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Section 1 – Introduction

The student handbook is intended to serve as a guide to help students and their families learn about programs and opportunities at Bishop Chatard High School as well as to set forth basic expectations for students. It is the expectation of Bishop Chatard High School that students and families take time to familiarize themselves with the contents of the handbook. We are hopeful that the handbook will answer many questions students and families may have about academics, athletics, cafeteria service, transportation, community involvement, health, safety, conduct and other day-to-day aspects of school life.

No set of rules or guidelines can cover every conceivable situation that may arise. The rules, policies and procedures set forth in the student handbook are intended to apply under normal circumstances. From time to time there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of the administration of Bishop Chatard High School to deviate from the rules and procedures set forth in the student handbook. The administration reserves the right to handle individual circumstances as they arise in the manner it deems most appropriate, taking into consideration the best interests and safety of the school, its faculty, staff, students and the overall school community.

These policies, guidelines and rules may be revised or updated periodically, without notice, throughout the school year. Routine updates will be posted online as they

occur. If a major policy, guideline or rule revision is made, it will be communicated by email to all parents and students. If parents or students have questions about information contained in the handbook, they may contact the school to speak with the principal or vice principals.

BCHS provides a guest network for all visitors to campus, and for staff and students to connect personal devices to the Internet. Students are encouraged to connect their smartphones to the BCCHS guest network when on campus. This helps improve network performance on campus. The guest network password is available at the Tech Counter located in the school cafeteria.

Purpose

The purpose of these regulations is to achieve the following:

- Foster the health, safety, social and emotional well-being of students
- Support the establishment and maintenance of a civil, safe, secure, supportive and disciplined school environment conducive to the development of the whole person
- Promote the achievement of high academic standards
- Prevent the occurrence of problem behaviors
- Establish parameters for school responses to violations of the student code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and each student's history of inappropriate behaviors
- Promote responsibility and school citizenship of students
- To communicate to students about appropriate behavior and citizenship in society.

Mission of Bishop Chatard High School

The mission of Bishop Chatard High School, a dynamic educational environment for young men and women with different life experiences, is directed to the success of

each student, focused on the growth of the whole person, and modeled on the teachings of Jesus Christ and the Catholic Church.

Bishop Chatard High School prepares students for a lifelong commitment to faith, learning, leadership and service.

To Provide a Catholic Education

To achieve the mission of Catholic Education as stated by the United States Catholic Bishops (1972) "To Teach As Jesus," the school strives to provide a comprehensive religious program. [Read the National Standards and Benchmarks for Catholic Schools](#) for further information.

Bishop Chatard High School respects the personal conscience of individual students and their families. The Catholic Church recognizes this freedom. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students are expected to participate in religious instruction and Catholic formations, including Christian service, offered at the school, except those that are intended only for Catholics (e.g., reception of the sacraments).

The School Coat of Arms

The school crest is our coat of arms based on symbols that represent the four foundational principles of the mission of Bishop Chatard High School – Faith, Learning, Leadership and Service.

The School Cross and Miter

The cross and miter consists of a Benedictine Cross that symbolizes Bishop Chatard's continuous staffing by the Sisters of Saint Benedict of Beech Grove and a miter for Bishop Silas Chatard.

The School Motto

FESTINALENTE, is Latin for Saint Paul's plea: "Make haste, slowly," meaning that we hurry to join our Lord, but we take the time to live our lives well.

School Fight Song

Cheer to her name

Hail to victory

Always remember

Trojans we will be. Rah! Rah! Rah!

Active and game

Ready to fight

Defending her colors, three cheers for the blue and white. Fight!

Alma Mater

Here's to Chatard our Alma Mater

Proud are we of her sons and daughters

Loyal and true we'll always be

Standing as Christians for all to see.

Laud and Glory we give to you

Heralding your colors of white and blue.

All through our life we'll always guard

Our love of dear Chatard

Our love of dear Chatard!

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Section 2 – Admissions

Freshman Admission Policy

- Bishop Chatard High School admits students of any race, color, gender,

nationality, and ethnic origin to all the rights, privileges, programs and activities generally available to students at the school.

- Bishop Chatard is dedicated to educate students of all levels of ability as long as Bishop Chatard is able to meet the needs of that student.
- Bishop Chatard does not determine acceptance based on academic or extracurricular ability.
- Bishop Chatard awards financial assistance solely on a financial need basis. *(The financial aid application is a separate application from the school application and must be completed and submitted prior to the determined deadline).*
- Bishop Chatard may request an interview with applicants for various reasons, including but not limited to students outside the North Deanery, students who have applied for academic support, students who have grades below C average, students who have scored in the 10th percentile or below on the high school placement exam, or students who have disclosed any extraordinary circumstances.

Bishop Chatard accepts students provided that:

1. The student has successfully completed eighth grade.
2. The student is at the appropriate grade level and must be able to fit into the school's religious and academic programs for the particular school year.
3. The student was not dismissed from his or her previous school for major disciplinary reasons.
4. The parents do not have outstanding financial obligations to the student's previous school. The student's application may be considered once Bishop Chatard receives confirmation from the previous school that these obligations have been fulfilled.

5. Parents agree to disclose all information regarding the applicant, including any discipline records, educational testing documentation or any other pertinent information that the school needs to be made aware of.
6. Bishop Chatard is in receipt of the following:
 - Completed school application
 - Birth certificate
 - Copy of 7th grade report card
 - Copy of 8th grade report card
 - Copy of 7th grade ISTEP scores
 - Copy of placement exam scores (if taken at another school)
 - Most current psycho-educational testing results and current school year education plan (if applying for academic support)

Transfer Student Admission Policy

- Bishop Chatard High School admits students of any race, color, gender, nationality and ethnic origin to all the rights, privileges, programs and activities generally available to students at the school.
- Bishop Chatard is dedicated to educate students of all levels of ability as long as Bishop Chatard is able to meet the needs of that student.
- Bishop Chatard does not determine acceptance based on academic or extracurricular ability.
- Bishop Chatard awards financial assistance solely on a financial need basis.

(The financial aid application is a separate application from the school application and must be completed and submitted prior to the determined deadline).

- Transfer student applications need to be submitted by the posted deadline to be considered for admission (unless an applicant is moving to Indianapolis from out of town).

Bishop Chatard accepts transfer students provided that:

1. The student is at the appropriate grade level and must be able to fit into the school's religious and academic programs for the particular school year. At time of application, an unofficial transcript of credit is to be sent to Bishop Chatard High School.
2. The student is not entering his or her senior year unless he or she is moving into the area from outside Indianapolis, the school he or she was attending was closed, or some other valid reason as determined by the principal and approved by the president.
3. The student was not dismissed from his or her previous school for major disciplinary reasons.
4. The parents do not have outstanding financial obligations to the student's previous school. The student's application may be considered once Bishop Chatard receives confirmation from the previous school that these obligations have been fulfilled.
5. Parents agree to request a copy of the student's full disciplinary record and, along with the student, meet with members of the admissions committee (assistant principal of academics, director of school counseling, and director of academic support) for a personal interview.
6. Bishop Chatard is in receipt of the following:

- Completed transfer application
- Birth certificate
- Copy of unofficial transcript along with a signed release of official transcript form
- Discipline recommendation form
- Drug screening authorization form
- Letter of recommendation from his/her current or most recent administrator and/or counselor
- Student statement, in his/her own handwriting, detailing the reasons why he/she wishes to transfer to Bishop Chatard High School

Admission Preference Policy – Enrollment Priorities & Voucher/Tax Credit Scholarship Guidelines

This policy proposed herein shall serve as an amendment to the North Deanery Board of Education Policy adopted in 1987 and amended by the Bishop Chatard High School Board of Regents in 1999, June of 2011, March of 2012, and October of 2016.

Each year, prior to the registration process for incoming freshman students, the Board of Regents shall, with the recommendation of the school administration, set the maximum enrollment for each of the four classes for the succeeding school year. In the event that registration for any particular class exceeds the maximum enrollment number established by the board, the Admission Preference Priorities will be implemented. These are as follows:

Admission Preference Priorities:

- 1st Returning Students
- 2nd Catholics who are participating members of a North Deanery Catholic parish and have attended the parish elementary school for no less than the sixth, seventh and eighth grades unless they moved into the Indianapolis area during those three years. Participation is defined by each parish.
- 3rd Catholics who are participating members of a North Deanery Catholic parish and have attended the parish elementary school for less than the sixth, seventh and eighth grades. Participation is defined by each parish.
- 4th Non-Catholic students who have attended North Deanery Catholic elementary schools for no less than the 6th, 7th, and 8th grades unless they moved into the Indianapolis area during those three years.
- 5th Catholics who are participating members of a parish of the Archdiocese of Indianapolis outside of the North Deanery or in the Diocese of Lafayette.
- 6th Non-Catholics who have not attended a Catholic elementary school.

All students seeking admission must register by the published registration deadline to be eligible for acceptance under the priorities listed above. If the number of first, second, and third category students who registered prior to the deadline exceeds the maximum enrollment numbers, the school will make all reasonable efforts to admit all qualifying North Deanery Catholic students. No students from the remaining preference categories would be admitted.

In the event that the number of students from the first, second and third categories does not meet the maximum enrollment number and the number of applicants from the fourth, fifth, and sixth admission categories, who registered before the

deadline, causes the maximum enrollment number to be exceeded, the Admission Preference Priorities will be implemented as stated above. If, within any of the Admission Preference Priority categories, there are more applicants than seats available, there will be a lottery conducted to determine which students within the given Admission Preference Priority category will be admitted.

In the event that the maximum enrollment number has not been met by students from all the admission preference categories, all registrations received subsequent to the registration deadline will be considered in order of receipt of registration (with no preference accorded as above) and space available in the grade level.

Each year it is anticipated that some non-North Deanery Catholic students, who have registered before the published deadline, will qualify for a school choice voucher and/or tax credit scholarship. If Bishop Chatard has established a maximum for voucher/tax credit scholarship seats in a particular class and, in the event that there are more voucher/tax credit scholarship applicants than voucher/tax credit scholarship seats available, acceptance of these grants as payment toward the student's tuition obligation will be determined as follows:

Voucher/tax credit scholarship applicants, who fall in the fourth, fifth or sixth category, will be placed in a lottery. The lottery will take place within one week after the posted registration deadline. Those selected will be permitted to apply the voucher/tax credit scholarship grant toward their tuition obligation. Those not selected will be placed on a waiting list in the event that selected voucher/tax credit scholarship applicants decline acceptance to the school or that the school chooses to increase the maximum number of voucher/tax credit scholarship seats available. In this event, the remaining voucher/tax credit scholarship seats will be filled in the order of registration.

Students who qualify for a school choice voucher and/or tax credit scholarship and have registered after the published registration deadline, will be accepted based on a first-come first-served basis so long as there are still voucher/tax credit scholarship seats available.

Each student receiving a state voucher/tax credit scholarship, who wishes to receive additional financial aid from the school, must apply for such aid through the financial aid process utilized by the school at that time. The financial aid awards granted by the school to students who received a voucher for the school year will be revisited each succeeding year. Consideration will be given to these families' changing financial situations and the school's available resources for that same school year.

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Section 3: Academics

Introduction

Bishop Chatard High School operates on a flexible schedule, which incorporates a traditional seven-period day into 60-minute blocks of time, with each class having four periods per week.

We offer approximately 125 different courses, including general and honors courses, 20 AP courses, four dual credit courses and academic support for students who qualify. On completion of the required courses, Bishop Chatard students can earn one of two different diplomas:

- General Diploma (only awarded with administrative approval)
- The Core 40 Diploma
- The Core 40 with Academic Honors Diploma

Graduation Requirements

In order to receive a diploma from Bishop Chatard High School, a student must:

- Successfully complete all of the required courses including Theology in either the Core 40 or Core 40 with Academic Honors program

- Pass the Indiana ISTEP+ exam in Math and English/Language Arts or qualify for a state waiver (Class of 2020, 2021, 2022)
- Complete the Indiana Pathways Graduation Requirements (Class of 2023 and beyond)
- Complete a total of eight semesters in high school.

Students may opt out of the Core 40 requirements and receive a general Indiana diploma, but only with administrative approval.

Graduation Pathways Requirements

- Complete an Indiana Core 40, Core 40 with Academic Honors, or General diploma
- Complete the Service-Based Learning requirement
- Meet the minimum test score requirements on the SAT, ACT, and ASVAB or qualify for a waiver by attempting all three tests and completing the previous two requirements

Diploma Requirements

	<u>Core 40 Diploma</u>	<u>Core 40 with Academic Honor Diploma</u>
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Theology	8 credits or 2 for each school year in attendance at BCHS	8 credits or 2 for each school year in attendance at BCHS
English	8 credits: English, Literature, Composition	8 credits: English, Literature, Composition
Mathematics	6-8 credits: Algebra I, Algebra II, and Geometry. Students must take a math course each year.	8-10 credits: Algebra I, Algebra II, and Geometry. Students must take a math course each year.
Science	6 credits: 2 Biology; 2 Chemistry, Physics or Integrated Chemistry-Physics; and 2 additional credits from any Core 40 science course.	6 credits: 2 Biology; 2 Chemistry, Physics or Integrated Chemistry-Physics, and 2 additional credits from any Core 40 science course.
Social Studies	6 credits: 2 U.S. History, 2 Government/Economics, and 2 World History or 2 World Geography/History of the World.	6 credits: 2 U.S. History, 2 Government/Economics, and 2 World History or 2 World Geography/History of the World.
Directed Electives:	5 credits total in any combination of World Language, Fine Arts	8 credits total

World Language, Fine Arts	and/or Career & Technical Education	World Language: 6-8 credits in 1 language or 4 credits each in 2 different languages
Health	1 credit	1 credit
Physical Education	2 credits	2 credits
Electives	6 credits	8 credits
Total	48 credits minimum	55 credits minimum
Further Requirements		<p>GPA of 3.0 or above No semester grade below C- Students must complete ONE of the following:</p> <ul style="list-style-type: none"> ● 2 AP courses & exams ● 1750 or higher on combined SAT score with a minimum of 530 in each section ● 26 ACT composite, including writing section ● 6 hours of dual credit ● 1 AP class with exam & 3 hours dual credit

Summa Cum Laude Distinction

Selected members of each graduating class will be invited to participate in the Summa Cum Laude program. This academic program of studies is open to students who have achieved a cumulative 3.85 GPA by the end of their freshman year. Students will be invited to apply at the beginning of their sophomore year and must achieve a 4.0 cumulative GPA by the end of the sophomore year in order

to continue. This program is designed to challenge students who desire a more rigorous course of studies than the one provided by the state's academic honors diploma. Interested students should talk to their counselor regarding eligibility requirements or visit the BCHS website for instructions on how to apply.

Academic Eligibility

Students who participate in athletics and/or extracurricular activities must maintain a 2.0 GPA at the end of each quarter to fully participate in extracurriculars. A student will regain eligibility at the end of the next quarter if the student's GPA is above a 2.0. Read the full academic eligibility policy Academic Eligibility Standard in Section 10: Athletic Code of Conduct.

Honors, Advanced Placement and Dual Credit Courses

The honors program is designed to meet the needs of students who are willing to challenge themselves in order to achieve higher academic goals. At the level of honors courses, students have the opportunity to do college-level study in many subjects. Students are selected for admission to honors courses on the basis of aptitude, motivation, teacher recommendations and prior evidence of academic achievement.

Honors courses are weighted courses, which mean that a grade achieved in an honors course has a higher grade point attached to it than that of a regular course. This "weighting" recognizes that much more is expected from the student. The weighted average is then used in the calculation of the GPA. Honors, Advanced Placement (AP) and ACP core dual credit courses receive a weighted grade.

Students enrolled in an AP course are required to take the AP exam in the spring. Only seniors enrolled in four or more AP classes are allowed to opt out of an AP exam. Seniors who opt out still must take at least three of the exams. Any student who does not make arrangements in advance to opt out of an AP exam will be

charged the cost of the exam. AP exam scores range from 1 through 5, and students who receive a 3 or higher may receive college credit.

Dual credit courses are available and are taught by BCHS high school teachers, but they are based on the curriculum of the university awarding college credit. Students who successfully complete a dual credit course will receive high school credit as well as college credit. Students are beginning a college transcript with dual credit courses.

Grade Point Average (GPA)

The GPA is a cumulative average of the previous semesters. All courses taken at Bishop Chatard, except driver's education, are included in the GPA. All credits earned in summer school for credit recovery are also included in the student GPA. Students who transfer from other schools are given grade points on the basis of how those courses transfer into the Bishop Chatard grading scale and attempted credits.

NOTE: The course semester grade is calculated based on 40% of quarter 1, 40% of quarter 2, and 20% of the semester exam. The same calculation is used with quarters 3 & 4 to determine the second semester grade.

Bishop Chatard High School does not publish or release class rank. The valedictorian and salutatorian, along with the top 10% of each class, will continue to be recognized after the first semester of senior year (seventh semester, cumulatively).

Valedictorian and Salutatorian

Bishop Chatard High School does not publish or release class rank. The valedictorian and salutatorian, along with the top 10% of each class, will continue to be recognized after the first semester of senior year (seventh semester, cumulatively).

To be eligible for either Valedictorian or Salutatorian honors, a student must have been enrolled at Bishop Chatard for both semesters of their sophomore and junior years as well as their senior year.

Additionally, the process to identify the honorees for the two positions will be calculated out to the third decimal place.

Honor Roll*

Grade points are the basis for computation of the honor roll. The quarter honor roll is computed on the basis of the course work for that nine weeks' grading period only. For a student to be eligible for the honor roll, he or she may not have received any grade lower than a C. The honor roll is published each quarter and is computed in the following manner:

Principal's Honor Roll: GPA 4.00 - 4.00+ (All A's)
First Honors: GPA 3.50 - 4.00+ (All A's and B's)
Second Honors: GPA 3.00 - 4.00+ (All A's, B's and C's)

*All courses, with the exception of driver's education, are included in the calculation of the honor roll.

Grade Scale

Letter Grade	Percent	Grade Point	Honors Point	AP/ACP Point
A	94-100	4.00	4.50	5.00
A-	93	3.67	4.17	4.67
B+	91-92	3.33	3.83	4.33
B	86-90	3.00	3.50	4.00

B-	85	2.67	3.17	3.67
C+	83-84	2.33	2.83	3.33
C	76-82	2.00	2.50	3.00
C-	75	1.67	2.17	2.67
D+	73-74	1.33	1.83	2.33
D	71-72	1.00	1.50	2.00
D-	70	.67	1.17	1.67
F	Below 70	0	0	0

Academic Probation

Students who do not meet academic expectations will be placed on academic probation. This will occur when a student is either under a 2.0, has one or more failures for a quarter or semester, but also may occur at the discretion of the administration.

The following steps will be taken in the academic probation process:

- The vice principal of academics will contact the parent(s), notifying them that their student will be placed on academic probation.
- A conference will be arranged with the vice principal of academics, student, parent and guidance counselor.
- An academic memorandum of understanding will be initiated that defines student expectations and academic supports that will be offered.

Failure to comply with the academic memorandum may result in dismissal from Bishop Chatard High School. The vice principal of academics will review and assess the student's progress at midterm and end of each quarter and consider referral to the Academic Board for review of the student's continued enrollment. Students

who are below a 2.0 GPA at quarter progress report time will be assigned to Mandatory Study Tables.

Credit Recovery

Students who fail a required course at Bishop Chatard are required to make up that credit in a summer program that is approved by the director of guidance. Grades for courses taken in summer school are calculated into the student's GPA. Unless otherwise approved by the director of guidance, classes taken outside of Bishop Chatard for credit recovery may consist of no more than two courses in any given Summer. The grade earned will replace the original Bishop Chatard grade on the student transcript. Failure to stay current with credit recovery may result in dismissal as a student at Bishop Chatard. Students may repeat a course over the summer in which they earned a D in order to remain eligible for the Core 40 with Academic Honors diploma.

Credit recovery courses are to be completed the summer following the failure in order for a student to remain a student in good standing. Any credit recovery courses not completed prior to senior year may result in dismissal.

All students must take all the required junior and senior level courses at Bishop Chatard. In extreme cases, a student can petition the vice principal of academics for a waiver.

Add/Drop Course Policy

The master schedule and teachers' schedules are made based on student course selections. Considerable time and effort is spent with students in helping them make these selections. No class change will be allowed after the start of the semester. Schedule changes can only be made with the recommendation and approval of the teacher and guidance counselor and pending availability. No changes in courses will be granted after the midterm of the first and third quarters.

In the event this occurs, a WF (withdrawn failing) will be given and a grade of F will be calculated in the student's GPA.

Incompletes

If a student has an extended absence near the end of a quarter or semester, he or she may be granted an incomplete until all work can be made up. The vice principal of academics must approve incompletes.

PowerSchool/Progress Report Nights

Bishop Chatard uses PowerSchool as its student management/grading program. Parents will receive logins at the beginning of their student's freshman year and can access grade information and teacher contact information for each course. Parents are encouraged to check PowerSchool often and stay in contact with their student's teachers.

Progress report nights are conducted twice per year. Parents are strongly encouraged to attend Progress Report Night in order to get a better understanding of their child's grades and progress. Report cards are emailed to parents at the end of each quarter and semester.

Academic Support Program

As part of its mission to the students of Bishop Chatard High School, the school offers academic support services that address a range of student needs. The educational services are planned and directed by a full-time director of academic support.

Bishop Chatard's Academic Support Program includes:

- **BCHS education plan** is prepared on an individualized basis when academic accommodations are stated within a current ISP, IEP and/or psycho-educational evaluation with school-based recommendations.

**Temporary medical conditions, such as concussion status, allow for academic and student-life support protocols if documented by a physician.

- **Academic Resource Center (ARC)** is available for extended-time exams, text to speech and/or dictation for assessments and a peer note-taking service.
- **Application for testing accommodations** for national standardized tests.

Commencement

- Any student who does not complete all requirements for graduation will not be permitted to participate in Commencement.
- Any student who successfully completes the required courses, but has not passed the ISTEP+ exam s (or qualified for a waiver) will be permitted to participate in Commencement but will receive a certificate of completion instead of a diploma. As soon as the school receives official notification that the student has passed the ISTEP+, the school will send a diploma.
- A student who is withdrawn or suspended from the school for major disciplinary infractions or excessive absence from school may not participate in Baccalaureate or Commencement.
- Unless excused by the principal, any senior who does not attend the graduation practice or Baccalaureate may not participate in Commencement. He or she may attend Baccalaureate Mass with the approval of the principal. Bishop Chatard High School reserves the right to establish policies to decide whether or not a student may participate.

A student who is withdrawn or suspended from the school for major disciplinary infractions or excessive absence from school may not participate in Commencement.

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Section 4 - Campus Ministry

Purpose

The purpose of campus ministry at Bishop Chatard is to empower the school community, especially students, to grow as intentional disciples of Christ. The Eucharist is at the heart of everything done in the campus ministry department.

Under the direction of Bishop Chatard's vice president of mission and ministry, the director of campus ministry oversees a program that focuses on faith formation, Christian leadership, and service. All adult members of the Bishop Chatard community (administrators, teachers, parents and staff) are a vital part of campus ministry.

Faith Life

Campus ministry focuses on individual faith formation by providing weekly Mass (celebrated by our North Deanery priests), bi-weekly reconciliation, daily prayer opportunities, liturgical events, retreats, and individual pastoral guidance for students and faculty. The liturgical seasons of the Catholic church year are incorporated into school liturgy planning. The importance of individual participation and Christian unity among school community members is promoted. In order to encourage a connection with the wider Catholic community, the North Deanery pastoral leaders are invited to all campus ministry events.

Christian Leadership

Campus ministry is designed to encourage students to embrace leadership from the perspective of a Christian role model. Students are an integral part of all campus ministry activities, especially the school's liturgical events. A core team of juniors and seniors are trained to serve as team members for the underclass retreats. Campus ministry is responsible for organizing and training adults and

students to share their faith in order to create a sense of Christian community at Bishop Chatard.

Retreats

Campus ministry provides a structured retreat program designed to enable students at every grade level to reflect on God's presence in their everyday lives. Students explore ways in which they might bring God's presence to others through discipleship. The retreat experiences allow the students an opportunity to connect their knowledge of faith and Christian values with actual life situations. The goal of each retreat is to bring the students to Christ in order to reiterate the importance of having Christ at the center of one's life.

Freshmen will attend a day of reflection during the school day. Sophomores will attend a one-day retreat experience at CYO Camp Rancho Framasa. Juniors have the opportunity to attend an overnight retreat. The retreat program culminates with the Christian Awakening Retreat, an extended retreat experience that occurs during a student's senior year. Students attending retreats are responsible for make-up work that is missed while away.

The Service Program

The Bishop Chatard Campus Ministry Office assists students in fulfilling the minimum service hour requirements by informing students of opportunities for service, as well as tracking the number of service hours completed. However, the true success of the service program rests on the students.

Philosophy

The goal of the Bishop Chatard Service Program is to foster the development of empathy, awareness, social responsibility and Christian community.

Our mission sends us into every kind of work, reminding us once again that the further we go in giving, the more we stand to receive.

“We come not only to serve the poor, but also to be with them.” Our concern for the dignity of every human being as God’s cherished child directs our attention to the disadvantaged.

Objectives

The objectives of the service program of Bishop Chatard are to:

- Expose students to a variety of service opportunities so that they will discover their gifts and interests and remain committed to Christian service for life
- Enable students to work directly with disadvantaged populations (outreach) and to have a deeper appreciation of the dignity of all human persons
- Give students an opportunity to reflect on the message of Jesus Christ as it relates to their service experience and to make that message a permanent part of their lives.

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Service and Outreach Defined

Service is any type of work we do, outside of our normal responsibilities, to benefit others while receiving no pay or other benefit ourselves. (Note: An example of ‘our normal responsibilities’ would be babysitting a sibling or taking our grandmother to the grocery. These are not service; they are responsibilities that come along with being a member of a family.)

Service involves:

- Assisting an approved church, school or nonprofit organization in fulfilling its mission (Note: this might involve person-to-person contact, but not with those who would be considered disadvantaged)

- Working with an approved organization to benefit the disadvantaged, but with no person-to-person contact.

Outreach is service during which we have direct, person-to-person contact with the disadvantaged.

Outreach involves:

- Working with an approved agency to engage in person-to-person contact with the poor, the homeless, the marginalized, the institutionalized, elderly outside the family, or any other socially or economically disadvantaged group.

'Service' versus 'Outreach' Examples

Service: Working at St. Vincent de Paul warehouse by sweeping the floors or stocking shelves.

Outreach: Working at St. Vincent de Paul warehouse, helping clients choose the food and supplies they want, and helping them load them in the car.

Service: Working at one of the BCHS summer athletic camps.

Outreach: Working at a summer camp for disadvantaged youth at a place such as Miracle Place or St. Mary's Center.

All outreach is service, but not all service is outreach

Minimum Expectations

Freshman year: Participate in Community Service Day, plus complete 15 hours of service.

Sophomore year: Participate in Community Service Day, plus complete 15 hours of service, 3 hours of which must be outreach.

Junior year: Participate in Community Service Day, plus complete 15 hours of service, 6 hours of which must be outreach.

Senior year: Participate in Community Service Day, plus complete 15 hours of service, 10 hours of which must be outreach.

Where To Go For Help

If you have any questions or concerns, please stop by the Campus Ministry Office or e-mail the service coordinator.

Due Date For All Service Hours

All service hours must be completed and documented no later **than May 1 of each school year.*** Date of completion for seniors is April 1.

*Failure to complete the required number of service hours will not impact GPA. However, it will result in the student earning an Incomplete.

Recognizing "Above and Beyond" Service

St. Francis Assisi Award: Awarded at one all-school Mass each month to a student or staff member who is living out the mission of service.

Blessed Mother Teresa Distinction: Medallion given to any student who has completed 75 hours or more of service during a given school year.

St. Lawrence Honor Cord: Honor cord to wear at graduation given to those seniors who have completed 200+ hours in their four years at Bishop Chatard. (Note: First students eligible for this award were the members of the Class of 2018.)

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Section 5 – Guidance and Counseling

All students are assigned to a counselor according to their year of graduation. Counselors assist in identifying problems, gathering information and looking for solutions in the following areas:

Academic

- Coordinate information gathered from school specialists, administrators, teachers and parents
- Arrange special conferences between student and/or parents and teachers
- Meet with students to discuss an issue
- Help students and parents to understand grades and testing scores
- Assist with course selections
- Provide support for students with specific learning disabilities.

Personal

- Provide individual and group counseling
- Address problems between students
- Discuss student-teacher and/or student-parent concerns
- Provide support, counseling and referral with issues such as: divorce, depression, death, loss, suicide, student or parent drug or alcohol abuse, poor self-image, inappropriate behavior, and physical or sexual abuse.

Career and College

- Provide college information and assist with applications and testing
- Advise students and parents about post-secondary options including colleges, technical schools and the military
- Assist students in registration for SAT, ACT and other standardized testing
- Provide resources for career planning
- Assist students and parents with scholarship and Financial Aid information.

National Honor Society

The National Honor Society is an organization that recognizes students who have excelled in their academics, service, leadership and character. Juniors who have earned a cumulative GPA of 3.6 or above will be invited to apply. Late applications will not be accepted. Juniors who miss the application deadline may apply their Senior year.

Study Table

Bishop Chatard High School provides a zero period study table on Tuesday through Thursday and an after-school study table on Monday through Thursday. Students who fail to maintain a 2.0 grade point average or who fail to complete their assignments may be assigned to these study tables. Failure to attend an assigned study table will result in further consequences such as a Friday Night School or loss of athletic eligibility.

Referral for Social Worker

Parents, guardians, school staff, and students may refer someone to the school social worker. Please be aware that students may refer themselves to the social worker without prior consent of a parent or guardian.

Parental Notification

Parents or guardians will be notified if a referral is made by the school staff or if a referral relates to a serious nature. Parents or guardians may also contact the school directly if the parent or guardian does not want his/her child to receive those services.

An exception is made if child abuse or neglect is suspected or if the child appears to be in crisis. In this situation, the school social worker may meet with the student one time without parental or guardian consent to assess the situation.

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Section 6 – Attendance Information

Introduction

Since experience and research have proven a direct relationship between attendance and academic excellence, Bishop Chatard considers attendance an important matter. Research shows that even small improvements in attendance yield large test score gains. Students who scored in the 85-to-100 percentile on state exams attended school 93% of the time, whereas students in the 65-to-84 percentile attended only 91% of the time.

When your child misses a day of school, he/she also misses out on all of that day's learning. Our goal is for all students at Bishop Chatard High School to attend school 100% of the time. As a guideline, students who miss more than 10 days of school a year are considered to be excessively absent (an average of one day per school month). Ten days absent equals a 94.4% attendance rate.

Obviously, we do not want you to send your child to school when he or she is truly sick. And, in some cases, there are true medical reasons, an abnormally high number of legitimate minor illnesses, or other factors that may have contributed to

your child's attendance. If you fall into this category, please know that we sympathize with you.

Proactive communication by the parents with the school is essential with regard to student attendance. However, the principal may have a student withdrawn from Bishop Chatard High School for excessive attendance issues.

How to Report an Absence:

There are three ways to report absences:

1. Dial toll-free 844-312-4595
2. Report online <https://go.schoolmessenger.com>
3. Use the School Messenger app (iOS and Android versions available in your app store). The website and app will require you to set up an account using the same email address that you have provided in PowerSchool.

Parents/guardians are required to report an absence, late arrival or early dismissals. Follow the prompts in the above processes to provide the following information:

- Parent's/guardian's name
- Name of the student and his/her class (freshman, sophomore, junior, senior)
- Whether the student will be late, absent or dismissed early
- Reason for the late arrival, absence or early dismissal
- Telephone number where the parent may be reached between 9 a.m. and noon.

Notification

Parents will be notified by 10 a.m. if their student is not present and/or late to school and notification was not received.

If a student is absent from school because of illness or an emergency, a parent/guardian is required to notify the school office before 8 a.m. on the day the student is not in school.

Unless the student has been hospitalized or has an extended illness, the school must be notified each day of the absence. Failure by the parent/guardian to notify the school office on the day of the absence may result in an unexcused absence for the day.

Excused Absences

If a student is absent for any reason listed below, that absence will be recorded as an excused absence. Proper documentation will be required upon return to school. School-sponsored activities do not count toward the absence total.

The following absences are considered excused, according to Indiana Code:

1. Work rendered on an Election Day or examination for the military – **documentation required.**
2. Court-mandated appearances or jury duty – **documentation required.**
3. Duty with the Indiana National Guard – **documentation required.**
4. Work as a page in the Indiana Legislature or the United States Senate – **documentation required.**

The following absences are considered excused, according to Bishop Chatard:

1. Short-term illness, doctor appointment, or injury – A doctor's note is required for any student who misses more than three consecutive days due to illness - **documentation required to be turned in at the next day of attendance.**
2. The death and/or funeral of an immediate family member (parent, sibling, grandparent, aunt, uncle, cousin). If absence extends beyond two days, documentation is required.
3. A limited number of college visit days for juniors and seniors with the approval of the administration – **proper documentation required.**

4. Planned family absence that has an educational purpose – **school form required 48 hours prior**
5. Administration pre-approved special circumstance absence – **school form required 48 hours prior**

*****Failure to provide documentation will result in an unexcused absence.*****

Should a student's absences be deemed excessive by administration, a letter will be mailed home, and a conference with the student and parent will be held. Penalties or probationary measures might include the following:

1. Loss of field trip or retreat privileges
2. Academic probation
3. Possible withdrawal from Bishop Chatard.

Unexcused absences

If a student is absent for any reason including, but not limited to, those listed below, that absence will be recorded as an unexcused absence and will receive a zero (0) on missed assignments.

Examples of absences that will be considered as unexcused, according to Bishop Chatard:

- Hair appointments
- Lunches outside of BCHS with parent(s)/guardian(s), graduated sibling(s), friend(s), extended family, etc.
- Any absence not approved by BCHS using the school approval form
- Any absence in which required documentation cannot be produced within 24 hours
- Any absence for which no call-in by a parent/guardian is made within 24 hours

Students who accumulate unexcused absences will be subject to a meeting with school administration and/or face disciplinary consequences according to Category II offenses.

Vacation Periods

The school vacation periods are published in advance. Student absences or early dismissals are not permitted one day prior to or immediately following a scheduled school vacation or the week of semester final exams. Final exams to accommodate family vacations may not be moved, except by prior approval of the principal's office. Students who are absent prior to or immediately following a scheduled school vacation will be considered unexcused. It is an absolute requirement for parents of students who are ill for those days, prior to or after vacation periods, to provide a written explanation to administration.

Late to School

We understand that traffic, car issues, ride-sharing and other situations outside of a student's control may cause that student to be late to school. A late to school infraction will be assessed for students who arrive more than 15 minutes after the published start of school. Our policy allows two late-to-school infractions per quarter to accommodate those types of situations. Students are to report directly to the main office if they arrive late to school. Families will receive an automated phone call should their student be marked as Late To School (LTS).

After the second late to school per quarter, the consequences are as follows:

- Third late to school: One-hour after-school detention (3:15 - 4:15 p.m.) and parent notification.
- Subsequent lates-to-school: student is assigned to one Friday Night School (2:15 - 5:15 p.m.) per offense.
- The late-to-school count starts at zero at the beginning of each quarter.

Tardy to Class

- On the third tardy to an individual class in a given quarter, the teacher will assign a detention.
- Any subsequent tardies to class per quarter will result in the student being assigned to a Friday Night School (2:15 - 5:15 p.m.) per offense.
- The tardy-to-class count starts at zero at the beginning of each quarter.

Absences and Extracurriculars

Any student who arrives after 11:30 a.m. or is absent the entire day Monday - Friday without a doctor's note or call in, is considered AUX and will not be allowed to participate in any extracurricular or school event on that day or evening including athletic practices and rehearsals. Students absent on Friday without a doctor's note may not attend or participate in any school-sponsored activities occurring that weekend without permission from the administration. An email will be sent prior to the end of the school day notifying all coaches and sponsors of students not eligible to participate that day.

Make-up Work

It is the responsibility of the students during their absence to request from their teachers any missed assignments and/or notes from each class and to check Canvas. When students are absent for one or two days, it is recommended that assignments and homework be obtained first through Canvas and/or from a classmate and then communication with their teachers. If the absence is for a period of three days or more, students and/or parents should contact teachers and continue to check assignments on Canvas.

The general rule is that a student has one day for each day missed to submit completed assignments. However, to ensure fairness to all students, teachers may require the submission of assignments on the published due date. Students absent on the due date may be instructed to make arrangements to have the assigned work delivered to the teacher.

Students who are not in attendance the day before a scheduled test/quiz will take the test/quiz the first day they return to class unless otherwise arranged with the teacher. If a student arrives to school late, and has missed a test/quiz, it is the responsibility of the student to contact the teacher before the end of the school day to reschedule the missed test/quiz. In most cases the teacher will require the student to take the test/quiz at the end of the day. This requirement to take this test/quiz supersedes any practice, game, or extracurricular activity for that day. If absences are due to extraordinary circumstances, students will discuss the absences with the student's guidance counselor who will help coordinate their makeup work with their teachers. Teachers are not required to provide makeup work prior to a scheduled student absence.

Student's Illness or Incapacity to Attend School

By law, when a student is absent from school due to illness or mental or physical incapacity for an extended period of time, the school may require parents to provide documentation of the illness or incapacity. An Indiana physician, an individual holding a license to practice osteopathy or chiropractic in Indiana, or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal, may provide the certificate of illness or incapacity. If the school requests that the certificate be provided, the parents must provide the certificate within six days after the school requests it. The vice principal of student services will provide the form.

Skipping Class

Skipping class is considered an unexcused absence. Any class work missed while skipping class is required to be made up, and the student will receive a zero (0) for the missed assignments. A student who skips class will receive a Friday Night School. Additionally, students who are caught skipping a second time (and each additional violation) will receive an in-school suspension (ISS).

If a student chooses to cut more than one class, he/she will be required to meet with the vice principal of student services and the principal to examine the behavior that is leading he/she to skip class, and the possibility of exclusion from enrollment.

If the school verifies a student is not where he or she is supposed to be, a parent will be contacted.

Bishop Chatard operates under the principle of a closed campus, which means that students may not leave the property and return unless a specific request is submitted to the main office in writing, noting the departure and return times and the reason.

Students must get permission from an administrator to go to their car during the school day.

College Visits

Every senior should try to take advantage of the opportunity to visit a college when the underclassmen take the PSAT exam. Seniors may choose to use additional days for college visits according to the following guidelines:

- Parents need to contact the school using the Safe Arrival app regarding the student's absence on the day of the college visit.
- Upon return, the student must provide verification of the date, time and duration of the visit to the main office that he or she has made a college visit in order for an absence to be considered excused.

Juniors are permitted a limited number of college-visit days. Students must be in good standing with a satisfactory attendance record and adhere to the above guidelines regarding visits.

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Section 7 – Student Life Substance Abuse Policy

Introduction

It is the expectation of Bishop Chatard High School that all students refrain from using alcohol, prescription drugs (not currently prescribed by a doctor), narcotics, controlled substances, or other illicit drugs. The use of drugs and/or alcohol during school, school events or on campus is considered a Category III offense as outlined in the Student Code of Conduct. It is intended that students who make a conscious decision to take drugs and/or alcohol and attend school or school functions, or be on campus under the influence, be disciplined according to the consequences outlined in the Student Code of Conduct.

Use of Drugs, Alcohol, Tobacco, and Electronic Vaping Devices

All Bishop Chatard High School students are required to comply fully with federal, state and local laws regarding the use of prescription drugs, illegal drugs, tobacco, alcoholic beverages and other dangerous substances.

No student may use, be under the influence of, or possess alcoholic beverages, vaping devices or drugs on school grounds. This rule applies at all times, including before, during and after a school-sponsored or sanctioned activity.

It should be understood that *drugs* in this policy also refers to the abuse or misuse of prescription medication. Additionally, any student found using, possessing or aiding in the distribution of drugs, tobacco, alcoholic beverages, Juul and other electronic devices, and/or related items on campus or at school-sponsored activities is subject to severe disciplinary action.

Students who choose to commit a Category III drug or alcohol violation will face the following consequences:

1st Offense:

- Complete a pre-approved course aimed at educating the student on making smart decisions and avoiding future poor decisions
- Complete 12 hours of pre-approved service hours (these will not count toward the required school service program)
- Serve a 50% suspension, (**25% for self-reporting), of most immediate Student Life Activities (games, performances, dances, community appearances, etc.)
- Out-of-School Suspension (OSS) pending Discipline Review Board hearing (possible if at off-campus event).

A Discipline Review Board hearing may be called at the request of the parents.

****Self-Report** - Offense must be reported by the student to the school administration (vice principal for student services) within 48 hours of the student's poor choice (not applicable to on-campus or during school-sanctioned events).

2nd Offense: (No self-report available)

- The student must be evaluated by a pre-approved agency for placement in education/rehabilitation program. The recommended program must be completed at the expense of the student and his/her family.
- The student will be suspended from all Student Life activities for a calendar year and will not be eligible for school and/or athletic awards.
- Out-of-School Suspension, pending Discipline Review Board hearing
- Appearance before the Discipline Review Board for possible expulsion

3rd Offense: (No self-report available)

- Out-of-School Suspension, pending Discipline Review Board hearing
- Appearance before the Discipline Review Board
- Probable expulsion from BCHS.

Students who choose to use or possess tobacco, juuling devices, or electronic vaping devices will face the following consequences throughout their enrollment at Bishop Chatard:

1st offense:

- 2 days of In-School Suspension (ISS) and 25% suspension of their most immediate student life sport or club

2nd offense:

- 3 days of Out-of-School Suspension (OSS) and 50% suspension from student life

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Section 8 – Random Hair Follicle Testing Policy

Introduction

Bishop Chatard High School has a very simple philosophy in randomly drug testing our students. First and foremost, we want to provide a reason for students to say “no” to illegal and harmful substances. Second, if a student is choosing to take illegal or harmful substances, we want to provide him/her and his/her family the support needed to fight addiction or identify a possible situation where addiction is possible and put that student on a different, more healthy course for his/her life. And finally, it is used as a tool for Bishop Chatard and families to openly talk about drug use, addiction and the dangers drug use can pose.

This policy is not intended to be academically punitive, but to serve as a diagnostic tool in identifying drug and/or substance abuse among BCHS students. The parents of a student with a positive test will be notified in order to help guide their child

toward a healthy, safe and drug-free life. It is not intended that students testing positive be treated or disciplined in the same manner as students who make a conscious decision to take drugs and/or alcohol, and attend school or school functions, or be on campus under the influence.

Attendance at Bishop Chatard High School comes with certain responsibilities. We hold students, parents, faculty, staff and administration to a high standard of behavior in areas that affect the health and safety of all students. As a result, parents/guardians of incoming students must sign the Hair Follicle Testing Permission form before the student can be admitted. Parents/guardians of returning students must likewise sign this form in order for their student to return to Bishop Chatard.

Applicability

The policy applies to every BCHS student, from the day of freshman orientation until the student's last school-affiliated event is completed as a senior. The policy applies at all times and in all places, throughout the student's enrollment at BCHS. There are no times, no days, no places and no circumstances in which the policy does not apply.

A student's behavior away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community. For this reason, all students and parents are required to consent to participation in all aspects of this policy as a condition of the student's continued enrollment at Bishop Chatard High School. As well, parents agree that BCHS has full and complete discretion to impose discipline or take other action, as the administration deems appropriate, for behavior occurring at and/or away from school.

Testing for Drug Usage

Students will be tested for drug usage in the following manner:

Random Screening: On an annual basis, approximately 20% of the students enrolled at Bishop Chatard High School will be subject to screening for drug usage on a randomly selected basis. Consequently, some students may be tested more than once a year.

For-Cause Screening: Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy, will be required to submit to screening. A student may be directed to submit to screening based upon their behavior before, during or after the school day or at a school-sponsored activity. This also includes any student found to be in violation of this policy due to previous screenings.

Any student who tests positive in a screening may be subject to follow-up screenings, at the parent's expense of \$60, approximately every 100 days for the remainder of the time he/she is a student at Bishop Chatard High School.

Transfer Students: As part of the application process, all transfer students shall submit to a screening for drug usage on a date no more than 15 days from his or her first day of school. Admission is probationary until the screening has taken place and results showing the absence of drug usage are obtained.

Drug Testing Method

Bishop Chatard High School has entered into a contract with Omega Laboratories, a licensed clinical laboratory, to do the analysis of all hair samples. The test will screen for marijuana, cocaine, opiates, amphetamines (both ecstasy and methamphetamines) and phencyclidine (PCP). Additionally, the test will identify a range of use (light, moderate or heavy), and it can also provide a window of time when the substance was used. Trained technicians will collect a small sample of head hair from the students. However, if a sample of head hair cannot be obtained, body hair from the arm or leg will be used for the drug screening method. If it is

determined that a student has shaved his body hair in an attempt to avoid being drug tested, it may be considered as a positive analysis and the school will move the student through the appropriate consequence listed below.

When screening for alcohol use, school officials or local law enforcement will utilize a device to measure blood alcohol levels.

Notification of Test Results

Notification of test results will be kept confidential and will only be given to those administrators who work closely with the student. The director of safety and wellness will notify the parents, guardians and student of a positive or negative test result as soon as possible. Test results from For-Cause screenings will also be shared with the appropriate personnel.

Consequences for Positive Test Results

If a student has tested positive for a banned substance, an administrator will inform him/her in person. As soon as possible, the administrator will notify the student's parents. A letter will be used if the parents cannot be reached by telephone. The parents will be asked to come to the school at the first mutually convenient time. The following will take place for each positive test:

First Positive Test Result while at BCHS:

- Meet with school administration to discuss report
- Review results and define future positive tests
- Student will complete pre-approved drug assessment and allow school access to their attendance with a counselor
- Be subject to hair follicle testing for the next three months at the family's expense.

Second Positive Test Result while at BCHS:

- Discuss the results

- Suspended for 50% of Student Life Activity, including athletics
- Required completion of a drug assessment, proof of ongoing counseling, and complete transparency of needed modifications during the school day at the family's expense
- Be subject to continued hair follicle testing at the family's expense.

Third Positive Test Result while at BCHS:

- Discuss the results
- Suspended for one full year from all Student Life Activities
- Appear before the Discipline Review Board
- Possible Expulsion.

Fourth Positive Test Result:

- Student will face probable expulsion.

Prescription Drugs

If a student tests positive for a prescription drug, his/her parents will be asked to provide the principal with the original container for the drug with the label intact and containing the prescribed dosage. If the parent no longer has the original container, a signed statement from a doctor verifying the prescription and dosage shall be provided. A student who abuses or misuses prescription drugs will be in violation of this policy.

False Positive Results

Omega Laboratories uses a method that rarely allows a false positive result to occur. If a student or parent suspects that the drug test result is in error or the result of a false positive sample, the student/parent may request that the test be repeated. The repeat test shall be done by the same lab and collected in the same manner as the initial test. The cost of the retest shall be borne by the student/parent. If the testing lab confirms a false positive, the cost of the retest will be reimbursed to the parents.

Exceptional Circumstances

Notwithstanding any other provisions of this policy, BCHS retains full and complete discretion to impose any discipline or take any other action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time.

Appeals

All appeals of decisions made under the policy shall be made to the principal of Bishop Chatard High School.

Responsible Reporting

Students and adults have an obligation to join in our effort to help keep all students safe and free from drugs and alcohol. With this obligation comes the responsibility to report any unsafe, illegal and/or dangerous activities involving students. Any report of dangerous drug or alcohol activity will be handled confidentially.

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Section 9 – Student Behavior & Code of Conduct

Introduction

All students are expected to uphold the dignity of the human person and behave accordingly. Any action that violates that dignity will be considered outside the appropriate code of conduct and will result in (and is subject to) consequences as directed by the administration of the school. The code of conduct applies to all school activities, on or off property, on school property at any time, or while traveling to or from school or a school activity.

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The principal or vice principal reserves the right to determine the appropriateness of an action if any doubt arises.

Definition of Offenses Referenced:

Cheating – Plagiarism (1)

Cheating is defined as deception by which a student passes off someone else's academic work as his/her own. Students giving or receiving any academic information are equally guilty.

Harassment – Threats (2)

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment among students encompasses a broad range of verbal or physical behavior.

Cyberbullying (3)

Cyberbullying is defined as overt, repeated acts or gestures, including use of the Internet, iPads, cell phones, social media and other forms of digital technology; committed by a student or group of students against another person with the intent to harass, ridicule, humiliate, intimidate, defame or harm the other person or group. This includes the passing on of texts, photos or videos that are created, captured or redistributed by student(s).

Sexting (4)

Sexting involves the possession or transmission of inappropriate photos or messages on a cell phones, iPads, or other electronic device.

Fighting (5)

Fighting is described as any type of physical altercation of a violent manner.

Minor Violations - Category I Offenses

Category I offenses are the least serious infractions of the school code:

- Disruptive behavior in the classroom, public areas of the building, during assemblies, all school liturgies, and school-sponsored activities not held at the school
- Improperly dressed and therefore not in conformity with the school dress code requirement
- Foul or offensive language
- Inappropriate public displays of affection
- Litter in the classroom or public areas of the building
- Pushing or shoving another individual
- Refusal to comply with a reasonable request
- Disregard for cafeteria procedures and regulations, including ordering food from an outside restaurant
- Distribution of printed materials on school premises without the permission of the vice principal of student services or the director of safety and wellness
- Repeated driving and/or parking violations
- Gambling of any type in the classroom
- Inappropriate use and care of electronic devices at the discretion of the administration.
- Failure to comply with the Technology Responsible Use Policy

Serious Violations - Category II Offenses

Category II offenses are very serious and result in more serious disciplinary actions including, but not limited to, Friday Night School, in-school suspension and/or out-of-school suspension. If the offense is repeated, a Discipline Review Board hearing may be deemed necessary.

- A physical altercation with another student(s). A physical altercation is distinguished from physical assault in that it results from an uncontrolled

increase in emotions and is not the premeditated, conscious assault on another person, and is less aggressive in nature. The final determination as to whether an incident is either a physical altercation or physical assault is at the final discretion of the principal.

- Cheating/Plagiarism (1)
- Forgery or intentional falsification of parental/guardian or teacher authorization
- Skipping multiple classes or required events and gatherings, or leaving school grounds without the specific consent of the director of safety and wellness or another administrator
- Hazing of another student, i.e. inducing him or her to violate a school policy or perform some rite of initiation into a team or activity (2)
- Verbal abuse, including the use of racial or ethnic slurs or the use of unacceptable, foul or offensive language, even though it may not be directed to another individual (2), inciting current or future verbal or physical confrontations and any form of bullying
- Inappropriate behavior at a school related event, both home and away, which includes verbal abuse, harassment, intimidation, or threats aimed at student participants or adults.
- Possession of another person's property or valuables without the consent of the owner. A more serious offense may occur if the individual has accepted stolen or illegal goods in order to protect that individual from discovery
- Failure to follow the express instructions of any school authority including teachers, accumulates repeated violations, disregards traffic and parking regulations or drives on the campus in an unsafe manner, conducts an unauthorized student demonstration, or fails to report for a properly assigned detention or Friday Night School session
- Repeated violation of the RUP
- Patterns of continued violations of Category 1 offenses.

Major Violations - Category III Offenses

Category III offenses are those which constitute an extremely serious violation of the school code and/or the laws of the state of Indiana. Sanctions may include, but are not limited to, loss of student life activity (game suspensions, social probation, etc.), suspension pending a Discipline Review Board hearing, and dismissal and/or criminal prosecution.

- Physical assaults, fighting (5), sexual harassment (4), or threats to assault or harass any member of the school community, student or adult (2)
- Violation of the Bishop Chatard Substance Abuse Policy
- Theft or possession of stolen goods
- Possession of explosives, fireworks or any incendiary device or the spraying or releasing of dangerous or harmful chemical substances
- Verbal threats, extortion, or intimidation of any kind, intended to force another student to turn over money, valuables, or school projects and assignments (2)
- Ongoing bullying of any type. This includes, but is not limited to, cyberbullying (3), physical and/or mental (2), and sexting (4)
- Inappropriate use and care of electronic devices, hacking or other harmful/deceptive behavior relating to the school network, at the discretion of the administration
- Possession of, but not under the influence of, drugs, narcotics, alcohol, or any other controlled substance in quantities not determined to be for the intent to sell
- Repeated violation of those offenses in Category 2 and clearly demonstrates an inability or lack of desire to change behavior and/or in violation of disciplinary probation.

Cheating - Plagiarism (1)

Cheating in any form is a serious offense that will not be tolerated at Bishop Chatard. Cheating is defined as any intentional deception by which a student passes off someone else's academic work as his/her own. Students giving or

receiving any academic information are equally guilty. Please understand that sharing answers via technology (texts, photographs of completed work, etc.) is considered cheating.

For clarity, the following represent some, but not necessarily all, examples of cheating:

- copying another student's homework, paper or project
- plagiarizing
- gaining knowledge about the contents of a quiz or test prior to taking the quiz or test
- sharing knowledge about the contents of a quiz or test to another student
- using unauthorized sources of information during a quiz or test
- copying during a quiz, test or exam
- taking work from the Internet and presenting it as one's own work
- Using or possessing a cell phone or iPod or iPad to record or transfer information electronically. Possessing this type of technology during an assessment, even if not used, is considered cheating.

At the beginning of each semester, individual classroom teachers will also specify any other instances of cheating which they will not permit in their classes. All cheating incidents must be reported to the vice principal of student services.

To emphasize the seriousness of cheating, the consequences of cheating are as follows and are cumulative during the student's four years at the school:

First Offense

1. Teacher documents the cheating and speaks with the student
2. Student receives a zero for that instance
3. Vice principal of student services is informed of the incident
4. Vice principal of student services confers with student and records incident
5. Classroom teacher informs parents (with or without student present) and reviews school policy in this matter

6. Immediate notification of extracurricular sponsors and/or the director of athletics and the implementation of appropriate consequences

Second Offense

Steps 1 - 4 above plus:

7. Student phones parents in presence of teacher and vice principal of student services about the second incident.

8. Notification of the Discipline Review Board.

Third Offense

A third offense will result in a three-day in-school suspension and appearance before the Discipline Review Board.

Harassment – Threats (2)

The Archdiocese of Indianapolis and Bishop Chatard High School are committed to providing a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion.

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment among students encompasses a broad range of verbal or physical behavior that can include, but is not limited to, the following:

- Physical or mental abuse, bullying, hazing, shunning
- Direct or indirect threats, intimidation, assault
- Racial or religious insults
- Derogatory ethnic slurs
- Sexual comments or sexual jokes (4)
- Sexual advances (4)
- Touching of a sexual nature (caressing)*
- Graffiti of a sexual nature (4)

- Displaying or distributing sexually explicit drawings, pictures and written material (4)
- Sexual gestures (4)
- Touching oneself sexually or talking about one's sexual activity in front of others (4)
- Using websites as a vehicle for any type of physical or mental abuse
- Spreading rumors about or rating other students as to sexual activity or performance. (4)

Any student who believes that a person's conduct toward him/her is improper or offensive generally has the obligation to ask that person to stop the behavior before making a report.

***NOTE:** Unwelcome touching does not include legitimate non-sexual physical contact such as the physical restraint of a student to avoid harm to persons or property as allowed by Indiana law, an administrator or teacher's consoling hug, or physical contact associated with sports, etc.

Cyberbullying (3)

Cyberbullying is defined as overt, repeated acts or gestures, including use of the Internet, cell phones, and other forms of digital technology; committed by a student or group of students against another person with the intent to harass, ridicule, humiliate, intimidate, defame or harm the other person or group. Examples of digital technology that may be used for cyberbullying include, but are not limited to, email, text and voicemail messages; and Twitter, YouTube, SnapChat, kik, Facebook and other forms of digital or social media. Comments made or items created at home and/or off school grounds that adversely affect the educational environment will be handled according to these guidelines and the BCHS Code of Conduct. Students involved in the creation, possession, or transmission of items that fall under the category of cyberbullying are subject to disciplinary action.

Sexting (4)

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face immediate suspension from school and/or expulsion. If students receive any type of inappropriate content on their phone they should notify their parents immediately.

Fighting (5)

Bishop Chatard does not condone any type of physical fighting or physical altercation. We hold students to a high standard and require self control in emotionally charged events. In any case where punches are thrown in a violent manner, whether in self defense or not, students will be suspended from school pending a meeting with the Discipline Review Board.

Category IV

The school administration reserves the right to bypass normal protocols and move directly to the dismissal of a student should the behavior of that student be of an egregious nature or pose a serious threat to the safety and security of the school community.

Category IV offenses include but may not be limited to:

- Possession of a firearm or any other weapon within 1,000 feet of the school premises or premises at which a school-sponsored activity is taking place
- Setting a fire, tampering with fire alarms, a false fire alarm, or discharging a fire extinguisher or any other fire-extinguishing apparatus
- The sale of drugs, narcotics, or controlled substances; or has in his/or her possession sufficient quantities of drugs, narcotics or controlled substances which would reasonably be deemed beyond what is intended for personal use
- Vandalism

Reporting Procedures

Any incidence of harassment (2) can be reported to any adult in the building. The adult will then follow through with a report to the Principal or his/her designee.

Any complaint involving an administrator should be made to the president. Any complaint involving the president should be made to the superintendent, Office of Catholic Schools. Complaints should be in writing. Confidentiality will be maintained to the extent practical and appropriate under the circumstances.

The Archdiocese of Indianapolis has a Misconduct Hotline. It provides guidelines on how anyone can report misconduct or suspected misconduct in the Archdiocese. Information can be found at the following website:

<http://www.archindy.org/abuse/index.html>

Action

The school administrator or a representative from the Archdiocese may take immediate steps at its discretion to protect students and employees pending completion of an investigation, including the immediate removal of persons from the school property. Once the investigation is complete, the school administrator or the representative from the Archdiocese will take appropriate action and complete a written report. Such action may include, but is not limited to, warning, suspension, expulsion, referral to law enforcement and or mental health authorities, remediation, and termination or contract non-renewal. All due process procedures shall be followed.

Reprisal

Appropriate disciplinary and legal action may be taken against any student, employee or other person who retaliates against any person who reports alleged harassment or violence or any other person involved in the investigation and subsequent actions. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Dissemination

This statement or appropriate parts thereof is to be published in student/parent and faculty/staff handbooks, discussed with staff and students (at an age-appropriate level) at least annually, and reviewed periodically for compliance with state and federal law, etc.

Out-of-School Conduct

Although the school does not assume responsibility for a student's conduct when the student is outside the school's jurisdiction, students must remember that they are Bishop Chatard students and what they do wherever they are is a reflection of themselves, their family and their school.

The principal may extend the jurisdiction of the school in imposing sanctions to include off-school activities if the conduct is harmful to the good name of the school and its students. The school reserves the right to investigate illegal behaviors that occur out of school and, after a due process hearing, impose sanctions that it sees fit. These sanctions could include placing a student on disciplinary probation, extended suspension or expulsion from school.

Pregnant Students

Archdiocesan policy #5447 "allows pregnant students to continue their Catholic education provided they and their parents receive appropriate prenatal counseling and respond in a way that is consistent with the values and teachings of the Catholic Church regarding the sanctity of life and procreation."

Fair Process

Bishop Chatard High School operates under the principle of administrative law and not the rules of evidence used in a court of law. This means that the school may

take disciplinary action based on the report of an administrator or teacher. Before imposing any sanction other than an infraction or detention, the student is entitled to fair process which shall consist of no less than:

1. a thorough investigation of the violation
2. oral or written notice to the student of the nature of the offense and the possible sanctions
3. an opportunity for the student to explain his/her actions and learn the reason for possible sanctions
4. Notification to the parents, noting the reasons and conditions for the sanction imposed.

For more serious violations, an Academic Board and/or a Discipline Review Board hearing may be convened. The student may request that a guidance counselor be present for support, not to act as an advocate of the student. Parent(s) must attend the hearing.

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Academic Review Board

- Vice Principal of Academics
- Appointed administration, faculty and staff members

Discipline Review Board

- Vice Principal of Student Services
- Appointed administration, faculty and staff members

Threat Assessment Team

- Vice Principal of Student Services
- Vice Principal of Academics

- Director of Safety and Wellness
- Director of Communication
- President
- Vice President of Mission and Ministry
- Executive Vice President
- Director of Business Operations

Teacher-Assigned Detention

Teachers may assign detentions to students for minor infractions if they so choose. Students must serve the detention on the assigned day. If a student fails to serve the detention, teachers will write up the infraction to the director of discipline. Length of time of detention is up to the discretion of the teacher, up to one hour.

After-School Detention (ASD)

After-School Detention (ASD) is Monday through Thursday from 3:15 to 4:15 P.M. (in a designated room) and takes priority over any activity, appointment (except scheduled medical appointments), work or extracurricular event. Any student who misses a scheduled ASD will serve a Friday Night School. The rules for ASD are:

- Students must arrive on time
- Students must have school work to do and must be silent, or further work will be assigned
- No electronic devices are permitted in the ASD room
- Disruptive students will be asked to leave and serve two additional ASDs
- Refusing to attend assigned ASD will result in one Friday Night School.

Friday Night School (FNS)

Friday Night School will start at 2:15 p.m. and end at 5 p.m.; students must serve the entire block of time.

- Students will turn in their cell phones to the supervisor for this time period at the proctor's discretion. These devices will be returned at 5 p.m.

- Students may also be required to perform manual tasks as requested by the supervisor.
- The only excused absence from Friday Night School is absence from school that day that requires a doctor's note.
- Any student missing FNS will receive an additional FNS and one day in-school suspension.
- Extracurriculars, family trips, work, etc. will not be an excuse to miss FNS.

In-School Suspension (ISS)

Students will remain at school during the school day but be isolated from the general student body. They will be provided their schoolwork and access to the guidance counselor. They will also remain isolated for lunch.

- Students are not allowed to attend school extracurricular activities until ISS is served.

Out-of-School Suspension (OSS)

Students may be suspended out of school. While suspended, the following rules apply:

- Students are not allowed to attend school extracurricular activities or allowed on school grounds until the suspension is completed.
- Students may be required to meet with the Discipline Review Board before they are allowed to return to school.
- Students who are suspended out of school will be put on disciplinary probation and any further violation may lead to expulsion from school.

Dismissal

Dismissal is the removal of the student from the school and is an action that may be taken only by the principal upon the recommendation of the Discipline Review Board or student behavior that meets Category IV violations.

Appeal of Dismissal

The principal of Bishop Chatard High School will consider an appeal only if there is reason to believe that the student was not afforded due process or evidence has been found subsequent to the hearing which points to innocence of the charges made against the student. The principal will not consider an appeal if the only reason is that student/parents do not agree with the decision. The appeal letter must contain clear and specific indications that one of the above was not present during the process. If the principal decides that a review is in order, he/she will appoint a committee to review the case.

Readmission to the School

Any student who is dismissed from the school for disciplinary reasons, or is withdrawn from the school by his or her parents prior to imposing disciplinary sanctions may not be readmitted for the next school year. Students may also not attend any school-sponsored activity either on or off campus without specific written permission from the vice principal of student services. After a year, the student may re-apply for consideration if he or she can show a transcript and letters of recommendation that indicate strong academic, discipline and attendance records.

Disciplinary Probation

A student may be placed on probation for discipline and attendance issues. Parents and students will be notified by an official school letter and a phone call by the principal or his/her designee, of the terms and conditions of probation. The length of probation is up to the discretion of school administration. Further disciplinary violations could result in, but not limited to, suspension and/or expulsion pending a Discipline Review Board hearing.

School-Sponsored Dances

Dances are school-sponsored activities and all school rules, particularly those related to smoking, drugs, and/or alcohol applies.

1. Students must check in within 30 minutes of the scheduled beginning of the dance unless prior arrangements have been made with the director of student life. No one will be admitted after that time. If requested by school personnel, all students must have a valid school ID to enter a dance.
2. Some dances require the student to sign up and purchase a ticket prior to the dance. Non-BCHS guests are permitted as long as they obtain the approval of the vice principal of student services or his designee. Former BCCHS students who have been withdrawn from the school are not permitted to attend dances or any other school-sponsored activity. Other dances are for BCCHS students only and students are admitted at the door with a valid student ID. Students should check which type of dance is scheduled.
3. Students are not permitted to gather and remain in the parking lot.
4. Students are not permitted in any other parts of the building.
5. Once a student enters a dance, he or she is expected to remain until the advertised end time. If a student has to leave before the end of the dance, an administrator must have verbal confirmation from the parent.
6. Dancing with any kind of inappropriate body contact is not permitted. Students who are asked to leave the dance due to inappropriate body contact will have their parents informed and face probable disciplinary action.
7. Freshman students are not permitted to attend the junior-senior prom.
8. Alcohol breathalyzers may be used at school events. If students are found in possession of or under the influence of alcohol or other drugs, parents will be called. The student will leave with the parents and will be disciplined according to the school's Substance Abuse Policy. When this occurs near the end of the school year, participation in graduation events will be in jeopardy.

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Section 10 – Athletic Code of Conduct

Introduction

Participation in athletics at Bishop Chatard is not a right but a privilege.

Student-athletes make a commitment to their teammates and coaches to pursue academic achievement and to follow training rules in order to be able to perform at their best at all times. In addition, they have a responsibility to serve as role models for other students in the school, as well as for grade school children in the community. Student-athletes, whether in or out of uniform, carry with them not only their own reputations, but that of their families, their teams and their school.

We are first and foremost an academic institution. Students are expected to strive for excellence in their studies. Severe underachievement (as defined below) could result in athletic ineligibility.

The use of alcohol and tobacco products (**including juuling or electronic vaping devices**) can harm a student-athlete's physical and mental health, athletic and academic performance, and personal reputation. Use of these items is both illegal and dangerous. The safety, health and well being of a student-athlete is the top priority of the athletic department and its programs.

Discovery of illicit drug usage by our student-athletes is governed under the Bishop Chatard Drug Policy which all students must adhere to and accept.

The conduct of a Bishop Chatard student-athlete should be consistent with the mission of the school, and the behavioral policies of the athletic department shall reflect appropriate values and attitudes.

With these things in mind, there are certain types of conduct that will not be tolerated from a Bishop Chatard student-athlete. **The following rules are in**

effect year-round, whether on or off school grounds. The consequences are cumulative.

Important: Bishop Chatard is not asking student-athletes to make sacrifices. Sacrifice implies giving up good things. We are asking our student-athletes to do the opposite: live clean, think clean and do things that will make them better people.

Rule #1: Academic Eligibility Standard -- To be eligible to participate in extracurricular activities, a student must maintain a quarterly grade point average (GPA) of at least a 2.0. For the purpose of this standard, the GPA will not be rounded. Eligibility is based on quarter grades and determined based only on courses offered through Bishop Chatard High School during the regular school year. There will be no eligibility exceptions for any student with a quarterly GPA below a 2.0.

Any student who fails to meet this Academic Eligibility Standard will not be allowed to participate in extracurricular activities during the next grading period. Eligibility begins and/or ends one week from the end of the grading period. Underclassmen who fail to meet the Academic Eligibility Standard in the last grading period of the school year will be ineligible for the first grading period of the next school year. Coursework completed over the summer does not change a student's eligibility for the first grading period of a school year.

Each student who fails to meet the Academic Eligibility Standard or who is placed on probation in a grading period will be required to meet with the principal and/or his designee to discuss his/her eligibility/probation status. The student's parents will be informed of his/her eligibility/probation status via written communication.

All ineligible/probation students will be required to meet with their counselors to develop an Academic Plan in collaboration with the students' teachers and the administration. An Academic Plan will be based on the individual needs of each student and will outline a course of action and expectations for each student. The

student, a parent, and the principal or his designee must agree to and sign the Academic Plan.

Rule #2: A Bishop Chatard student-athlete shall not use, consume, possess, buy or sell alcohol, tobacco products (**including juuling or electronic vaping devices**) or illicit drugs.

Consequences:

A. First offense: (1) The student-athlete must attend a 1-2 hour class aimed at educating the violator as to the dangers and long-term health concerns resulting from the use of tobacco, alcohol or illicit drugs. (2) The student-athlete must complete 12 hours of pre-approved community service. The hours must be completed within a 30-day time period and will not satisfy any of the required school service hours. (3) If **“self-reported”** within forty-eight (48) hours of the incident to the principal, director of athletics or assistant director of athletics (NOT to a coach), then the student-athlete will be suspended from **25%** of the contests from his or her most immediate season. If the offense is not self-reported, the suspension will be **50%** of the contests from his or her present or most immediate season (IHSAA season).

For sophomores, juniors and seniors the suspension must be served in a sport in which the athlete competed the prior school year. A student-athlete serving first offense sanctions may practice or condition with the team. At the coach’s discretion, a student-athlete ending the season in good standing is eligible for all athletic department awards.

B. Second offense: (1) The student-athlete must be evaluated by a pre-approved agency for placement in an education/rehabilitation program. The recommended program must be completed at the expense of the student-athlete. (2) The student-athlete will be suspended from all athletic contests for one calendar year. At the coach’s discretion, the athlete may practice or condition with the team. A student-athlete serving second offense sanctions is not eligible for any athletic awards for a year.

C. Third offense: The student-athlete loses all privileges of participation, both practices and contests, for the remainder of his or her high school career. He or she will be offered direction in seeking further evaluation and/or rehabilitation.

Rule #3: A Bishop Chatard student-athlete shall not exhibit behavior that is inconsistent with the mission of the school or the intent of the Athletic Code of Conduct.

Consequences:

When inappropriate behavior by a student-athlete is brought to the attention of the administration, said student-athlete is suspended immediately from all athletic contests pending his or her appearance before the Athletic Council. The Athletic Council meets as needed. The council will determine the sanction based on the severity of the violation. Any athletic contest(s) missed in the interim will be considered a completed portion of the sanction levied. If any inappropriate behavior is deemed reviewable by the Bishop Chatard Disciplinary Board, then their conclusions and/or consequences supersede Athletic Council or department actions.

NOTE: The Athletic Council will be convened to consider Rule #3 violations (behavioral issues) only.

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Section 11 - Uniform Dress Code Policy

The uniform dress code of Bishop Chatard High School is based on the belief that students should present an image that reflects a sense of pride in themselves, their families and their school. Students are expected to dress and carry themselves in a

manner that upholds their dignity as a child of God. SchoolBelles is the official provider of Bishop Chatard school uniforms. *SchoolBelles* is located in Glendale Town Center.

1. Students are to wear *SchoolBelles* khaki shorts or pants with either "BC" or the cross and miter embroidered on the front pocket. Students are permitted to wear shorts year round. Shorts may not be altered to be more than two inches above the knee and may not be rolled.
2. Students must also wear a *SchoolBelles* royal blue or white uniform polo with the school crest embroidered on the left side of the front of the shirt.
3. The royal blue quarter-zip uniform sweatshirt or gray crew neck uniform sweatshirt with the BCHS crest are the only approved sweatshirts. The royal blue quarter-zip uniform sweatshirt or gray crew neck uniform sweatshirt may be worn as a uniform item without a *SchoolBelles* royal blue or white uniform polo. Any student wearing outer garments that are not uniform approved will be given a uniform detention.
4. Gym shoes, closed toe, or casual shoes are required. No sandals, or any type of open-toed shoes are allowed. Crocs are permitted. Birkenstocks or slides are not permitted.
5. Uniforms must fit appropriately and should be in good repair and kept clean. Pants may not sag. Uniform clothing cannot be written on or torn.
6. Hair may be kept long if it is neat and well-groomed. Male students are to be clean-shaven. If male students come to school with facial hair they will be instructed to shave immediately. For sanitary purposes they will be given an unused disposable razor.

7. Jewelry must be modest and not a distraction. Eyebrow, nose, lip, cheek, chin, or tongue piercings are unacceptable and not considered modest.

8. Students' general appearance and students' general hygiene should be appropriate for a Catholic high school. This includes, but is not limited to: makeup, hair color and style, and hair cleanliness and presentation. Students are expected to wear and manage their clothing and appearance in such a manner that does not disrupt the educational setting, interfere with health or safety, or promote vulgarity or discriminatory messages. If such appearances are considered disruptive to the educational environment or mission, the administration reserves the right to address the situation and enforce consequences as necessary.

9. In order to promote school spirit or celebrate events during the school year, Fridays are designated as spirit days on which students may wear any Bishop Chatard shirt, jacket, or sweatshirt with uniform pants or shorts. Hoodies are not permitted.

10. The uniform is in effect for all school days and any field trip outside the school that occurs on school days. Expectations for Senior Dress Up Days and/or School Dress Up Days are outlined in a separate section below.

Uniform violations will be dealt with in one of the following manners:

- Detention
- Exclusion from classes until proper clothing is obtained (permission by parent or guardian necessary if student needs to leave school premises to obtain it).
- Friday School
- Suspension

NOTE: Final determination as to the appropriateness of dress, personal appearance, hair length, hairstyle or hair color will be made by the administration.

Dress Code Specifications for Senior Dress Up and/or School Dress-Up Days

Please observe modesty when dressing up for Senior Masses.

Boys:

- Shirt and tie, collared shirt, polo shirt, or sweater (no t-shirts) are acceptable. Students who choose to wear a shirt and tie must wear their shirt tucked-in and a belt.
- Dress pants or khakis are appropriate. Pants should not have holes or rips. Jeans are not acceptable.
- Dress shoes are preferred

Girls:

- Shirts or sweaters must not be sheer, low-cut or form-fitting. Please do not expose bare shoulders.
- Skirts and dresses must be no shorter than two inches above the top of the knee.
- Colored jeans (not denim blue) with no holes or rips are acceptable, but must be worn with a modest length shirt. Yoga pants are not acceptable.
- Low-heeled shoes are suggested

If you are in doubt with what is appropriate or acceptable, please consult with administration or a teacher before Mass. Students who do not follow this outline run the risk of losing future dress-up privileges.

Section 12 – General School Information

Book/Gym Bags

Students are not allowed to have backpacks or large purses in classrooms unless an administrator gives special permission. This promotes a safe, unobstructed environment, encourages self-discipline and organization, and controls food and drinks in the classrooms. Bags that contain books may be brought to school but must remain in lockers during the school day. Small drawstring bags are acceptable. Gym bags must also remain in lockers during the school day unless students are moving to and from physical education class.

Prayer

The school day begins with a prayer over the PA system and each class begins with a prayer.

Lockers

All lockers and locks are the property of Bishop Chatard High School. Each student is provided a locker and a lock for storage of books and personal items. Students are required to keep their lockers neat and in good working order. Lockers are cleaned prior to Christmas break and at the end of the school year. Students should not share lockers. Only school locks may be used. Students who lose their locks will be charged a \$15 replacement fee. Lockers must be locked at all times when the student is in class or at home.

Locker Searches

Indiana Law (I.C. 20-8.1-5-7) indicates that a student using a locker on the premises of the school "is presumed to have no expectation of privacy in that locker or its contents." Bishop Chatard High School considers lockers on the school premises to be the property of the school; therefore, a locker may be searched by appropriate school authorities at any time with or without the presence of the student. The search will be conducted by an administrator in the presence of another administrator or faculty-staff member. Bishop Chatard also reserves the right to initiate searches by dogs for illegal substances without prior notification. This includes any and all student possessions inside the building as well as the students' cars.

Car Searches and Personal Belonging Searches

School authorities will make every reasonable effort to enlist the voluntary cooperation of the student with regard to the search of his or her car or personal belongings. A search of a student's car or personal belongings not in a locker may be conducted only if there is "reasonable suspicion" that the student may have a weapon, drugs, alcohol or some other item which is a serious violation of the school code in his or her possession. School authorities will normally call the police to conduct such searches, but they may proceed if there is the apparent danger that the student may be able to destroy or transfer the suspicious object to another person. Such searches will always be conducted in the presence of two administrators or appropriate personnel and in the presence of the student.

Search by Police Dogs

Bishop Chatard High School will periodically conduct searches of the school building and parking lot by use of police dogs. This is one way the administration of Bishop Chatard High School can help to provide a safe environment for all students.

Cars and Parking

All students who drive cars to school must register the vehicle stating the make, model, color and license plate number with the vice principal of student services. The car must have the appropriate tag displayed from the rearview mirror. Failure to register a car or to display the tag may result in the loss of driving privileges.

Only staff members and seniors will have reserved parking spaces. All other parking spaces are available on a first come, first serve basis. All students must park in parking spaces provided by Bishop Chatard High School. Any unapproved student parking or reckless driving on the way to school or school activities, in the parking lots, or on the way home from school or school activities could result in loss of driving privileges, loss of a spot on the paved lot, and/or assignment to detention or Friday Night School.

Students must wear seatbelts, obey all traffic signs, and drive at a responsible speed while on and off campus. Reckless driving or not obeying traffic signs may result in the temporary or permanent loss of driving privileges.

While on campus please keep music down to a respectable level as not to create a distraction to you or other drivers. In the morning, or after school, it is considered inappropriate to play loud music.

Cars are parked at the owner's risk. Students are not allowed to park in the neighborhood around Bishop Chatard or in the Christ the King Parish and School parking lot. Students who have too many tardies to school may lose their assigned spot on the paved lot.

ID Cards

Students must have their school ID with them while in the building and at school-sponsored activities. If a student loses his/her ID, he/she should report to the vice principal of student services for replacement.

Lost & Found

Students who lose an article should check with the main office or Lost & Found in the Collaborative Learning Center (CLC). Students who find articles should bring them to the CLC.

Visits and Visitors

Bishop Chatard students are permitted to visit other schools, including their former elementary school, only if they obtain the written permission of that school principal and it is part of a visit where the school is open to the public.

Bishop Chatard operates on the principle of a closed campus, which means that any person, including parents and relatives, must enter through Door 1 and sign in at the main office. This applies to any person on school grounds before or during school hours. Students may have a family member bring them lunch with the permission of the director of safety and wellness prior to the day of the visit. This does not apply to potential eighth-grade students on a scheduled shadow day.

No student may have lunch delivered by an outside food service provider. Should students order food and have it delivered to school, the food will be kept in the main office and disciplinary actions will take place.

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Work Permits

Bishop Chatard issues work permits to its students under the rules and guidelines established by the Indiana Department of Labor. Work permits are issued through the director of wellness and safety and that office's designees. Dates and times for the issuance of work permits will be established and communicated to students on a year-to-year basis and are subject to change.

Students must present to the main office a form called "Intention to Employ/A-1." This form must be filled out and signed by the employer and parents in order to obtain a work permit. The Department of Labor requires this form be on file in the school office for three years. Work permits cannot be issued until a student has been hired somewhere.

- A completed Intention To Employ/A-1 form must be filled out by the minor (ink or typed) and must be signed by both parent and employer before the school may issue a work permit.
- A work permit should be issued within five days of receiving the Intention To Employ form.
- The school will send a copy to the Bureau of Child Labor and shall keep a copy of each work permit for two years after termination of employment.
- By state law, work permits may be denied if academic and attendance performance does not meet school standards.

Revoke a work permit if:

- The student's GPA drops significantly after work began
- The student's attendance drops below school standards after work began
- A work permit may be reinstated if upon review attendance and GPA have improved substantially.

Accidents – Injuries During School

If a student is injured or becomes ill during the school day, the administration will immediately attempt to inform parents. It is essential that the emergency information contain all the possible phone numbers where parents can be reached and the name and phone number of someone other than parents who will be authorized to make a decision if parents cannot be contacted.

In the event of an extreme emergency, the school will not wait for parents to be contacted but take immediate steps for treatment. In order to treat the student effectively, parents must ensure that the medical information cards contain

complete and accurate information as this information will be given to the medical technicians and accompany the student to the hospital.

In the event of a minor illness, the student will not be permitted to leave the school until a parent has been contacted and authorizes the school to release the student.

Medications

All students who must take medications on a regular basis during the school day must have a completed Medical Permission Form on file and keep those medications in the nurse's office. Students must come to the office and take the required dose in the presence of the nurse or staff member designated by the principal.

Telephones

In emergency situations, students should use the phone in the main office to make phone calls. Telephone messages to students will not be delivered during the day except in cases of a real emergency.

Parental Release of Photographs for Media Use

Student images are used on the school's website, in newsletters and publications, and in social media to promote student activities and celebrate student work.

Parents who do not want their child(ren)'s photograph used in school marketing/promotional materials, publications and/or media outlets must notify Director of Marketing & Communication Kelly Lucas, at klucas@bishopchatard.org AND Vice Principal of Student Services Ben Reilly at breilly@bishopchatard.org. A request to refrain from publishing photos including a specific student will not apply to large group photographs.

Cancellation of School

If the decision is made to cancel school due to winter weather conditions or other emergencies, the announcement will be broadcast over television stations including Channels 4, 6, 8, 13 and 59. In addition, it will be posted on the school website; sent via SchoolMessenger to all provided parent contacts, including email, home and cell phone numbers; and posted on the BCHS Twitter account @BishopChatardHS, the school principal's Twitter account @BCHS_Principal, and on the school's Facebook page.

The decision to close or stay open on a delayed schedule is normally made before 6 a.m. and announcements begin immediately. Parents and students should wait for a specific announcement for Bishop Chatard and should not assume that there is a change in schedule because public school districts or other Catholic schools have announced closings. Failure to come to school because the student assumed the school was closed is an unexcused absence.

Seclusion and Restraint

Bishop Chatard has a Seclusion & Restraint Policy, as required by the Department of Education, and it follows guidelines of the Office of Catholic Education. To request a copy of these guidelines, email vlorenzano@bishopchatard.org.

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Section 13 – Technology: Responsible Use Policy (RUP)

Purpose

Technology resources are an essential part of the learning environment at Bishop Chatard High School and are a key enabler of academic success for students. Access to technology comes with a responsibility to use it in a safe, effective way

that is aligned with our Catholic values and mission. The use of technology on campus is a privilege, not a right, which everyone must take seriously.

If a person violates any of the user terms and conditions included, but not limited to this policy, privileges may be terminated, access to school technology resources may be denied, and the appropriate disciplinary action shall be applied. The BCHS Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies will be involved.

Definition of technology resources

This policy covers a wide variety of technology accessible to students and staff. The school is responsible for the safety of our students and staff while on campus, in compliance with the Children's Internet Protection Act (CIPA) and other Federal and state law. The school actively manages its network and all devices connected to it, regardless of ownership. Internet safety is a major concern for our school and families and is taken seriously.

- Personal computing devices, both school-owned and family-owned
- iPads, laptops, cell phones, lab computers
- Communication equipment such as telephones and video conferencing
- Audio/visual equipment including projectors, Apple TVs, and display monitors
- Copiers and printers
- Network infrastructure, servers, and data storage
- Software including Canvas, PowerSchool, Google Apps and Gmail, and learning tools

Staff and Student Responsibilities

All technology users are expected to abide by school rules and policies as described in the Student Handbook and staff guidelines. All staff and students are also expected to use technology in ways that align with our school's mission and with our Catholic values. Key principles for technology use include:

- Using technology in a way that upholds the dignity of every person
- Using iPads and other devices in a responsible and moral manner
- Using technology resources primarily for educational purposes when on campus
- Respecting copyright ownership and intellectual property rights
- Maintaining the secrecy of your account passwords, and respecting the security and privacy of other people's information
- Helping BCHS protect our students and systems by informing an administrator about any security issues or inappropriate uses of technology
- Securing computers when not in use to protect the device and any information stored on it
- Keeping computers and iPads in good working order, repairing damage quickly and running updates to stay on current versions of software

School Responsibilities

Network services: The school will provide network services on campus to support student learning and campus operations. All network traffic is subject to content filtering and inspection and may be logged and stored. All student devices will have filtered access to the campus Internet to protect students in compliance with Federal and state law.

Learning systems: The school will maintain systems to manage student data (PowerSchool), the learning process (Canvas), and other learning tools. This includes providing staff and students with accounts for these systems.

Email and Data: The school provides students with a Google G Suite account. This is for internal use only, providing email between bishopchatard.org users. This account will be deleted when the student graduates or leaves the school, resulting in the deletion of any remaining data and email. This will be the primary account used for school/student email interactions.

Training: The school will provide staff guidance to aid students in doing research and help assure student compliance with the responsible use policy. The school will provide instructions, courses, and online materials to teach students about digital citizenship topics and appropriate use of technology.

BCHS reserves the right to review, monitor, and restrict information stored on or transmitted via the iPads or other electronic devices used at BCBS, at any time, and to investigate inappropriate use of resources.

BCBS is not responsible for any family-owned electronic devices brought by the student on campus.

Parent/Guardian Responsibilities

Awareness: Be familiar with school policies relating to technology, especially this Responsible Use Policy document.

Training: Help students understand the requirements of this policy, emphasize its importance, and reinforce your student's compliance with it. This is like their use of other technology such as television, smart phones, movies and social media: your role as a teacher is critically important.

Prohibited Uses

Prohibited uses of technology include, but are not limited to:

- **Inappropriate Materials:** Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, racist, discriminatory, harassing, bullying and/or illegal materials or messages.
- **Illegal Activities:** Users may not use the school's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any policy, procedure or school rules. BCHS assumes no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
- **Violating Copyrights or Software Licenses:** Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- **Plagiarism:** Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). Users should not take credit for content they didn't create themselves or misrepresent themselves as an author or creator of content found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- **Cyberbullying:** Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Assume that your activities are monitored and recorded.
- **Misuse of Passwords/Unauthorized Access:** Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems. Users may not attempt to gain unauthorized access to any school systems.

- **Malicious Use/Vandalism:** Users may not engage in any malicious use, disruption or harm to the school's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- **Avoiding School Filters:** Users may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.
- **Internet Sites:** Users may not access blogs, social networking sites, or other websites prohibited by school administration. Users may not use school resources for anonymous communications. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of those sites in addition to Archdiocesan social media policy.
- **Degrade System Resources:** Users shall not use the network in such a way that would degrade the performance system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.
- **Unauthorized Equipment:** Users may not attach unauthorized equipment, including personal laptops, tablets, printers, and smartphones, to the school's internal network without permission from the school administration. The school provides a guest network that may be used for authorized personal devices to have internet access while on campus.
- **Acquiring pictures, video, and audio recordings of any student or staff member in locker rooms or restrooms:** Use of audio and video recording is subject to staff approval at all times.
- **Use of sites selling term papers, book reports and other forms of student work**
- **Use or possession of hacking software:** This is strictly prohibited and violators will be subject to BCHS Code of Conduct disciplinary action. Violation of state or Federal law will result in criminal prosecution.

BCHS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, BCHS is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
- Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
- Unauthorized financial obligations resulting from the use of BCHS electronic resources.

Student Devices

Purpose

Bishop Chatard High School makes a major investment in its student device program, as a key part of its learning environment. Currently, the school provides Apple iPad tablet computers for every student. These iPads are essential to the student's learning experience at BCHS. Our intention is to deliver a high percentage of our educational content (textbooks, notes, projects) on the student's iPads. Students will also take quizzes and tests on their iPads and may use them for major assessment tools such as ACRE, NWEA, and ISTEP.

Our student device program is fully aligned with our mission to form the whole person: understanding how to use technology in daily life is an essential part of modern education. Using computers in education has operational and cost advantages for the school, but its primary purpose is to give our students daily experience in every aspect of technology usage. It also provides opportunities for

our teachers and staff to guide the proper moral formation of our young people with respect to appropriate Internet content, copyright law, effective and safe digital communications, and proper care for technology equipment under their stewardship.

Ownership and Stewardship

BCHS owns the equipment, apps, and software that it purchases for students. The students are stewards of the equipment while they attend BCCHS. This includes the iPad, but also the case, keyboard, and any other equipment provided by the school. This means students have full responsibility to take care of the equipment, keep it in good repair, and avoid damaging it. We want students to think of it as their iPad, and to take care of it as well as they do their smartphones.

Student's iPads become the property of the student only at graduation. Seniors must pay all outstanding fees, including tech repair fees, before participating in commencement exercises. Seniors need to return the devices prior to graduation to have them reimaged, or they will not function properly after they are taken home.

Students who withdraw, are expelled, or terminate enrollment at BCCHS for any reason must return his/her school-owned iPad, adapter, and any other technology equipment on the date of termination. If the family has purchased optional upgrades for the student, the additional costs may be refunded, or the family may pay for the residual value and keep the equipment, at the discretion of the business office.

The Life of your iPad

BCCHS purchases all the iPads for the incoming Freshman class before summer school. The iPads, cases, keyboards, and any other equipment are provisioned for

Freshmen before summer school. Students keep the same iPad throughout their time at BCHS. They are responsible to:

- Keep it charged every day and ready to use at the start of the school day. Charge your keyboard, too, when necessary.
- Keep it clean – use a soft cloth to clean the screen occasionally
- Keep it working – fix it if it's broken – take it to the Tech Counter as soon as it's damaged. Cracked screens are dangerous and will prevent the device from working properly.
- Handle it gently – it's a fragile, expensive computer. Don't drop it, swing it, throw it, or set things on top of it.
- Keep it safe – don't leave it unattended anywhere, at school or at home. Make sure it's locked up.
- Keep it secure – Use a passcode. Stay logged into iCloud. Turn on Find My iPad and other services, as instructed.
- Keep it away from food and beverages.

BCHS will lead the students through iOS and app updates in the Spring, to prepare for the next school year. Teachers will inspect devices periodically and help students get any needed repairs at the Tech Counter.

BCHS collects iPads during the summer, to keep them safe and secure for the following school year. All stored iPads are handed out at Orientation in August; students are to follow instructions to get them ready before the start of school.

Responsible Use of Your iPad

Student iPads are primarily for learning. Student use of our iPads must focus on learning – not on entertainment. We want students to be able to explore the digital world, but in a safe and responsible way. Focus on learning while at school, and be

responsible about times and places to check social media and Youtube. This applies to student smartphones too.

We install software on every student device to manage it. This software gives the school control over features and apps on the device, including the operation of cameras and network access. These tools are in place to protect our students and our school. No student is authorized to remove this software or “jailbreak” the iPad.

The school will also provide a managed Apple ID for each student. This ID connects the student’s iPad to important Apple services such as iCloud that the student will need in class. This is the only Apple ID that students should use on their iPad – do not log into a personal Apple ID on your BCHS iPad, this will cause problems for your applications and class work.

Digital Communications

BCHS provides every student with a Google G Suite account. This includes a Google Mail, or Gmail account. This account is restricted to the bishopchatard.org domain, which means that the student’s email address (123456@bishopchatard.org) cannot receive email from outside of Bishop Chatard. BCHS will use this account to communicate with the student for both administrative purposes and in the classroom. This account will be deleted when the student leaves the school at graduation.

We encourage students to set up their own personal email accounts. These will be needed by Junior year for college communications and other needs. Students may add their personal accounts to the mail settings on their iPad.

Our preferred method for families to communicate with their students during the school day is email to the student’s personal accounts. Mobile phones may not be accessible to the student, so texting is discouraged. Personal emails should be visible on student iPads without being a distraction from learning.

Repairs and Replacement

Tech Counter

Bishop Chatard operates a Tech Counter to assist staff and students with their devices. The Tech Counter helps people learn to solve their technology problems and can manage repairs and replacement when needed. The Tech Counter should be your first stop when something is wrong with your iPad. Its hours are set to match students' needs, currently before school, during homeroom and lunch. Families may direct questions to the Tech Counter by phone during its open hours.

Repairs

The Tech Counter facilitates repairs to school-owned equipment. iPads are sent to Apple if they are under warranty, or to local repair vendors if they are not. We have negotiated volume discounts with local vendors for this work. Beginning with the Class of 2021, all BCHS iPads come with AppleCare+, a 3-year extended warranty from Apple. This covers student's repairs through their Junior year.

Students are not permitted to perform any repairs to their iPads – this can void the warranty and injure the student. Take them to the Tech Counter.

Families are responsible for the first \$50 of any repair costs. For iPads under AppleCare+, the school receives a \$49 charge from Apple for most services – see the Apple Web site for terms of their warranty. The most common damage is a cracked screen, which is 80% of our repairs. iPad repair costs have been increasing over time, as the devices become lighter and more sophisticated. This makes Apple's extended warranty an even better deal.

Replacement

Students are responsible for the full cost of replacement of any school technology that they lose or destroy. iPad replacement costs range from \$300-700 currently, depending on the model. Because of the importance of the student iPads in learning at BCHS, immediate replacement is required.

Every year, student iPads are stolen from cars, homes, and school. Students damage their iPads so badly that repair is not an option, and they must be replaced. Don't let this happen to you: keep your iPad safe. Keep it out of sight in risky places.

If you misplace your iPad, go to the Tech Counter as soon as possible. We can help you find your iPad, especially if it's still on campus. This is why it's critical for you to turn on the Find My iPad feature under Settings.

Insurance

BCHS no longer provides "insurance" on iPads, other than the Apple warranty coverage on the device. Prior arrangements were not cost-effective for the school or for our families.

You may be able to file a claim for equipment damages under your homeowner's or renter's insurance policy. In the event of a loss, please consult your insurance agent for help. You may be required by your insurance company to file a police report in some cases.

If repair/replacement costs are a financial hardship, please discuss your situation with the business office. Our goal is to provide every student with the tools needed to learn and grow at Bishop Chatard.

Mobile Phones and Wearable Technology

Nearly all students at Bishop Chatard have mobile phones. We consider them a family-owned student device, and when on campus they are subject to all the same policies and rules as other student devices. Possession of a mobile phone on campus is a privilege, not a right, and students are expected to behave responsibly with them at all times.

Wearable technology is a growing class of devices that includes earphones, headphones, and smart watches. Many of these devices are designed to connect to a smartphone, either wired or wirelessly. These devices have become very common in schools, and they can be a distraction from learning. They are subject to the same school policies as mobile phones.

Learning is our focus on campus. Smartphone and wearable technology use are restricted to reduce distraction and maintain student focus on learning.

- Student mobile phones are not allowed to be **used** or **visible** during class periods, Mass, or assemblies. This includes in classrooms, hallways, and bathrooms. These devices should be kept out of sight in lockers or book bags at these times.
- Mobile phones may **not** be taken from the classroom when the student has a hall pass.
- Mobile phones are **not** approved substitutes for student iPads. Students are responsible to maintain their iPad in good condition, charged and ready for use in each class.
- Mobile phone use is **permitted** during lunch period and passing periods, although students are encouraged to minimize use to focus on their friends and relationships.
- Some students may have smartphones in use for medical or other reasons, with prior approval of the principal.
- Earphones, headphones, and Air Pods may **not** be **used** or **visible** during school hours. This includes passing periods and lunch periods. We recommend students store them in their lockers during the school day.

- Smart watches are permitted to wear during the school day but may not cause a distraction during classes, Mass, or assemblies.
- Teachers will collect all technology in the classroom during tests and exams. This includes phones, smart watches, and any other personal electronics in students' possession.
- Other wearable technology is subject to the same principles and the discretion of the school administration.

Teachers and staff have authority to impound phones and wearable technology and to take other disciplinary steps as needed.

BCHS provides a guest network for all visitors to campus, and for staff and students to connect personal devices to the Internet. Students are encouraged to connect their smartphones to the BCCHS guest network when on campus. This helps improve network performance on campus. The guest network password is available at the Tech Counter.

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