concerns about student-athlete's behavior
3. Strategies to help improve the student-athlete's performance

It can be difficult for parents to accept that their student-athletes are not getting the amount of playing time they may have hoped. Coaches are trained professionals, who make decisions on what is best for the team as a whole. Topics that are appropriate to discuss with coaches are listed above. Other topics, such as the ones listed below, are left to the discretion of the coach and may not be the topic of conversation with said coach.

Issues that are not appropriate to address with Coaches:

1. Playing time

2. Team strategy
3. Play calling

*******Parents may only discuss their own student-athletes with coaches. Discussion of student-athletes other than your own is prohibited.*******

Please do not attempt to speak with a coach before, during, or after a game or practice. The Coach has responsibilities to the entire team at these times and may be emotional; therefore this time is not an appropriate time for conversations to occur. Coaches are people too, who have full time jobs, families and their own lives. Please be respectful of the Coaches' time and allow them to decompress after a long and emotionally charged game or practice for a 24-hour period. **Failure to do so can result in revoking of admission to future contests.**

Offense	Consequence
First Offense	A parent who does not follow the 24 hour communication rule will receive a two-game suspension from attending Bishop Canevin Athletic Events. The parent must also schedule a meeting with the school administration to discuss the behaviors and how to improve moving forward in order to be considered for reinstatement. The administration reserves the right to extend any suspensions pending the discussions.
Second Offense	A parent who does not follow the 24 hour communication rule for a second time in a school year will receive a two-week suspension from attending Bishop Canevin Athletic Events. The parent must also schedule a meeting with the school administration to discuss the behaviors and how to improve moving forward to be considered for reinstatement. The administration reserves the right to extend any suspensions pending the discussions.
Third Offense	A parent who does not follow the 24 hour communication rule for a third time in a school will receive a three-month suspension from attending Bishop Canevin Athletic Events. The parent must also schedule a meeting with the school administration to discuss the behaviors and how to improve moving forward, in order to be considered for reinstatement. The administration reserves the right to extend any suspensions pending the discussions.

EFFECTIVE COMMUNICATION ABOUT QUESTIONS OR CONCERNS:

As we work together to develop young athletes, we must encourage them to step up and speak for themselves. With this in mind, the following are the appropriate steps to take to address issues or concerns.

When you desire to discuss a concern or question with the coach, please be sensitive to the coach's responsibilities. Follow these simple procedures to arrange a conference:

1. The Student-Athlete requests and participates in a one-on-one conversation with their Coach.
2. If there is no resolution from this meeting, an additional meeting with the Student-Athlete, Coach, and parent must be requested through email including the Athletic Director on this correspondence. All coaches have a Bishop Canevin email account. Please feel free to email the coach requesting a conference. The coach will then follow up with a phone call (within 48 hours) to establish a time to meet. If you do not get a response within 48 hours, contact the athletic director and he will communicate with the coach in order to set a meeting time.
3. After this meeting, if there is no satisfactory resolution to the concern, or issue, contact the Athletic Director for a meeting with administration to discuss the concern.

FOR URGENT ISSUES THAT MUST BE DISCUSSED IMMEDIATELY, CONTACT THE ATHLETIC DIRECTOR TO FACILITATE SCHEDULING.