



BISHOP CANEVIN — HIGH SCHOOL —

STUDENT-PARENT HANDBOOK
2026–2027



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Bishop Canevin High School

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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.

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MISSION STATEMENT

Bishop Canevin High School is an authentically Catholic, college preparatory school of the Diocese of Pittsburgh, continuing the Franciscan educational tradition established at its founding. Rooted in the Gospel of Jesus Christ and the teachings of the Catholic Church, we educate and form young men and women into joyful disciples who pursue Truth, lead with compassion and integrity, honor the God-given dignity of every person, and faithfully witness to Christ through lives of service.

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 Franciscan 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.

Spiritual life, however, is not relegated to the chapel or campus ministry departments alone. The Franciscan tradition is the heartbeat of our school. It shapes the way we teach, the way we compete, the way we serve, and the way we care for one another. It informs the questions asked in our classrooms, the character formed on our athletic fields, the friendships built in our hallways, and the leadership cultivated throughout our community.

We believe that Christ is already present in every classroom, every conversation, every challenge, and every moment of joy. Education, then, becomes more than the pursuit of knowledge. It becomes an invitation to encounter the One who is Truth itself.

Our Franciscan identity reminds us that faith is not something we leave behind when the school day begins. Rather, it is the lens through which we see the world. It teaches us to recognize the dignity of every person, to delight in the goodness of creation, to seek peace where there is division, and to respond with compassion wherever Christ is waiting to be found.

Following the example of St. Francis of Assisi, we believe that renewal begins one heart at a time. Every prayer, every lesson, every act of service, every relationship, and every challenge becomes an opportunity to hear Christ's invitation: "Go and rebuild my Church."

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.

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, and altar servers.

**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.**

PROFILE OF A GRADUATE

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 Franciscan 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 April 30th of each school year.**

Service opportunities *outside of school* should make up the bulk of service hours as we seek to embody the Franciscan value of Universal Fraternity, through which we recognize every person in the Greater Pittsburgh community and beyond as one human family with equal dignity. Examples include:

- Working church festivals
- Mission trips
- Political campaigns
- Animal shelters
- Environmental cleanups
- Tutoring
- Coaching younger athletes
- Camp counseling
- Vacation Bible School
- Food pantry

Service opportunities *at school* will be announced at school throughout the school year. Examples include:

- Volunteering at Mass (lector, cantor, minister of hospitality, altar server, etc.)
- Assisting teachers as needed (washing boards, helping with miscellaneous tasks)
- Volunteering at school events (BC Open House, Princess Tea Party, etc.)

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, 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.

Any student who has not completed any hours by March 1 will be required to meet with Mrs. Blythe to develop a Service Recovery Plan, which will include service to the After School Service Team. Any student who has not completed their required service by the deadline of April 30th must attend Service Recovery Saturday, where up to 10 hours of owed service can be recovered. *Any student who has not met their service requirement will be ineligible for participation in the House Cup*, as it is a celebration and privilege earned through full participation in the life of the school. Students who still owe hours beyond what is able to be recovered on Service Recovery Saturday will roll the hours into the following year’s requirement, unless they can recover their hours through required service to the After School Service Team through the end of May.

TRADITIONAL SERVICE HOURS VS MAGIS HOURS

10 of the 25 service hours must be **Magis Hours**. A Magis service experience must meet all three of the following criteria:

1. Direct Encounter – The student personally interacts with the people they are serving for the majority of the service time.
2. Human Need – Students are responding to a physical, emotional, educational, or spiritual need of another person.
3. Active Service – Students are actively serving another person through conversation, assistance, mentoring, caregiving, hospitality, instruction, or companionship- not simply preparing materials or working behind the scenes.

Counts as Magis	Does NOT Count
Serving meals at a homeless shelter	Preparing food without interacting with guests
Visiting nursing home residents	Landscaping a nursing home
Tutoring children	Organizing tutoring materials
Special Olympics buddy	Setting up equipment before the event
Vacation Bible School leader	Decorating classrooms beforehand
Reading to elementary students	Cutting out bulletin board decorations
Mentoring younger students	Filing paperwork
Camp counselor	Cleaning cabins after camp
Visiting hospice patients	Office work for the hospice
Parish home visits	Setting up chairs before the visit
Assisting adults with disabilities	Cleaning the facility after the program
Serving at a community meal	Packing food boxes in a warehouse

If the primary beneficiary of your work is a project, building, event, or organization, it is not Magis. If the primary beneficiary is a person with whom you are directly interacting, it may qualify as Magis.

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 Campus Ministry Lounge, 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. Blythe at blythea@bishopcanevin.org or drop off the form personally onto Mrs. Blythe’s desk in the Campus Ministry Lounge if school is in session.

Completed service hours are a requirement for advancement and graduation.

Please email Mrs. Amy Blythe (blythea@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

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

1. 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.

English	4 Credits
Business/Technology	1 Credit
Health/Physical Education	1 Credit
Mathematics	3 Credits
Music/Art	1 Credit
Religion	4 Credits
Science	3 Credits
Social Studies	4 Credits
World Language	2 Credits
Electives	7 Credits

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

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, Cavettes, 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 and 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.

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:

1. an accredited summer school
 2. an accredited tutoring school
 3. an online course offered by an accredited school entity
 4. a private tutor who meets the following conditions:
 1. State Certification in the discipline to be tutored
 2. Submission of a course of study which meets the approval of the Principal
2. 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.
3. 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 an 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 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.

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.

POWERSCHOOL

PowerSchool is an online system 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 PowerSchool for parents/guardians 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 PowerSchool grades for their student at least once a week. Any questions pertaining to accessing PowerSchool should be directed to our Academic Success Coordinator in a timely manner. PowerSchool can be accessed at diopitt.powerschool.com/public.

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. Parents/Guardians are strongly urged to contact their student's teachers via PowerSchool or by email if there are concerns about a student's 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 PowerSchool. 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)/guardian(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 PowerSchool 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. The list is not exhaustive:

- 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 on the next in-person school day. Assignments received after this may 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

In furtherance of the vision of Bishop Canevin High School, which seeks to form disciples of Jesus Christ who are intellectually competent, morally grounded, and committed to service, the practices of attendance and punctuality are integral to the holistic development of each student. Faithful presence in the classroom reflects a commitment to the pursuit of truth, the discipline necessary for academic excellence, and the cultivation of virtues such as diligence, fidelity, and respect for the time and dignity of others.

Consistent with our understanding of education as a formative process ordered toward the development of the whole person, students are expected to approach their daily obligations with intentionality and reverence. By honoring these expectations, students participate more fully in the communal life of the school and contribute to an environment ordered toward the common good.

GENERAL EXPECTATIONS

Students shall attend all scheduled classes each academic day and shall arrive duly prepared to participate in the instructional process. Consistent timely attendance is deemed essential to the fulfillment of academic obligations and the cultivation of an engaged and responsible educational and professional environment. Absences are recorded as excused, school related, unexcused, or illegal. Punctuality shall be regarded as an expression of respect for both the instructional environment and the dignity of others. Students are required to be present in their assigned classroom prior to the commencement of class, as signaled by the bell.

EXCUSED ABSENCES

Absences shall be considered excused only under the following conditions:

- Personal illness, substantiated by a physician when exceeding three (3) consecutive school days
- Medical or dental appointments of a necessary nature
- Verified family emergencies
- Participation in school-sponsored activities authorized by the administration
- Participation in a church-related activity authorized and approved by the administration
- Upon return, the student shall provide written documentation validating the absence

PROCEDURAL REQUIREMENT

If absence from school is unavoidable, parents/guardians are required to contact the school each day the student is absent. Please call 412-922-7400 and select #1 for attendance from the menu or email attendance@bishopcanevin.org.

UNEXCUSED ABSENCES

Any absence not meeting the foregoing criteria shall be classified as unexcused. Such absences are considered detrimental to the academic progress of the student and disruptive to the integrity of the educational environment.

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/guardian 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).

PROGRESSIVE DISCIPLINARY MEASURES (PER QUARTER)

- **1–2 Unexcused Absences:** Formal warning and notification to parent/guardian
- **3–4 Unexcused Absences:** Issuance of detention and completion of a reflective exercise addressing personal responsibility
- **5–6 Unexcused Absences:** Placement on Attendance Probation and mandatory conference with student, parent/guardian, and school administration
- **7 or More Unexcused Absences:** Administrative intervention, which may include, but is not limited to, revocation of extracurricular privileges, imposition of a behavioral contract, or further disciplinary action deemed appropriate

CHRONIC ABSENTEEISM

A student who is absent for ten percent (10%) or more of the total instructional days may be designated as chronically absent.

INTERVENTIONS MAY INCLUDE:

- Development and implementation of an individualized attendance improvement plan
- Mandatory conference with parent/guardian
- Ongoing administrative monitoring of attendance
- Referral in accordance with applicable provisions of Pennsylvania Compulsory School Attendance Law, if warranted

TARDY POLICY

A tardy shall be recorded when a student arrives after the official start of school (including homeroom which starts at 8:00am) without proper authorization or a valid pass. **Students arriving after 3rd period are ineligible for all extra-curricular activities and athletics on that day, without a verified medical excuse.**

PROGRESSIVE DISCIPLINARY MEASURES (PER ACADEMIC QUARTER)

- **1–2 Tardies:** Formal warning and reiteration of expectations
- **3–4 Tardies:** Teacher-issued disciplinary consequence (e.g., lunch detention or written notice)
- **5–6 Tardies:** Assignment of after-school detention and parent/guardian notification
- **7–8 Tardies:** Placement on Probation Status and required administrative conference with parent/guardian
- **9 or More Tardies:** Administrative disciplinary action, which may include in-school suspension, loss of privileges, or execution of a behavioral contract

PROBATIONARY STATUS

Students placed on attendance or tardiness probation shall be afforded an opportunity for correction and growth, consistent with the principles of Catholic formation.

Conditions may include:

- Regular meetings with a designated faculty or staff mentor
- Demonstrated and measurable improvement within a defined monitoring period (typically two (2) to four (4) weeks)
- Student completion of reflective exercises emphasizing personal accountability and the impact of actions on the broader community
- Failure to demonstrate satisfactory improvement may result in the imposition of additional disciplinary measures.

Make-Up Work

Students bear the responsibility of obtaining and completing all assignments missed due to absence.

- For excused absences, students shall be granted a period equal to the number of days absent, plus one (1) additional day, to submit all required work
- Work missed due to unexcused absences may be subject to reduced academic credit at the discretion of the instructor

EARLY DISMISSALS

Requests for early dismissal must be coordinated through the main office and require communication from a parent or legal guardian. Excessive early dismissals may prompt administrative review due to their adverse impact on instructional continuity.

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.

VACATIONS

Trips and vacations are typically 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. If the trip maintains a formative and/or educational component, a family may apply for compulsory attendance to be waived. Contact the principal for more details.

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 a written verification issued by the educational institution they visited upon their return.

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.

RECOGNITION AND ENCOURAGEMENT: POSITIVE REINFORCEMENT

In furtherance of its mission to cultivate virtue and responsibility, Bishop Canevin High School shall recognize:

- Students who demonstrate perfect attendance
- Students who exhibit substantial improvement in attendance and punctuality
- Homerooms or student groups that exemplify a consistent commitment to these expectations

FINAL STATEMENT

As a Catholic educational institution, Bishop Canevin High School endeavors to balance justice with mercy, and accountability with compassion. Students are called to exercise prudent self-governance in matters of attendance and punctuality as integral components of their academic and spiritual formation. The administration reserves the right to interpret and apply this policy in a manner consistent with equity, pastoral care, and the mission of the school.

GENERAL POLICIES

The following policies describe key student rights, responsibilities, and expectations. Because no handbook can address every situation, final interpretation and authority in all policy matters rests with the school administration. **In short, every student is expected to arrive to school on time in complete school uniform, report to homeroom and classes as he or she is scheduled, follow all classroom rules, complete all assignments to the best of his or her ability, exhibit respect at all times, and show reverence during times of prayer. If all of these conditions are met, the student will be successful at Bishop Canevin High School.**

ADDRESSING TEACHERS

Students must address teachers and all adult staff members respectfully, using the appropriate title, such as Dr., Mr., Mrs., or Ms.

ASSEMBLIES

Students are expected to conduct themselves appropriately at assemblies and all school-sponsored gatherings. Respectful attention to speakers, performers, guests, and classmates is required.

BOOK BAGS

Students may carry one book bag or similar bag during the school day. Any bag brought into a classroom or school area remains subject to search.

CAFETERIA

Students must report on time to the cafeteria for their assigned lunch period and remain there until dismissed. Students may leave the cafeteria only with permission from a lunch proctor or supervising faculty member. The cafeteria and any supervised lunch areas must be kept clean and orderly. Students are responsible for cleaning the table or area they use and for maintaining appropriate voice levels, especially when lunch is held outdoors near classroom areas.

CHANGE OF ADDRESS / EMAIL

Families must promptly notify the Main Office of any change to a student's address, phone number, email address, or emergency contact information. When a family moves, the appropriate transportation personnel should also be notified several weeks in advance whenever possible.

CLASSROOM PHONES

Classroom phones are for faculty and staff use only. Students may not use classroom phones at any time.

DAILY PRAYER and ANNOUNCEMENTS

Students are expected to be respectful and attentive during morning prayer, the Pledge of Allegiance, and daily announcements. Because these announcements communicate important school information, students are responsible for listening carefully and noting any changes that affect their schedule, transportation, or school day. Additional school news may also be posted on the school website.

EXCHANGE OF MONEY

Students may not buy, sell, trade, solicit, or exchange money for merchandise with other students anywhere on school property unless specifically authorized by the administration.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

Access to student records by parents and students is governed by diocesan school policy, which complies with Pennsylvania pupil-record regulations and the Family Educational Rights and Privacy Act of 1974.

FUNERALS/BEREAVEMENT

When a student experiences a death in the immediate family, the student's homeroom serves as the official school representative at the Funeral Mass or appropriate funeral service, unless the family requests otherwise. Friends who are not in the student's homeroom may attend only if they submit a parent/guardian note by the school day before the funeral.

Bus transportation is provided for the student's homeroom. Transportation for any other approved attendees is the responsibility of parents/guardians. Students may not ride with another student or family unless written parent/guardian authorization is submitted in advance and identifies the driver. Students are expected to wear the school uniform and return to school immediately following the service.

GOOD REPUTATION OF THE SCHOOL

Students are expected to act with courtesy and respect toward all persons and property and to uphold the good reputation of Bishop Canevin High School. Conduct outside of school that is unlawful or that brings discredit to the student or the school may result in serious disciplinary action, up to and including expulsion, because such conduct is contrary to the philosophy and mission of Catholic education. Unlawful activity includes, but is not limited to, involvement with groups or gangs connected to violence, harassment, intimidation, sexual offenses, illegal substances, theft, or weapons.

ID CARDS

Students receive a school ID card at the beginning of the year. The ID identifies students as members of the Bishop Canevin High School community, may be used for SAT or ACT identification verification, and provides free admission to Bishop Canevin home athletic events. Students should carry the ID during the school day and at all school activities. The school ID card may be required for entry to certain school events.

ILLNESS AT SCHOOL

If a student becomes ill or needs medical attention during the school day, the student must notify the scheduled teacher or another faculty member and report to the school nurse. The school nurse, when present, or an administrator will determine whether the student should return to class or be released. A parent/guardian will be contacted by the nurse or school office to arrange transportation if the student needs to leave school.

Students may not call, text, or email a parent/guardian for release from school or transportation before they have reported to the Main Office and received authorization from school personnel.

Failure to follow this procedure will result in communication from the administration to the family.

TUTORING CENTER

The tutoring center is available during posted times outside the library or as announced by the school administration.

LOCKERS / LOCKS

Each student is assigned one locker at the beginning of the school year and may use only that assigned locker. Students should not share lockers; any shared use is at the students' own risk. All lockers must be secured with a school-issued lock. Non-school locks will be removed. Lockers and locks remain the property of Bishop Canevin High School, and the administration reserves the right to inspect lockers at any time, including with police canine units when appropriate. Students are responsible for the care of their lockers, locks, and personal property stored inside. The school is not responsible for personal items lost from lockers. Lockers must be kept clean and orderly. A minimum replacement or maintenance fee of \$5 may be assessed for lost locks, unreturned locks, damage, or required cleaning.

LOCKER SIGNAGE

Appropriate spirit and team posters may be displayed on lockers if they remain in good condition. Items may be attached only with scotch tape or putty. Masking tape and other adhesives are not permitted. Inappropriate messages or images are prohibited, and photographs may not be used on locker displays. Tampering with another person's lock or locker will result in serious disciplinary action.

LOCKER ROOMS

Locker rooms and locker room lockers may be used only during a student's scheduled physical education class or, for athletics, after the coach has arrived. Students may not enter locker room areas before or during the school day unless they are scheduled for physical education. Students must store belongings properly and remove all items at the end of physical education class, practice, or a game.

LOST AND FOUND

Lost items should be reported, and found items should be returned, to the Main Office as soon as possible. Unclaimed items may be disposed of after a reasonable period of time.

MEDICATION

Students may not carry prescription or over-the-counter medication during the school day, except for approved emergency or medically necessary items such as epinephrine, a rescue inhaler, insulin, or glucose tablets. Whenever possible, medication should be administered at home before or after school. Only the school nurse may administer medication or supervise a student when the student is administering their own medication, with the exception of approved emergency or medically necessary items such as epinephrine, a rescue inhaler, insulin, or glucose tablets. A parent/guardian may come to school to administer medication when necessary.

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.

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. Email addresses are available on the school website.

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

STUDENT/VISITOR ENTRANCE

The only available entrance to the school building for students and visitors **after 8:00am** 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 MORNING DROP OFF

Before 8:00am parents/guardians **MUST** drop off students in the lower lot only. The top parking lot 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.* Dismissal will be from the main entrances adjacent to the top parking lot.

PARKING/PARKING LOTS

Student parking is limited at all times to designated parking spaces in the lower lot. The top parking lot 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 obtain a parking pass from the Main Office by paying the \$10 fee. If the pass is returned to the main office upon graduation, the \$10.00 fee will be refunded. 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
 - 2nd 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 top parking lot 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 Triumph Garden at any time. Reserved spots in the top parking lot are identified by signage. 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 painter's tape or 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.

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. Please see the academic calendar for any scheduled half days, events, flexible instruction days, or holiday breaks.

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.

Only seniors 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.

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. 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. 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. If meeting with a teacher, students may be in that teacher's classroom only and once done, they must exit the building.

After 3:30 pm, all first and second floor hallways and classrooms, as well as the cafeteria, are off limits to students, unless they are involved in a sport, club, or are otherwise under the direct supervision of a teacher. Any student found in violation of the above after-school policies will face disciplinary actions.

SEARCH

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**. School delays and closings will also be posted on KDKA-TV, WPXI-TV, and WTAE-TV as well as on the school website and social media. An all school email will be sent to students and families by administration with the most up to date information regarding weather related schedule changes. (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 inclement weather, 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 students transferring from Bishop Canevin High School for ANY reason must be initiated by the Admissions Team. No records will be transferred until a signed withdrawal form is submitted and the items listed on the form are completed. Withdrawal forms can be obtained through the main office. Students who are requested to withdraw and/or are expelled for disciplinary reasons are not permitted to return to Bishop Canevin High School 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, GrubHub, DoorDash, flower delivery, pizza, Dunkin'/Starbucks, etc. If a student forgot their lunch, only the parent/guardian can drop off a lunch to the main office for the student. The delivery must be made before the student goes to lunch. Students are not permitted to eat their lunch outside of their assigned lunch period.

GENDER

Strengthened by its roots in the Gospel, Bishop Canevin High 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 purposeful disruption at the school or misleads others. The student code of conduct shall address this potentiality, and the code shall be signed by the student and the parents/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 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/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 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 will not in any way cooperate with 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.

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 Franciscan 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.

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:

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:

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, detention, calls to parents, etc.

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.

Discipline by the School Administration

If a student's behavior appears to present a danger to himself, other student's or the Bishop Canevin community, he/she may be suspended pending further action which could be detention, ineligibility, continued suspension, a combination of the proceeding, or expulsion.

Detention

Detention is supervised by the Dean of Students or a designee. The location and times of the detention will be noted in a conversation with the student and his or her guardian.

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 rests with the principal (Diocese of Pittsburgh Policy 603.11). The school makes every attempt to provide guidance and support for students with discipline issues. However, in rare cases, expulsion may be necessary. The following examples illustrate, but do not exhaust, 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. Expulsion always involves the Diocese of Pittsburgh Superintendent. 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 Catholic 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.

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.

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 or 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

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, online, or via digital platforms/devices;
3. that is severe, persistent, or pervasive; and
4. that has the effect of doing any of the following:
 5. substantially interfering with a student's education;
 6. creating a threatening, uncomfortable, unsafe, or unwelcoming environment;
 7. substantially disrupting the orderly operation of a school.

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, social media posts or comments, or website postings. 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

Faculty and Staff are expected to:

- Provide a supportive environment that upholds Gospel values and encourages positive relationships between students, staff, and parents.
- Increase awareness and understanding of the dynamics of bullying and develop a plan to implement antibullying strategies within their schools.
- Maintain an environment where bullying will be addressed age appropriately in a manner characterized by respect and civility.
- Use resources that will assist in developing appropriate social skills, positive relationships and discourage bullying as unacceptable behaviors.

- Encourage students to report incidents of bullying and support them in dealing with conflict resolution.
- Support, monitor and act upon all reported incidents of bullying to ensure the safety of all students.
- Model appropriate language and actions for students.
- Emphasize intervention strategies that are preventative in nature.
- Recognize that some bullying behaviors may be more serious and require more comprehensive intervention.
- Keep open lines of communication between the home, school, and parish.

Students are expected to:

- Promote a positive and caring environment for all by developing an awareness of bullying issues.
- Refuse to bully others or to be a bystander to acts of bullying.
- Report to appropriate school personnel all acts of bullying that they may experience or observe.
- Assist and co-operate in the implementation of school-wide anti-bullying initiatives.

Parents/Visitors are expected to:

- Promote a positive and caring environment for all by developing an awareness of bullying issues.
- Inform the school if bullying is suspected.
- Encourage students to discuss any incidents of bullying and reinforce the need to speak out.
- Support the school when resolving identified incidents of bullying.
- Support the school through Catholic School Councils or the Student Assistance Programs (SAP) in promoting local school anti-bullying initiatives.

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:

- Be courteous to all faculty, staff, students, and visitors
- 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, nor 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 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
- Listen quietly and 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 on duty
- Not cut 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 the school
- 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, 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 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.

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 worn or used during the school day at any time. 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.

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).

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/tennis 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 upon arrival and at all times during school hours.

PLEASE NOTE THAT ALL UNIFORM ITEMS MUST BE PURCHASED THROUGH PRO 3 SERVICES, EXCEPT FOR SHOES, TIES, PANTS, AND PLAIN WHITE OXFORD SHIRTS.

UNIFORM PROVIDER:

Pro3 Services

2101 Greentree Road

Pittsburgh, PA 15220

412-279-1102

www.pro3services.com

<u>Girls</u>	<u>Boys</u>
<u>Daily Uniform:</u> Bottoms: Solid navy or plaid skort OR Docker style dress pants in khaki or navy. Jeggings are not allowed. Tops: • Long or short sleeve polo with school crest • Long or short sleeve Oxford shirt with school crest • Long or short sleeve Oxford shirt without 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 • The previous full zip fleece may be worn by Juniors, and Seniors only as it is being phased out. • (OPTIONAL) Sweater or Sweater Vest or Gray or Navy ¼ zip pull over zip fleece with school crest. There must be a collared school uniform underneath it.	<u>Daily Uniform</u> Bottoms: Docker style dress pants in khaki or navy color. First and Fourth Quarters: Shorts - navy or khaki dress shorts. Shorts should be flat-front or pleated golf shorts. Shorts may not have multiple/cargo pockets. Shorts must be worn with a belt - drawstring shorts are not permitted Tops: • Long or short sleeve polo with school crest • Long or short sleeve Oxford shirt with school crest • Long or short sleeve white Oxford shirt without 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. • ¼ zip pull-over may also be ones officially distributed by the athletic department. • The previous full zip fleece may be worn by Juniors and 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.
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For All Students:

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

Dress Code by Report Quarters:

1ST & 4TH Quarters: Polos are acceptable. Ties with Oxford shirts are always acceptable. All students must adhere to the above uniform policies.

2ND & 3RD Quarters: All male students must wear Oxford shirts with ties every day; female students must wear oxford shirts but ties are not required. ¾ Zip Pull over shirts are permitted over oxford shirts and ties.

Other Dress Code Items:

Dress Down Days	When dress down days are announced, students may participate by dressing within the stated guidelines of the day. Some days may be sponsored by a particular club or activity as a fundraising event for a nominal fee. In such cases, students must pay the announced fee for permission to dress down. 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. Unless otherwise announced, the following will be the only clothing items permitted on dress down days: Jeans, clean without holes, tears, or rips & sweatpants/joggers, clean without holes,
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	tears or rips. Tennis shoes or uniform policy shoes. Boots of any kind are not allowed. <u>On BC Dress-Down Days:</u> BC T-shirt, BC sweatshirt, BC Hoodie, BC sports jersey, or a Navy Blue/Columbia Blue/White shirt with no logos or designs <u>On House Dress Down Days:</u> House T-shirt or BC t-shirt only. Not permitted for dress down days: Non-uniform shorts, skirts, sandals, crocs, slippers, UGG style slipper shoes, work-boots, tank/sleeveless tops, tops that are low cut or cropped/show midriff, shirts with inappropriate language or messages. The school administration reserves the right to make final decisions regarding the appropriateness of a student's attire and appearance and to take the necessary disciplinary action, including increased consequences for repeated violations.
Spirit Fridays	Teams/Clubs are expected to all wear the same sports uniform top or team spirit wear shirts with their school uniform bottom on Fridays during the applicable season. Administration may discontinue Spirit Fridays at any time.
Dress Up Days Dress Up Days	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. <u>Boys</u> Dress shirt and dress slacks, tie or bow-tie, dress shoes Suit coat is not required, but may be worn <u>Girls</u> 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 not allowed at any time 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.
Hoodies/Outerwear	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. Sweatshirts, jackets, and hoodies are not permitted during the school day. On Dress Down Days, only BC Sweatshirts and BC Hoodies are allowed.

Items Not Permitted at all	Clothing that advertises any inappropriate messages or has any drug/alcohol related information that is contrary to the school's philosophy Boots, Flip-Flops, Crocs, Sandals, UGG Style Slipper shoes, slippers, open toe shoes, open heel shoes Hats or head coverings of any variety Extreme colors or multi-colored hair or shaved designs that are inappropriate Body piercing, with exception for a maximum of two earrings per ear and one nose stud. Excessively large and distracting earrings or gauge earrings are not permitted. Inappropriate tattoos/body art needs to be covered during school hours or whenever officially representing the school. Students may not wear or carry blankets throughout the school 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.
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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 the student, and parent/guardian will be notified by the Dean of Students

2nd Violation – 1 Detention issued to the student and parent/guardian will be notified to bring in appropriate clothes. Failure to bring in appropriate clothes will result in student being sent home for the day

3rd Violation – 2 Detentions Issued and Parent will be notified to bring clothes. Failure to bring in appropriate clothes will result in student being sent home for the day

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 re-admittance into school. Any cost associated with the drug/narcotics screening will be the responsibility of the student’s parent/guardian.
4	Student Issued 3 day out of school suspension. 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. At the moderator/coach's discretion, the student may be removed from the roster of the club/athletic team. 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 re-admittance into school. Any cost associated with the drug/narcotics 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.
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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.

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 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.

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 school issued device, 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 a school issued device be damaged, a loaner device can be provided to students for a (2) week period. Central Integrations will repair any typical damage to the school issued device; LCD screens, trackpads, keyboards, etc. for the standard going rate of parts + labor. For example, a new screen replacement would cost \$100. Families will be Any time borrowed over the loaner period will be evaluated by Bishop Canevin administration. Any repairs due to damage or if a device has to be replaced due to damage or being lost will be billed to families.

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. Faculty and staff will use the school's SIS, Google Classroom, or official school email to communicate with students. Coaches will use acceptable digital platforms to communicate with athletes that do not require the coach have access to student personal phone numbers.

Communication between students and adults associated with the school should never occur through the use of personal accounts. AT NO TIME MAY A COACH, STAFF MEMBER, OR FACULTY MEMBER COMMUNICATE VIA PERSONAL CELL PHONE WITH A STUDENT.

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 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 school issued device 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 right to interpret any situation not specifically covered by these regulations.**

STUDENT SERVICES

STUDENT SUPPORT SERVICES TEAM COORDINATOR AND ACADEMIC DEAN

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.

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 (PRT). 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, The City of Pittsburgh, and some surrounding communities.

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

FINANCIAL AID

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

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 <https://online.factsmgt.com/signin/3MRQG>. **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. If there is a delay in application, families may not be awarded as much as aid due to the availability at the time of a completed application.**

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 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. Part of the aid on financial packages is reclassified as the school receives the funds. There may be opportunities for additional scholarships through outside organizations.

FACTS APPLICATION INFORMATION

Financial Aid applications are normally available beginning in February. 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 Mr. Joe Heastings in the Bishop Canevin Business Office at 412-922-7400 x 3008.

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. Please go to: 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 PowerSchool will be denied if tuition is not current.
- The student may be asked to withdraw from Bishop Canevin High School.
- A student leaving Bishop Canevin during the school year will have their tuition and any aid or scholarships pro-rated according to the quarter they left.

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.

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. 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.

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.

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	Those removed from a contest will receive a non-appealable one week suspension from attending Bishop Canevin athletic contests of any team. Those removed or ejected from a contest must also complete an NFHS Sportsmanship Class prior to consideration for reinstatement. Adults are required to complete the “Positive Sports Parenting” Course found at: https://nfhslearn.com/courses/positive-sport-parenting Students will be required to complete the “sportsmanship” course found at: https://nfhslearn.com/courses/sportsmanship-2 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.
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
2. Coaching philosophy
3. Explanation of the expectations and goals the Coach has for each student-athlete, team, and season
4. A list of team rules and an explanation of guidelines and consequences for rule infractions
5. Injury protocols and procedures
6. Explanation of requirements for student - athletes to earn a varsity letter
7. Explanation of team requirements, special requirements, and equipment that students may need
8. 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.

ADMINISTRATION

Mr. Brian Fernandes
President

Mr. Michael Palcsey
Principal

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

Mrs. Amy Blythe
Director of Catholic Identity, Mission Integration, and Campus Ministry

Rev. Ken Marlovits and Rev. Jacob Gruber
School Chaplains

Dr. Maria Vondas
Student Support and Academic Dean

Mrs. Stephanie Miller
Director of Guidance

Mrs. Sara Barbisch
Executive Director of Development

Mr. Joseph Heastings
Business Manager and Safe Environment Coordinator

Mr. Brycen Moore
Director of Marketing & Communications

ACADEMIC FACULTY

Art Department

Mrs. Lena Stuckeman

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

Music Department

Ms. Katelyn Denman

Religion Department

Mr. Louis Bosco

Mr. George Schlicht

Science Department

Mr. Matthias Hirst

Ms. Linda McLemore

Mrs. Denise Streeter

Social Studies Department

Mr. David Casavale

Mr. Dale Checketts

Mr. Ben Giannetta

Technology & Engineering Department

Ms. Caren Glowa

World Languages Department

Mr. Joseph Williams

ST. ANTHONY PROGRAM

Mrs. Renee Thornton, Teacher

Paraprofessionals

Mrs. Lori Bailey

Mrs. Karen Babeji

Mrs. Cara Broadwater

IU Services:

Mrs. Amy Smith

I.U. Reading Specialist

PROFESSIONAL STAFF

Mrs. Heather Huang

Database Coordinator/Administrative Assistant

Mrs. Connie Valorie

Main Office Secretary

SCHOOL SERVICES

AVI

Cafeteria Services

Mr. Dave Ellis

Maintenance Department Director

Mr. Timothy Baker

Maintenance Department

Ms. Terri Rapp

Itinerant School Nurse

Central Integrations

Technology Support

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