MADE IN THE IMAGE OF GOD

Genesis 1:27

2021-2022

Virtus et scientia - virtue & knowledge
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Mission Statement

The mission of Bishop Moore Catholic High School is to provide the highest quality, affordable secondary education based upon the Gospel message and Roman Catholic teachings. This is accomplished in a Christ-centered environment stressing academic excellence, spiritual growth, personal integrity, community involvement, athletic development, and cultural appreciation.

Vision Statement

Guided by our Catholic tradition, Bishop Moore Catholic High School students will develop personally, spiritually, and intellectually to achieve their potential as individuals and leaders within a global society.

Beliefs

The integration of Catholic Christian values underlies all aspects of student learning and behavior. Learning involves a partnership of administration, faculty, staff, students, parents, parishes and community. Learning integrates all aspects of the total person (spiritual, intellectual, physical, emotional and social). Every student will be encouraged to be a responsible, active, contributing member of the Bishop Moore community and society as a whole. Each student will be challenged and supported in their learning. Life-long learning demands on-going evaluation that leads to self-directed learning, creativity, growth, and improvement.

Rationale

At Bishop Moore, we believe that the greatest service we can provide for our students is to instill in them a love of learning and to provide them with the necessary skills to pursue their education beyond their high school years.

Administration

★ Paster Fr. DuWell
★ President Mr. Doyle
★ Principal Dr. Wikstrom
★ Assistant Principal Mr. Snyder
★ Assistant Principal Mrs. Toro
★ Assistant Principal Mr. Mazzini
★ Assistant Principal Mrs. Miller
★ Athletic Director Mr. Wennington
★ Dean of Curriculum Mrs. Scarabino
★ Dean of Students Mrs. Kane
★ Dean of Students Mr. Mehlich
★ Dean of Students Mr. Devilien
★ Director of Academic Support Mrs. Harkness
★ Director of Admissions Mr. Bello
★ Director of Alumni Relations Mr. Malatesta
★ Director of Campus Ministry Ms. Ell
★ Director of Communications Mrs. Luter
★ Co-Director of Guidance 9th-10th Mrs. Tompkins
★ Co-Director of Guidance 11th - 12th Mrs. Gros
★ Director of Mission Effectiveness Mr. Kuhlman
★ Chaplain Fr. Aarons
★ Finance Director Mrs. Wheeler
Handbook Amendment
The administration reserves the right to amend this handbook at any time during the school year.

Academics

Academic Progress

Academic progress may be monitored online by parents and students. Parents are expected to monitor student academic progress regularly as grades are updated every Thursday of each week. If the need arises, parents are asked to contact the teacher and/or the assigned school counselor via email for a teacher/counselor/parent conference.

Academic Probation Policy

A student is placed on academic probation if any of the following conditions exist:
● The student has failed two or more subjects during the marking term (semester)
● The student has a cumulative GPA below 2.0
● Transfer students are automatically placed on probation for a minimum of one semester

It is the responsibility of the parent to check FACTS/RenWeb and monitor the progress of his/her student. Students placed on academic probation will be required to meet with their designated School Counselor at a regularly scheduled time.

The Director of Guidance and the Administration will evaluate the academic status of students on academic probation to determine whether a student may continue at Bishop Moore Catholic High School.

Academic Watch

Incoming freshmen, based on past records and entrance test scores may be placed on Academic Watch. Students on Academic Watch may be required to take Study Skills as well as fall under the supervision of the Director of Academic Support.

The Principal may ask for a voluntary withdrawal of a student if it is determined that it is not possible to adequately meet the academic needs of the student or if it is not in the best educational interest of
the student to remain enrolled at the school. In the case that a voluntary withdrawal does not take place, the school reserves the right to exclude the student.

Class Preparation

Students are expected to be prepared each day for class. In order to successfully do this, students must have a fully charged iPad, the required e-texts and other class resources, required apps (updated as required) and any other items identified by the instructor. Students are expected to devote adequate time to home study each day. It is the responsibility of the student to make up work missed during an absence. (See Attendance for policy details). Students are expected to check the BMC Schoology teacher course pages for information concerning class assignments.

Required apps include:
- Shelfit
- Zoom
- Notability
- Khan Academy
- Google Suite of Apps: Mail, Calendar, Docs, Slides, Sheets, Drive

Students heavily involved in co-curricular activities, including student-athletes, are expected to manage both their academic and athletic/co-curricular commitments without deadline extensions. In cases such as overnight travel, a teacher may give a reasonable extension, but daily practice and games require planning ahead of time in order to comply with homework and project due dates.

Academic Integrity/Cheating/Plagiarism

Academic integrity is the moral and ethical code for authentic scholarship. This includes the avoidance of plagiarism, cheating, and any representation of work that is not the student’s own. Students at Bishop Moore Catholic High School are expected to have an obligation to intellectual honesty in commitment to the mission of the school. There will be a commitment to honesty, fairness, trust, respect, and responsibility.

As a community that affirms traditions and values of Christianity and the Catholic faith, Bishop Moore Catholic High School expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff and administrators work together to maintain and enforce an atmosphere of honesty and respect for individual work and ideas in all areas of campus life. Personal integrity is essential for building community and promoting social justice. Behavior that reflects a disregard for the importance of ethical conduct in connection with academic work will be addressed in such a way that students will be made aware of the moral implications of this behavior and violations will be cumulative for the duration of the student’s attendance at BMC.

Cheating or plagiarism will not be tolerated in any form at Bishop Moore. Should it be determined by the teacher, he/she will write a referral to a Dean regarding all situations of cheating. Infractions of this policy can prevent a student from being admitted to and or removed from an honor society. Cheating is defined as the act of deceiving. This would include (but is not limited to) any of the following behaviors:
- Copying another person’s test answers
- Allowing someone else to copy test answers
- Divulging test questions and answers to other students
- Copying another person’s homework
- Allowing someone else to copy homework
- Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments.
- Using “cheat sheets” of any kind
• Copying portions of written work (including reports in books, encyclopedias, and magazines, those written by other students, or from Internet/on-line sources) without giving credit to the author. It is unacceptable to borrow any work (or pay another person to do one’s work) and then hand in that work as one’s own.

Teacher’s Role

• Teachers will provide expectations for work the students are going to complete. Expectations should be provided verbally and in writing. Upon notification of possible plagiarism, the teacher will confiscate the work, meet with the student to discuss the possible violation, and clarify for students the concept of academic integrity;
• Thoroughly investigate the incident and document for review by the Dean
• Notify the parents of the possible finding via email indicating that the matter has been referred to the Dean for further investigation and action

Consequences may include but are not limited to:

• Student receives no credit (zero) on the assignment but may still be required to re-do the assignment or an equivalent; credit may be given at the discretion of the teacher
• A note is entered in FACTS/RENEWB for documentation purposes
• Student may complete an activity that is designed to create a reflection on the moral dimensions of violating the integrity policy
• Student may be placed on academic or disciplinary probation
• Student may be suspended or expelled
• Other consequences may apply as deemed appropriate by the Administration

Note: Students will be required to use TURNITIN.com or other software applications as directed by the teacher.

Homework
Homework prepares students for class and post-secondary studies. Homework will impact a student’s grade since he/she is not preparing on a daily basis for testing. Teachers, upon notification to parents, may require students to report to class during 9th hour after dismissal, as deemed necessary, for missed homework.

Honor Classes
Students in honors classes must maintain a minimum average of a B in order to remain in such a course. If a student earns a quarter grade below a B in an honors course, the student may be recommended by the teacher to move to a standard course. The move in level may occur at the end of the quarter or semester, whichever occurs first. Parent notification will be sent via email confirming that the students’ performance warrants a change in course level.

Honor Roll
Honor rolls are calculated at the end of each semester. Bishop Moore Catholic High School has three honor rolls, each based on a student’s non-weighted grade point average. There will be a special breakfast for students on the President’s Honor Roll.
President’s Honor Roll: 4.0 grade point average; “A” average in all quarters as well as semester grades;
Principal’s Honor Roll: 4.0 grade point average;
High Honor Roll: 3.5-3.99 grade point average.

Level Changes
There is NO add and drop period for students. Student schedules are the result of a process that allows for students and counselors to discuss the best academic path based on the individual’s performance record while taking into consideration the needs and goals of the student. Bishop Moore Catholic does not honor requests for changes unless the student is placed in the wrong class.
Make-Up Work & Late Work Policy, School Wide
The school recognizes the need for students to develop punctuality and responsibility as two life-long skills and stresses the need for all work to be submitted on time.

Standard/Honors Late Work Policy
● Homework and classwork assignments not submitted in class or by the deadline posted in Schoology may be submitted no later than the next calendar day for 50% credit. No credit will be given for work submitted beyond that date.
● Other assignments, which require work substantially completed outside of class time such as essays, papers, lab reports, presentations, projects, etc., when submitted late will be graded on merit. The score will be reduced 10% for every class session the work is late. No work will be accepted after five calendar days.

BMC Make-up Work Policy for Excused Absences
● A student with an excused absence on the day of a test, quiz, or other in-class assessment must be prepared to make-up the work on the day he/she returns to class.

● Other previously announced and posted assessments that involve substantial work outside of class (see examples in Late Work Policy) are due on the date posted in Schoology, as most work can be submitted electronically. In the event that an assignment is a poster or other 3-D project, the student can take a picture of the work and submit it electronically. The work can then be submitted when the student returns to class.

● In exceptional circumstances, such as extensive absences resulting in multiple make-up work assessments and assignments, the teacher, with the written permission of an administrator, may extend these deadlines.

Non-Bishop Moore Catholic High School Course Work
Students may not take courses for academic advancement (including summer school courses) outside of the Bishop Moore Catholic High School program. Only in certain pre-approved circumstances are students permitted to enroll in a virtual school course. Approval from the school counselor prior to enrollment is required. Confirmation must be provided by BMC for the student to enroll and complete limited courses for example i.e. courses for grade forgiveness, and driver's education courses. No coursework completed under a tutor will be accepted for credit. Courses taken in middle school will not receive Bishop Moore Catholic High School credit.

Religion Curriculum
All students must take formal classes in religion as it is an integral part of the academic and program of BMC. When a student enrolls in a Catholic school, that student automatically commits himself/herself to participate in the school’s Religion program. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate fully in the religious education program at the school by attending scheduled liturgies, prayer services, class retreats, reconciliation, weekly mass and other opportunities for faith development. Students are committing to wear the appropriate uniforms as required for these days, for example, full dress uniform on all mass days. Students will conduct themselves with the proper respect and demeanor when participating in all activities most especially if it is a religious one.

Class Changes at the Beginning of Each Semester
Students who identify a course error/conflict or students who must change a lunch period due to a documented medical condition must visit the Guidance Office. This visit must occur during the student’s scheduled lunch/study hall/homeroom/9th hour on the first day of class to fill in the paperwork to request review/consideration for the change. Changes will be made if approved, and the new schedule
will be provided to the student during homeroom time on the next day. Students that place a request will receive written notification from their school counselor indicating the response to their request. Parents are copied in all correspondence.

**AP Courses**

Students enrolled in an AP (Advanced Placement) course are required to pay by Dec. 1st and take the AP exam at the end of the year. These exams, although provided by the College Board, are administered on campus following their guidelines and administration date. Each exam requires the payment of a fee and may not be waived, as it is a charge imposed by the College Board. The cost of each AP exam is the responsibility of the student/parent. AP exam fees are published and payment is coordinated through the Guidance Office.

Students enrolled in AP courses will miss other classes during the time of a scheduled AP Exam. It is the student’s responsibility to inform his/her teachers when he/she will be missing class and make any necessary arrangements required in order to comply with personal class responsibilities. Senior AP students are permitted to leave campus after the completion of AP testing Underclassmen may not leave campus after the exam.

There is a required summer assignment in each AP course that must be completed prior to the first day of class in August, and this assignment will be evaluated for a grade. Failure to do this assignment will be detrimental to the student’s grade, but will not be a reason to allow the student to drop the course.

**AP Late Work Policy**

Late work is not accepted for AP courses.

**Course Selection and Scheduling**

**Ninth Grade**

Students entering ninth grade will select courses after they have been accepted for admission. Students will be assigned an appointment time and will be asked to come into school to meet with an administrator or counselor to select a course. The BMC Curriculum Guide, which contains information on courses and the prerequisites will be sent to students so that they can prepare for this meeting.

Students will be placed in courses as dictated by their standardized test scores (first consideration) and their 7th and 8th grade reports (second consideration) through the first semester.

Bishop Moore reserves the right to make changes in placement levels once final grades are received from the partner school. Students will begin working on their four-year academic plan in the ninth grade. This plan should help direct the selection of courses throughout the high school experience.

**Tenth, Eleventh, Twelfth Grades**

Students will be scheduled to meet with their school counselor or member of administration early in the second semester. These appointments are electronically made and students are required to be on time and to have reviewed their selection options prior to the meeting. The school counselors will provide information on courses, prerequisites, as well as the Curriculum Guide to the students. Students will be placed in courses based on the course prerequisites, which would include previous courses, first semester grades, and grades in previous courses if applicable, as well as standardized test scores, if necessary. Students who wish to revise their course selection must do so prior to the end of the school year.

Bishop Moore reserves the right to make changes in levels once final grades are received. Changes after the end of the school year would be for school errors, reconsideration for a course after summer school, etc. Students are expected to be thoughtful about their selections and they are expected to work with counselors in making these selections. Students must keep their future goals in mind as they course select, remembering that every high school year is important as they move toward college and/or career selection.
Grading

Scholastic grades are recorded in letters. The grade scale follows:

A = 90-100 ~ Exceptional accomplishment
B = 80-89 ~ High accomplishment
C = 70-79 ~ Average accomplishment
D = 60-69 ~ Low accomplishment
F = 0-59 ~ Failing
I = Incomplete

Student grades are averaged in three categories: daily grades, testing grades, and alternate assessment. The course syllabus will indicate the weight of each of these categories. See the categories below. Please contact your teacher/counselor if you have a concern with the reporting of grades.

Grading Category Weighting

<table>
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<tr>
<th>Class Level</th>
<th>Tests</th>
<th>AAs</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>60%</td>
<td>30%</td>
<td>10%</td>
</tr>
<tr>
<td>Honors</td>
<td>55%</td>
<td>35%</td>
<td>10%</td>
</tr>
<tr>
<td>Standard</td>
<td>50%</td>
<td>40%</td>
<td>10%</td>
</tr>
<tr>
<td>Religion 9th-11th</td>
<td>50%</td>
<td>30%</td>
<td>20%</td>
</tr>
<tr>
<td>Religion 12th</td>
<td>X</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>Fine/Performing Arts/Physical Education Classes</td>
<td>X</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</table>

Report Cards

Progress reports are generated at the midpoint of each quarter.

The year is divided into four marking periods. Report cards are generated electronically each semester and can be accessed by parents/guardians at any time in FACTS/RENWEB.

For students to continue their studies in school to take examinations, receive report cards or have records transmitted, regular tuition payments must be made. Where any payment on an account is in arrears for more than 60 days, the board may require withdrawal unless satisfactory arrangements are made.

Grades- Incomplete at the end of Quarter/Semester

- Earning an “I” is discouraged during any grading period of the year as it is difficult for students to make up work that has passed and at the same time sustain good grades on current work.
- Incomplete work must be completed by the end of the 2nd week of the next grading period unless other arrangements have been made with their school counselor and approved by the Administration. Students who fail to complete work in the expected timeframe will earn an F. Exceptions to this policy must be cleared with an Assistant Principal.
• When a plan is developed for a student it is the responsibility of the student to follow it in order to close the grades in a reasonable timeframe.

Semester Grades
• Semester Average = 40% of the first quarter + 40% of the second quarter + 20% of the semester exam.
• For seniors and AP classes: Second semester average will be based on 50% for each quarter.

Grade Forgiveness Policy
Each student may use grade forgiveness for a maximum of 3 credits (total) for grades 9-12. All forgiven courses must be included on a student’s transcript as an accurate reflection of the student’s record of achievement. The new grade will be averaged into the cumulative GPA. Only Ds and Fs will be eligible for grade forgiveness.

Students must make a formal application to their school counselor to take courses for grade forgiveness prior to enrolling in the course. All courses for grade forgiveness must be completed within a semester. First semester courses (August - December) must be completed by May 15th. Second semester courses (January - May) must be completed by August 5th.

Grade Advancement
• For advancement to the sophomore year a minimum of seven credits are needed
• For advancement to the junior year a minimum of fourteen total credits are needed
• For advancement to the senior year a minimum twenty-one total credits are needed
• No student is allowed to repeat a grade level

Accessing Grades online
Online grades are found by going to the BMC web page (www.bishopmoore.org) in the upper right hand corner (click on three horizontal bar icon and choose Parent Portal. Students can access their grades through the ParentsWeb app. Students will be able to create their username and password through FACTS/RENWEB.

Dual Enrollment
Bishop Moore offers dual enrollment courses in religion and aeronautics. Students are invited to take these courses based on interest, standardized test scores, and unweighted GPA.

Examinations
Most students will take semester and final exams except for students enrolled in an AP class. AP (Advanced Placement) Exams will serve as a substitute for final exams in the second semester. Students are expected to be in school for all exam days. Students may be required to take an exam on the first day they return to school after an absence. Performing Arts, Fine Arts, and Physical Education courses may offer an alternate assessment.

Exams are worth 20% of the student’s semester grades. Absences on the day of a semester/final exam are excused only when the proper medical documentation is presented. Seniors will only take unit tests during the second semester. Failure to report to an examination may warrant not earning credit for that assessment.

• Semester examinations are only administered during announced times and never administered before the regularly scheduled administration date.
• Missing a semester exam may significantly impact a student’s grade in a negative manner.
• Prior arrangements must be made if a student knows he or she may miss an examination.
• All anticipated missed exams require a Pre-Arranged Request Form. Not all requests are granted. Missing an exam due to illness will require a doctor’s note for administration of a make-up exam.
• MC Exam Make-up Policy requires that missed exams be made-up (two per day) until all exams are completed.
• All exams must be made-up in accordance with the published make-up schedule published by the Administration.
• Teachers may not arrange individual student make-up exams.

Failures
To advance to the next grade in good standing, students must receive a passing mark each semester in all subjects assigned to them for the year. Students failing ONE or more subjects will be required to meet with their assigned counselor to formulate an alternative plan that will include options to allow the student to receive grade forgiveness. Students will also be monitored by the Director of Academic Support, be required to attend 9th hour on a regularly scheduled basis and attend other sessions and/or meetings as deemed necessary that will assist the student in achieving satisfactory academic standing.

Faculty & Staff Contact Information
Please refer to the BMC website for the most current contact information.

Graduation Requirements
To receive a Bishop Moore Catholic High School diploma students in the Class of 2022, 2023, and 2024 must earn 26 credits. Students in the Class of 2025 must earn 28 credits. Students are required to maintain a cumulative 2.0 GPA and have 100 community service hours logged into X2Vol program in Naviance. The required course of study for all students includes:

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<th>Credits Required</th>
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<tr>
<td>Religion</td>
<td>4 credits</td>
</tr>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits - 1 Must be Biology</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 credits 1 - World Geography, World History, US History, ½ Government &amp; ½ Economics</td>
</tr>
<tr>
<td>Fine Arts/Performing Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>H.O.P.E. A/H.O.P.E. B</td>
<td>½ credit of each for Class of 2022, 2023 and 2024</td>
</tr>
<tr>
<td>H.O.P.E. PE</td>
<td>1 credit for Class of 2025</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>5 credits for the Class of 2022, 2023 and 2024</td>
</tr>
<tr>
<td></td>
<td>7 credits for the Class of 2025</td>
</tr>
</tbody>
</table>

Graduation Status
• No student may participate in any graduation exercises unless he/she has successfully fulfilled the requirements for graduation, including community service.
● All financial obligations must be met prior to taking final exams.
● Seniors who have not completed their community service hours by the second semester due date may be suspended from extracurricular activities including sports programs, club activities, Grad Bash and prom.

Campus Counseling Services

School counselors and the school pastor or chaplain are available to all students and faculty. School counselors act as consultants to school personnel and families in providing information and procedures to promote and achieve greater communication.

Some school counselors’ responsibilities are:

● General Academic & Academic Probation counseling
● Coordination with Academic Support Teachers for Identified Students
● Testing programs
● College counseling and liaison
● Student course selection
● Representatives on Curriculum Council
● Appropriate in-service to faculty and staff
● Teacher-parent conferences
● Teachers do not provide student counseling
● Students have the opportunity to speak to a counselor throughout the school day
● Parents must understand that formal counseling will only take place should the appropriate paperwork be completed and turned in to Guidance Office
● Due to the school setting, counselors may share information with parents/guardians, teachers, and/or administrators or school personnel within Bishop Moore or the Office of Schools. This communication would be on a need to know basis so that we may better assist the student as a team.
● All staff members on campus are mandated reporters of child abuse, and as such will contact proper authorities as dictated by Florida law.

Standardized Testing

A number of standardized tests are available for students at BMC:

● Entrance Exam: test given to incoming 9th grade students
● PreACT: mandatory test given to freshmen and sophomores in the spring at BMC. It gives an indicator on how a student will perform on the ACT.
● PSAT: mandatory test given to freshmen, sophomores, and juniors in the fall at BMC. It includes aptitude testing in math, reading, and writing. This test (at the junior level) is used to qualify students for the National Merit Scholar program.
● SAT: BMC is an approved testing site for the SAT. It is optional for students to take it throughout the school year.
● ACT: The ACT is administered to all juniors enrolled at BMC in February during the school year.
● ACRE: mandatory, Diocesan-wide religion test given to juniors in February.

Transfer Students

The following policies regarding credits are used in evaluating the status of transfer students:

For a student to transfer to BMC, he/she must have a 2.0 G.P.A.
If a student transfers from a non-Catholic high school, the requirement for Religion is waived for the time he/she attended the school.
Upon request for admission, the transfer student will meet with the Director of Guidance for an academic evaluation and determination of the Community Service hour requirement. In most cases service hours completed at another school may be transferred.
International Students: Prior to attending the first day of class at BMC, international students must obtain an I-20 Student Visa. The Admissions Director should be contacted for more information.

Transcripts
Transcripts will be sent to colleges only upon request and only if the Transcript Request Permission Form is on file. Final transcripts are not sent unless requested by the student and all financial obligations have been met. Final Transcripts will not be sent until the student’s final tuition payments have cleared - typically the second week of June. Students can request to have a transcript sent through “Parchment”. The link to Parchment’s website can be found on the school website under Departments/Guidance. The link to Parchment is under the Helpful Resources on the left side menu.

Transcripts will not be sent until all fees and payment owed to Bishop Moore are complete.

Attendance

Rationale
Attendance regulations of Bishop Moore Catholic High School are based on Florida state law. In order for a student to grow academically, socially, emotionally, and spiritually he/she should make every effort to attend/fully participate in school every day.

Regular attendance/participation is essential. Academic achievement is a result of various contributing factors, not the least of which is regular school attendance. Much more is learned in the classroom than is contained in a textbook, and a student profits most from his/her education when he/she plays an active and involved role in the learning process.

If a student is to make satisfactory progress and receive credit for his/her year’s work, parents must be sure that their children are absent/not participating only when absolutely necessary because excessive absenteeism/lack of participation can result in a failing grade. There is a high correlation between consistent attendance, academic achievement, and future academic success.

The record of attendance of a student is a part of their official school record. Attendance is listed on official transcripts.

It is imperative that attendance regulations are understood and adhered to by all Bishop Moore students and parents as it serves to set guidelines and expectations for attendance along with consequences for poor attendance.

Students who do not comply with the school’s published attendance policy may be retained, lose class credit, lose extra-curricular privileges, be suspended, be asked to withdraw or be expelled from BMC. Students enrolled in the Florida Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.
<table>
<thead>
<tr>
<th>Communication</th>
<th>Required Documentation</th>
<th>Possible Consequence</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unexpected/Unexcused Absence for school day or a class period.</strong></td>
<td>Report absence as soon as possible to 407-293-7561, ext. 245 before 8AM of the day student will be absent. Students must be called in on each day the student is absent, unless it is a pre-arranged absence.</td>
<td>On the day the student returns to classes, a completed absent/tardy form is to be presented to Student Services office. (If available, please provide doctor’s note) Documentation will be able to assist in making determination of changing absence from unexcused to excused.</td>
<td>If Student Services determines a student is intentionally missing school or a class, a referral to Deans of Students will be made.</td>
</tr>
<tr>
<td>NOTE: Florida Statute requires that the parents of a compulsory age student must report and explain the reason for the absence.</td>
<td></td>
<td>Failure to report absence results in follow up communication from school to ensure student safety. Failure to present absent/tardy form within 24 hours after student return to classes will result in absence remaining unexcused. No work is accepted and no work will be permitted to be made up if an absence is unexcused. The students will receive a “zero” for that day’s work until the absence has been categorized as excused. Students may not receive full credit for work that is submitted after an absence. Students may be deemed ineligible for extracurricular activities.</td>
<td>Attendance at school is mandatory. Class attendance is mandatory. Skipping classes will not be tolerated. Students that skip homeroom, class or any required activity will be subject to disciplinary action. Minimally the violation will result in a Saturday School or other as deemed necessary.</td>
</tr>
<tr>
<td>BMC follows the Florida State Statute which allows only five (5) absences per any one marking period or ten (10) per any one semester. Absences are days that the student is not present; excused or unexcused as these constitute a loss of academic time.</td>
<td></td>
<td></td>
<td>More than 10 unexcused tardies or absences in one semester for homeroom or any class may result in loss of parking privileges on campus.</td>
</tr>
</tbody>
</table>

*Unexcused absences can be changed to excused with proper documentation submitted to Student Services within 24 hours.*

NOTE: Students should be in good academic standing to participate in these events.
### Required Documentation

**Excused Absence**

BMC has the right to declare an absence excused or unexcused. On the day student returns to classes, a completed absent/tardy form is to be presented to Student Services office. (If available, please provide doctor’s note)

### Possible Consequences

Failure to present absent/tardy form within 24 hours after absence results in absence remaining unexcused.

Students may be deemed ineligible for extracurricular activities.

The day before a weekend event (ex. the homecoming dance and prom), students must be in school all day in order to participate. NOTE: Students should be in good academic standing to participate in these events.

According to Florida Law, an absence may only be excused for one of the following reasons:
- Illness - if a student is continually sick and/or repeatedly absent from school, he/she must be under supervision of a physician in order to receive an excused absence for an absence of 3 or more days.
- Death in the family
- Religious observation
- Documented doctor visit which may not be from a family member
- Court appointment
- Documented College Visit
- Other - must be approved by Administration

### Additional Information

Students should submit the “Request for Pre-Arranged Absence” (form found on the BMC website under the Student Services tab) to the Students’ Services Office receptionist at least 5 school days in advance of requested date(s).

Requests are reviewed by Guidance Office and Student Services to If approved, the Dean provides the student with a pre-arranged absence form. If the request is denied, the student will be marked as absent unexcused and will not be offered an opportunity to make up any work missed. Students will be directed to seek all signatures from his/her teachers notifying them of the approved

A student that has an unsatisfactory attendance, discipline and/or academic record, or has not provided a reason that is within the laws of the State of Florida as recognized as excused absences (see above) along with supporting documentation, may not be approved for a pre-arranged absence. In such a case, if the absence occurs, the student will not be excused

Family vacations are not excused absences.

Please note that submission of a request for a pre-arranged absence does not ensure that the absence will be excused, rather it is a way of notifying BMC prior to the absence.

School sponsored activities or events, such as retreats, AP exams, athletic events, and field trips, will show as missing a class, but will not be counted toward
Students will be contacted once the request has been reviewed and will not be offered an opportunity to make up any of the work missed. Students approved for a pre-arranged absence are responsible for any work missed during the absence. Missed assignments are due at the teacher's discretion.

This form is evidence that the absence was approved by the administration, school counselor and that all teachers are aware of the absence. Students will be deemed ineligible for extracurricular activities.

The day before a weekend event (ex. the homecoming dance and prom), students must be in school all day in order to participate. NOTE: Students should be in good academic standing to participate in these events.

10+ Unexcused Tardies = Extended Saturday School, Parent Contact, and placement on Attendance Contract

10 Excused Tardies = Detention issued for each occurrence above and beyond 10, which cannot be revoked. Parents will be contacted and the student may be placed on an Attendance Contract.

Students are ineligible to attend or participate in extracurricular activities or official school functions on the day the pre-arranged absence occurred.

**Communication**

If possible, report tardy as soon as possible to 407-293-7561, ext. 245

When students need to be dismissed early from school for medical, legal or any other official appointment, they must present a completed “Request for Early Dismissal” to the Student Services Receptionist before 7:35AM of the day of the early dismissal. (See excused absences).

Students may not be signed

**Required Documentation**

Any student leaving school before the end of second period will be considered absent for a whole day.

Any student leaving school before the end of sixth period will be considered absent for a half day.

When students need to be dismissed early from school for medical, legal or any other official appointment, they must present a completed “Request for Early Dismissal” to the Student Services Receptionist before 7:35AM of the day of

**Possible Consequences**

Students may be deemed ineligible for extracurricular activities.

The day before a weekend event (ex. the homecoming dance and prom), students must be in school all day in order to participate. NOTE: Students should be in good academic standing to participate in these events.

**Additional Information**

3 Unexcused Tardies = Detention

7 Unexcused Tardies = Saturday School or suspension and parent contact which may result in an Attendance Contract

10+ Unexcused Tardies = Extended Saturday School, Parent Contact, and placement on Attendance Contract

10 Excused Tardies = Detention issued for each occurrence above and beyond 10, which cannot be revoked. Parents will be contacted and the student may be placed on an Attendance Contract.
Students may not take it upon themselves to leave the classroom at any time without teacher permission. Once a student arrives on school grounds, he/she may not leave until school is dismissed without written approval from the parent, and approval from the Student Services Office.

If a student is absent for 2-5 periods in a school day, this will be recorded as a ½ day absence.

If a student is absent 6+ periods, this will be recorded as a full day absence.

Out of school 30 minutes or less before the end of school. (Sign out before 2:10 on M, T, TH, FR and 1:40 on W)

Please note: Students may not be called out of Mass or an assembly for early dismissal.

If it is an unexpected early dismissal, please note students cannot be released without a parent’s signature. Parents can write a note and scan it or take a picture and email it to BMCHSAttendancenote@bishopmoore.org. Note should include parent phone number so school may call for verification.

Please note: Students can only be released to individuals listed on the student emergency contact list on record with the registrar’s office.

For parent picking students up:

Parents should report to the Student Services Office to sign their student out 30 minutes before end of school day. Upon the parent’s arrival the student will be called out of class and dismissed from the Student Services Office.

Please note: Students may not be called out of Mass or an assembly for early dismissal. (See excused absences).

For students who are driving, biking or walking to campus:

A completed Request for Early Dismissal form must be presented to Student Services. Parents will be called to confirm early dismissal. Student must report to Student Services to be signed out.
<table>
<thead>
<tr>
<th>Communication</th>
<th>Required Documentation</th>
<th>Possible Consequences</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Term Medical Absence</strong></td>
<td>If a student is expected to be absent due to an extenuating emergency medical reason, the family is required to submit a Medical Absence Verification Form. This form must be signed and completed by the student’s physician, include supporting medical documentation, and must indicate any potential limitations that would impact the student’s ability to attend and/or participate in school regularly.</td>
<td>Medical Absence Verification form with original, signed, dated, medical doctor’s note.</td>
<td>Student may marked absent unexcused.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please reach out to the school nurse.</td>
</tr>
</tbody>
</table>

**Excessive Absences**

A letter from the BMC Attendance Office will be mailed home once a student has reached 8 school day absences in a given semester. Extended absences documented by a doctor’s note will not factor into this policy.

If a student is absent 10 or more days, a student will be placed on an attendance contract that can result in the loss of participating in extracurricular activities.

In order to receive credit in a class, a student may not miss more than 10 total days in any one class per semester (excluding absences at retreats and other official school sponsored events).

*A student who misses more than 20 days in a school year may be dismissed from the school.* In extraordinary circumstances, the Principal may choose to retain the student.

**Campus Procedures**

**Campus Facilities And Services**

**Asbestos Notice**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed by Law Engineering is available without restriction, for your inspection at the school’s administrative office. We ask that you make an appointment if you wish to review the plan.
Bell Schedules

Bishop Moore Catholic High School Bell Schedule is below:
Note: Wednesday is an Early Dismissal day with classes ending at 2:10.

<table>
<thead>
<tr>
<th>Day</th>
<th>Start</th>
<th>End</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bell Schedules 2021-2022</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon/Tues/Thur/Fri</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td>7:40 AM</td>
<td>7:52 AM</td>
<td>00:12</td>
</tr>
<tr>
<td>1st</td>
<td>7:59 AM</td>
<td>8:43 AM</td>
<td>00:44</td>
</tr>
<tr>
<td>2nd</td>
<td>8:50 AM</td>
<td>9:34 AM</td>
<td>00:44</td>
</tr>
<tr>
<td>3rd</td>
<td>9:41 AM</td>
<td>10:25 AM</td>
<td>00:44</td>
</tr>
<tr>
<td>4th</td>
<td>10:32 AM</td>
<td>11:16 AM</td>
<td>00:44</td>
</tr>
<tr>
<td>5th</td>
<td>11:23 AM</td>
<td>12:07 PM</td>
<td>00:44</td>
</tr>
<tr>
<td>6th</td>
<td>12:14 PM</td>
<td>12:58 PM</td>
<td>00:44</td>
</tr>
<tr>
<td>7th</td>
<td>1:05 PM</td>
<td>1:49 PM</td>
<td>00:44</td>
</tr>
<tr>
<td>8th</td>
<td>1:56 PM</td>
<td>2:40 PM</td>
<td>00:44</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td>7:40 AM</td>
<td>7:52 AM</td>
<td>00:12</td>
</tr>
<tr>
<td>1st</td>
<td>7:59 AM</td>
<td>8:39 AM</td>
<td>00:40</td>
</tr>
<tr>
<td>2nd</td>
<td>8:46 AM</td>
<td>9:26 AM</td>
<td>00:40</td>
</tr>
<tr>
<td>3rd</td>
<td>9:33 AM</td>
<td>10:13 AM</td>
<td>00:40</td>
</tr>
<tr>
<td>4th</td>
<td>10:20 AM</td>
<td>11:00 AM</td>
<td>00:40</td>
</tr>
<tr>
<td>5th</td>
<td>11:07 AM</td>
<td>11:47 AM</td>
<td>00:40</td>
</tr>
<tr>
<td>6th</td>
<td>11:54 AM</td>
<td>12:34 PM</td>
<td>00:40</td>
</tr>
<tr>
<td>7th</td>
<td>12:41 PM</td>
<td>1:21 PM</td>
<td>00:40</td>
</tr>
<tr>
<td>8th</td>
<td>1:28 PM</td>
<td>2:10 PM</td>
<td>00:42</td>
</tr>
<tr>
<td><strong>Wednesday MASS/SEL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td>7:40 AM</td>
<td>7:48 AM</td>
<td>0:08</td>
</tr>
<tr>
<td>1st</td>
<td>7:55 AM</td>
<td>8:23 AM</td>
<td>0:28</td>
</tr>
<tr>
<td>2nd</td>
<td>8:30 AM</td>
<td>8:58 AM</td>
<td>0:28</td>
</tr>
<tr>
<td><strong>BACK TO HOMEROOM MASS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>9:05 AM</td>
<td>9:30 AM</td>
<td>0:28</td>
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<tr>
<td>4th</td>
<td>10:47 AM</td>
<td>11:15 AM</td>
<td>0:28</td>
</tr>
<tr>
<td>5th</td>
<td>11:22 AM</td>
<td>11:50 AM</td>
<td>0:28</td>
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<tr>
<td>6th</td>
<td>11:57 AM</td>
<td>12:25 PM</td>
<td>0:28</td>
</tr>
<tr>
<td>7th</td>
<td>12:32 PM</td>
<td>1:00 PM</td>
<td>0:28</td>
</tr>
<tr>
<td>8th</td>
<td>1:07 PM</td>
<td>1:35 PM</td>
<td>0:28</td>
</tr>
<tr>
<td><strong>Speaker/Pep Rally Day</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td>7:45 AM</td>
<td>8:26 AM</td>
<td>0:41</td>
</tr>
<tr>
<td>2nd</td>
<td>8:33 AM</td>
<td>9:08 AM</td>
<td>0:35</td>
</tr>
<tr>
<td>3rd</td>
<td>9:15 AM</td>
<td>9:50 AM</td>
<td>0:35</td>
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<tr>
<td>4th</td>
<td>9:57 AM</td>
<td>10:32 AM</td>
<td>0:35</td>
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<tr>
<td>5th</td>
<td>10:39 AM</td>
<td>11:14 AM</td>
<td>0:35</td>
</tr>
<tr>
<td>6th</td>
<td>11:21 AM</td>
<td>11:56 AM</td>
<td>0:35</td>
</tr>
<tr>
<td>7th</td>
<td>12:03 PM</td>
<td>12:38 PM</td>
<td>0:35</td>
</tr>
<tr>
<td>8th</td>
<td>12:45 PM</td>
<td>1:20 PM</td>
<td>0:35</td>
</tr>
<tr>
<td><strong>SPEAKER</strong></td>
<td>1:30 PM</td>
<td>2:40 PM</td>
<td>0:10</td>
</tr>
</tbody>
</table>
**Cafeteria**

Bishop Moore Catholic provides cafeteria service for all students. The cafeteria is generally open throughout the school day. Breakfast is available from 7AM through 3rd hour. Lunch is available 4th, 5th, & 6th periods. It is imperative that each student shares the responsibility of maintaining the cafeteria. Students are expected to:

- Pick up and properly dispose of all litter
- Keep floor clean and free of spills
- Restrict consumption of food and/or drink to the cafeteria
- Not share their cards or account number with others or ask for credit from Aramark

Financial disputes regarding Aramark accounts (My School Bucks) must be handled directly with Aramark. Lunch Payment- Aramark has established a simple way for parents/students to pay for lunch through My School Bucks. Parents may set up an account through myschoolbucks.com which will allow them to view account balances and meal purchases, schedule automatic payments and make payments anytime, anywhere by using their mobile app.

**Main Café- 7:00 am - 9:00 am - Breakfast**
**Student Center- 7:30 am - 5:00 pm - Snacks, Beverages, Sandwiches, Salads and Pizza**

**Parking**

Parking on campus is a privilege. It is not a right.

Only vehicles officially registered in the Students Services Offices may be parked in the BMC parking lot. Parking stickers are required and must be displayed at all times. Stickers are not transferable unless proper authorization is given by BMC. Additional information concerning parking will be provided if necessary to each student upon purchase of stickers.

*Bishop Moore Catholic High School is not responsible for any damage to cars or their contents at any time for any reason.*

**Parking Rules and Regulations**

- ONLY students who have fulfilled all requirements, community service hours and documentation are eligible
- Parking fee must be paid in full prior to space being assigned
- In order for seniors to receive a parking place on campus, a student must have 75 hours completed by May 1st of their 11th grade year.
- In order for juniors to receive a parking place on campus (should space be available), a student must have 50 hours completed by May 1st of their 10th grade year.
- All documentation is required each school year
- Students are NOT permitted access to their cars during the school day
- Registered vehicles must always be parked in the assigned numbered space
- ONLY the registered vehicle may be parked in the numbered space assigned to the student
- Vehicles approved have a sticker affixed to the left front bottom of the driver's side windshield
- Vehicles authorized to park on the BMC campus are not to park in the St. Charles lot at any time
- More than 10 unexcused tardies or absences in one semester for homeroom or any class may result in loss of parking privileges on campus
- Drivers are asked to drive with caution at all times while adhering to a 5mph speed, wear seatbelts, refrain from the use of cell phones and not play radios loudly while on campus
- Students with BMC-issued parking spots are NOT permitted to loan, rent and/or sell their parking spot to any other student. If this occurs, the students involved will forfeit their assigned parking spot and parking fee will not be refunded. Disciplinary action will also be assigned.
- Sitting / loitering in cars before and after school is NOT allowed.
- Temporary parking passes are available for students who are driving a different vehicle for a...
short duration of time due to permanent car being in repair shop.

The above rules and regulations are also in effect for students utilizing parking spaces at St. Charles Borromeo school.

Students may forfeit this privilege if they do not adhere to the above rules, and/or engage in behavior that is considered unsafe. A student’s parking privilege may be revoked at any time if deemed appropriate by the Administration.

Parking is limited; availability of stickers depends on the number of available parking spaces. Only licensed drivers with a valid vehicle registration and proof of current insurance. Seniors will have priority, followed by juniors.

Campus Ministry

Liturgies

Liturgies are a vital and integral part of the Christian community life at Bishop Moore Catholic High School. Attendance is mandatory for all students. Late arrivals and absences should be avoided on these days. Reverent and respectful behavior is essential. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious education program of the school. Students will attend all religious services and are expected to conduct themselves respectfully and reverently during daily prayer, liturgy and any religious service. Students are expected to wear BMC dress uniform (including solid black and black leather dress shoes) for liturgies.

If a student is unsure of appropriate behavior within the liturgical setting, he or she should ask a representative from the Campus Ministry department for clarification.

Daily mass is offered on campus at 7:15AM, except on Wednesdays at 7AM. Please reach out to Campus Ministry for location information.

Community Service

Rationale

All BMCHS students are required to complete community service hours as a part of their academic and faith formation. All students are required to complete 25 hours of Community Service for each year they are at Bishop Moore Catholic. Students. Community Service must be completed at a non-profit organization. Students are advised to have no less than 50 hours by April 1st of their sophomore year and 75 hours by April 1st of the junior year. These requirements must be met in order to apply for a parking space in May before their junior year.

All community service hours need to be added online by using x2VOL link, which can be accessed by logging into Naviance Student. The x2VOL system is for students only. The link is not available under the parent’s login.

Community Service Guidelines

- All community service hours must be completed with non-profit organizations.
- Any activities performed during the school day will not be counted as service hours.
- Any club, band, choral, color guard, or athletic meetings do not count as service hours.
- Any activity that is part of a class in which a student receives a grade can’t be counted as service hours.
- Donating items for service drives, for example - Thanksgiving food drive, prom clothes drive, etc. - can only be awarded 1 hour.
Students attending mission trips will be able to use 8 hours per day of the trip as
duty.
All students must enter their hours into x2VOL in order for them to be approved.

Creating an x2VOL Account
(The School Counselors walk the students through this process at the beginning of 9th grade. It only
needs to be done one time.)

1. Log into Naviance Student.
2. Scroll to the bottom of the homepage; click the x2VOL link (purple box).
3. Type your student ID number.
4. Type in all personal information using your BMC email address.
5. Click “proceed.”
6. At the bottom of the next page (the student registration page), click “proceed” again.
7. Skip the “sign-in preference” section.
8. Under “school group,” click your respective class year.
9. Under “event notification,” click box in front of both “I understand” statement and in front of the
“I am 13 years old” statement.
10. Lastly, click “complete registration” and “close.”

Logging New Community Service Hours

1. Log into Naviance Student, click the x2VOL link
2. Click “Add Hours” under Common Tasks.
3. Click “Create New” under My Activity Log.
4. Complete by entering the correct information:
   ● Activity Name - Enter the organization
   ● Project Description - A description of what was done
5. File - You may upload a copy of your community service form by completing either of the
   following methods:
   A. Uploading a picture of the BMC Community Service Form
      ○ Click on “choose file”
      ○ Click the button marked “Upload”. If the button is not clicked the file will not upload
      ○ If the form is uploaded you don’t have to turn it in to the office.
      ○ Keep the form for your records.
   B. In the space provided, enter a valid email for your contact person who represents your service
      activity.

BMC Asynchronous Learning Policies

   General Policies Student Expectations

● Asynchronous learning is available to students who have been placed on quarantine by BMC due
due to COVID-19 contact tracing.
● Parents will provide reliable internet access.
● All BMC handbook policies apply to students participating in asynchronous learning.
● Asynchronous learning students will have the ability to meet with instructors and School
  Counselors during 9th hour via Zoom video conferencing system or via appointment, as
  necessary.
● Livestreaming of classes will be available to asynchronous students.
● Tuition obligations remain for any student who is enrolled at BMC.
● Students and parents will sign the school’s technology responsible use policy.
● Complete all asynchronous learning activities as assigned by their instructors.

At this time, the Florida regular and direct contact requirements and the Diocesan attendance requirements
are in effect. There is no longer an emergency order in place allowing a virtual learning option. All schools must comply with Florida Statute 1002.421(1)(i): Maintain a physical location in the state at which each student has regular and direct contact with teachers.) In situations where there is extreme medical need, principals will handle on a case by case basis after consulting with the Diocese.

**General Policies**

**Safety**

Safety is a first priority at Bishop Moore Catholic High School. Security personnel are on campus 24/7. Recorded camera surveillance in various public areas throughout the campus is employed as well. An evaluation is conducted annually to evaluate buildings and site to identify potential hazards and develop plans to mitigate risks. A. Emergency Operations Plan is in place that regulates response to emergencies that maximizes safety and minimizes disruptions. The Emergency Operations Plan is updated annually with local law enforcement. Faculty, staff, and students will be provided with training and will participate in routine emergency preparedness drills and exercises. All visitors, volunteers, and parents are required to check in and out with security at the guard shack and provide valid government issued photo IDs before entering campus. All visitors, volunteers, and parents will be processed through Raptor to check the National Predator/Offender database each time access to campus is requested.

**Visitors**

Bishop Moore Catholic High School is a closed campus. Visitors must check in at the guard shack and then report to a specified area. All visitors must wear a school-issued lanyard. Students may not have guests at school with them at any time, including before and/or after school.

**Identification Cards/Lanyards**

Students are required to wear their BMC Student ID cards at all times on a school-issued lanyard. ID cards are required to gain access to the services of Student Academic Support, to obtain admission to all Bishop Moore home athletic events, and to gain admission for midterms and final exams. Identification cards will be surrendered without hesitation at the request of administration, faculty, or staff members. ID cards are not to be defaced or decorated. Students may not be in possession of another student’s ID. Students who are in possession of another student’s ID card will be subject to disciplinary action. Replacement ID cards and lanyards are available in the Student Services Office for a $5 apiece.

**Guardianship**

Bishop Moore Catholic High School follows the Buckley Amendment concerning custody and parental rights. A notarized copy must be submitted to the Main Office of pertinent court records where there are specific concerns. Students must reside with a parent or legal guardian (even if the student is over 18 years of age).

Parents/Guardians who are going to be out-of-town and who will leave another party responsible for their student must send a notarized statement to the Student Services Office Receptionist with pertinent names and dates. Access to the child, student records, and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents.

The school will not release a child, student records, or confidential information to a non-custodial parent unless court-ordered documents state in writing that said parent is permitted to have access to the child or such release is authorized in writing signed by and delivered to the school by the custodial parent.

It is required that the custodial parent submits an official, updated copy of the custody order to the school for filing.
If the school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of the parent. Volunteering of parents may be denied at the discretion of a school administrator at any time if issues arise from such volunteering.

In the absence of a court order, the school will provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

School Emergency Closings and Re-Openings
If there is a school closing for any reason other than weather related, the radio stations would be notified. In the event of weather-related emergencies, when Orange County schools cancel classes, Bishop Moore will also cancel classes. When possible, an announcement will also be posted on the school’s website. School re-openings may NOT necessarily follow Orange County. Bishop Moore’s reopening will be posted on the website, announced by the local radio and television stations, and placed on the phone recording.

Inclement Weather during School Hours
During inclement weather, for the safety and well-being of all, if necessary, students will be advised over the PA if they should remain in their classrooms. A second announcement will be made to release the class to travel to the next period.

Textbooks & Other Instructional Resources
Information regarding textbooks and textbook purchasing is sent one week prior to school beginning. The school website will always have the most up-to-date textbook listing with ordering information and should be the only online information source for ordering e-books and other student resources.

Deliveries
Bishop Moore Catholic High School does NOT accept flowers, candy, balloons, pizza, or any other items to be delivered to students, including UberEats, Amazon Prime, etc. These deliveries will be refused, and the school will not be held responsible for any expense incurred as a result. Items left at home (lunch, money, clothes, etc.) - except for prescription medication - may not be delivered.

Cars
Students may not access their vehicle during school hours without written permission from the Dean of Students. Students are escorted to vehicles during the day for safety reasons. All books, projects, lunches, clothing or iPads needed for the day must be removed from the vehicle when the student arrives at school. Students violating this regulation are subject to disciplinary action. Teachers may not give permission for students to go to their vehicles.

Lost & Found
Lost and Found items are located in the Students’ Services Office.

Student Property
It is the responsibility of the student to secure and protect his/her property (books, cell phones, backpacks, tablets, etc.) Personal items should never be left unattended or in areas for potential theft or destruction.

General Notes

- It is recommended to utilize the school approved platform when communicating with students.
- Staff must present any online communication tool not already approved by the principal prior to being used as a means to communicate with students.
● Staff must use the school approved LMS to provide online instruction.

Email Communication

● Staff must use their school email for all communication with students and parents/guardians.
● Staff may also use LMS to send group or individual email to students and parents/guardians.
● Staff may use their school generated email or FACTS email to communicate with students.
● For grades K-12, when emailing a student regarding any academic, discipline, or other sensitive issue, the parent must be copied.
● For grades 9-12, if the school’s email system is a “closed” system for student emails it is not necessary to copy the parent on emails that are generally non-specific in nature. A “closed” system means that the student is only able to send and receive emails to those within the school using their school email account. Please confirm with your Technology Coordinator to verify you have a “closed system”. This may apply to younger grade levels at the Principal’s discretion.

Phone communications

● When making a phone call to the student, the parent or guardian must be included on the call.
● Since the teacher may be using their personal phone, the use of #67 is permitted to block the teacher’s phone number from showing up on caller ID.
● It is advised to notify the parent by email when to expect a call and that it will show from a blocked phone number so they do not ignore the call.
● All calls must be made to the phone number provided for the parent or guardian.
● Do not call a student’s cell phone.
● Phone calls may not be recorded.

Headphones

Headphones or earbuds may be used in class when requested by instructor, during lunch, or before / after school. Headphones and earbuds may only be used with one ear exposed to allow students to be able to hear directions in the event of an emergency. Students may not wear headphones or earbuds while travelling between classes at any time during the school day.

Change of Address

To ensure accurate and timely communication with families, students must notify the school, at addresschange@bishopmoore.org, in writing, within five days of any change of address, home telephone number, cell phone numbers, e-mail addresses, as well as change of work or emergency numbers.

Arrival and Dismissal

School hours are from 7:40 am to 3:30 pm. The café is open for breakfast beginning at 7:00 am. Students should not be dropped off before 7:00 am in the morning and they should be picked up immediately at afternoon dismissal. Students should be in areas that are designated for study and that have adult supervision only - not just hanging around the campus. Students involved in after-school activities should report directly to that activity.

Pick up and drop off is the covered area on the side of the gym. No other area is acceptable. Cars should pull around the circle and drop off on the curb lane. In the afternoon pick up follows the same procedure and students should only enter cars in the curb lane or the lane next to that.

On occasion due to after school activities the circle will be closed preventing traffic access. Parents are
asked to observe such changes and cooperate with the expectations that will provide the safety of all involved.

**Bishop Moore Catholic Students Arriving in St. Charles Borromeo Parking Lot with St. Charles Borromeo Student(s) in the Same Vehicle**

Bishop Moore Catholic students may be dropped off in the St. Charles Borromeo parking lot and should walk through the front gate with St. Charles Borromeo students and exit through the courtyard. Bishop Moore Catholic students will not have access through the St. Charles Borromeo campus before 7:15 a.m. Please contact the St. Charles church office for questions regarding access prior to 7:15 a.m. for Bishop Moore Catholic students who park in the church parking lot.

BMC students may not be dropped off in the SCBCS parking lot without SCBCS students in their vehicle (unless the SCBCS student is out sick). BMC students who do not follow this rule may be referred to BMC administration. Once the gate has closed at 7:45 am BMCHS students must walk to Student Services to check in to school.

BMC students may not be picked up at St. Charles unless they are riding with a St. Charles student or have an assigned parking spot at St. Charles.

**Lockers**
A limited number of lockers are available for student use. Lockers are the property of Bishop Moore Catholic High School and may be searched at any time. Lockers and locks are to be closed properly. Lockers and lock combinations are not to be shared. The classroom teacher sets the use and access times to a locker. Only combination locks issued through Bishop Moore will be permitted on any school locker. All unauthorized locks will be clipped, and the contents of the locker will be stored in the Students’ Services Office for up to one week. Students are responsible for keeping their lockers clean and neat. Bishop Moore Catholic High School is not responsible for damage or loss to the contents of lockers. If a student loses the lock, an additional lock must be purchased through the Students’ Services Office for replacement.

Students should never share lock combinations or leave items in unlocked lockers, or above/around lockers. It is not the responsibility of Bishop Moore to protect unsecured items. BMC is not responsible for theft or loss of any personal property that is left unlocked or unattended. Lockers in the Boys' and Girls' locker rooms are issued to In-Season athletic teams and to all PE students. If you have a question, please see your Coach or Teacher. Students are responsible for securing and protecting their own belongings. Anyone finding personal property of another (books, clothing, and book bags) should turn the item(s) into the Students’ Services Office immediately.

To claim a lost item report to the Students’ Services Office. Bishop Moore Catholic High School is not responsible for any items - personal or otherwise - which are lost, stolen or damaged on school property. Items remaining at school one week after the end of the school year will be given to charity.

**Health**

**Illness During the School Day**
Students who become ill during the school day should ask permission from the supervising adult to report to the Nurse’s Office. The School Nurse will, at his/her discretion, allow the student to contact a parent. All students must call a parent or guardian to be granted permission to be picked up or to go home on their own.

If the student drives to school, the parent is required to fax/email a copy of the Request for Early Dismissal form found on the BMC website under the Student Services tab to the Student Services Receptionist.
Students will only be released to persons in the contact list to pick up the student. Identification will be asked for before the student is released.

During the regular school day, no student is to ever leave campus without permission from the Student Services Office. Students who may be too ill to report to the Student Services Office will report to the nearest Administrative Office for assistance.

Students who are to be picked up must be signed out, by their parent/guardian or those authorized on the student emergency form, in the Student Services Office.

Please note: students may not be dismissed to drive siblings or other members of their car pool. In the event of a serious illness, every attempt will be made to notify the parents. If these efforts are not successful, the student will be transported by ambulance to the hospital if deemed necessary. It is critical to keep e-mail addresses and phone numbers current.

**Reporting illness, exposure and/or COVID-19 Positive Test**

Families are asked to take necessary precautions to help reduce the spread of the virus. Any student who is sick with fever (of 100.4) or exhibiting symptoms of COVID-19 are required to stay home. If a student tests positive for COVID-19, parents are REQUIRED to notify the school immediately so that proper action can be taken to mitigate the risk of the virus spreading to other students or staff. The school will take the necessary steps in keeping with HIPAA to notify those who may have been potentially exposed and to implement mitigation efforts suggested by the CDC and the local health department.

For the safety of our students and staff, parents are expected to report if their child has been exposed to a person with COVID-19. Exposure is defined as prolonged close contact of 15 minutes or more with a person positive for COVID-19. A student who has been exposed will be required to remain home and continue classes asynchronously until the recommended quarantine time of 10 days has elapsed. A negative COVID-19 test is not required for return to in-person learning. If the exposed student develops symptoms or tests positive for COVID-19 over the duration of the 10-day quarantine, parents are expected to report this, as the student’s return date will need to be readjusted.

In the event a school has a positive case of COVID-19, staff members and parents of those individuals exposed will be notified as soon as possible. The school will consult with the Diocese of Orlando and the local health department for guidance and directives. The nature of the circumstance will determine if a school closure is necessary and the length of closure; each situation is unique and will be addressed accordingly.

**Medication- Student Health**

Parents/guardians have the primary responsibility for the administration of medication to their children.

The school Administration should be made aware of any medical, physical, or emotional problem of a student that may, in any way, affect his performance in school or school activities. If a student is using medication prescribed by a doctor, parents must alert the School Nurse in advance.

The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student.

Teachers, administrators and administrative staff will not administer medication to students. Students will self-administer medication when authorized by a parent. Parents must complete the school Medication Authorization Form which is available at the end of this handbook and on the BMC website under the Student Services Section.
Administration by school personnel
1. No school personnel shall administer any prescription or non-prescription medicine unless the school has the student’s current and complete Medication Authorization Form signed by the parent/guardian who gives written permission to the school for medication dispensation.
2. The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.
3. The staff will record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication, dose, and the person administering. Any unusual reactions should be noted on the report immediately.

Self-Administration
1. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student’s current and completed Medication Authorization Form.
2. Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed Medication Authorization Form permitting self-administration.
3. Medications must be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of the school.
4. In appropriate circumstances, a school may refuse to allow a student to self-administer medications.

Appropriate Containers
It is the responsibility of the parents/guardian to provide the school with all medication in appropriate containers that are:
1. Prescription labeled by a pharmacy or licensed prescriber.
2. Manufacturer labeled for non-prescription over-the-counter medication.

Storage of Medication
1. Medication received by the school in accordance with a completed Medication Form.

Any student taking medication of any kind must bring it, in its original container with a parent note, to the Nurse’s Office before the school day begins. Students must return to the Nurse’s Office at the prescribed time to take their medication. The administration, faculty, and staff of Bishop Moore Catholic High School are prohibited from dispensing any form of medication to students, including common over-the-counter drugs.

COVID Policies
In accordance with the Office of Catholic Schools of the Diocese of Orlando, COVID policies will be updated as needed and communicated to the school community in a timely manner.

MENTAL HEALTH

Mental Health Counselor
Information disclosed to a counselor by you or your student is normally kept confidential. Below are some exceptions to confidentiality when you or your student speaks to a counselor at BMC.

1. Because services are provided in a school setting, pertinent information may be shared with
parents/guardians, teachers, and/or administrators or school personnel within Bishop Moore Catholic or the Office of Schools.

2. If the student threatens harm or death to himself/herself or another person, the counselor is legally, ethically, and morally required to take action to protect the safety of the threatened person. Actions could include: informing the intended victim, arranging for hospitalization, notifying family or support system, or alerting law enforcement.

a. When a student reports suicidal/homicidal/dangerous thoughts, tendencies, or behaviors that are life threatening, Bishop Moore Catholic has the discretion to inform parents/legal guardians and send the student home for an evaluation by a community mental health professional. The student may return to school upon confirmation from the mental health professional that the student is under the professional’s care and the student is not a threat to themselves or others.

3. If abuse or neglect of a child, an aged person, or disabled person is known or suspected, the counselor is required by Florida law to report concerns to the Department of Children and Family Services.

Counselors are available during school hours and will not be on campus during school holidays. Messages can be left with the guidance department should the counselor be absent for any reason; the counselor will return your call as soon as possible.

If you have a life-threatening emergency, immediately call 911 or go to an emergency room. Electronic communication is not a guarantee that the counselor has received notice of a crisis situation, please secure confirmation from the counselor that your notice has been received.

**UNIFORMS**

All required school uniform attire must be purchased through the official uniform company,

**Risse Brothers Uniforms**

100 Candace Drive
Suite 120
Maitland, FL 32751-3303
Telephone: 407-339-1486
https://www.rissebrothers.com

**Rationale**

Bishop Moore Catholic High School, in its attempt to educate the whole person, established a dress policy for the following reasons:

- To maintain a proper academic tone within the school community.
- To reduce superficial competitiveness in dress among students.
- To support the dignity of the individual based on character rather than appearances.

Students who do not comply with the established Dress Code Guidelines will be subject to disciplinary consequences. One written warning, documented in FACTS/RENWEB will be provided per year for one infraction to each student. The violation will be documented on a Uniform Violation Notice. No further warnings for any other behavior and or compliance issue will be issued. Any other violation will then warrant a detention.
## Girls Uniform

| Shirts- White short-sleeved girl’s polo with BMC logo. |
| Skort- Appropriately-fitted BMC plaid. SKORT MAY NOT BE ALTERED AND/OR ROLLED AT THE WAIST. Skirt must be no shorter than 3” above the top of the kneecap. Standard skirt length is 18” from top to bottom (Tall is 20”), therefore no skirt should be less than 18” in total length. |
| Shorts- Girls flat front black shorts with Hornet logo. Shorts must be no less than 3” above the top of the kneecap. SHORTS MAY NOT BE ALTERED AND/OR ROLLED AT THE WAIST AND/OR LEG. Standard length is 18” from top to bottom (Tall is 20”), therefore no shorts should be less than 18” in length. Any violation of this policy will result in student being sent home to change into pants. |
| Slacks- Girls' flat front black slacks with Hornet logo |
| Socks- All white above-the-ankle socks for shorts or skirt. Black socks are required when wearing slacks |
| Shoes- All black leather shoes and/or all black athletic shoes with no markings or logos. No canvas, cloth, crocs, flip flops, or fabric shoes. |

## Boys Uniform

| Shirts- White short-sleeved polo with BMC logo; Must be tucked in at all times. |
| Shorts- Boys flat front black shorts with Hornet logo; Proper fit at the waist is required |
| Belt- solid black leather belt is required at all times |
| Socks- All white above-the-ankle socks for shorts. |
| Black socks are required when wearing slacks |
| Shoes- All black leather shoes and/or all black athletic shoes with no markings or logos. No canvas, cloth, crocs, flip flops, or fabric shoes. |

## Girls Dress Uniform

| Girls white long-sleeved blouse with BMC logo; may be worn tucked in; sleeves may be rolled or cuffed, Shirts are to be tucked in for class and mass |
| BMC plaid skirt |
| All white-above-the-ankle socks |
| All black leather shoes |

## Boys Dress Uniform

| Shirts- White long-sleeved shirt with BMC logo Striped BMC tie (No athletic team ties) Shirts are to be tucked in for class and mass |
| Boys flat front black slacks with Hornet logo |
| Black leather belt |
| Black socks |
| All black leather shoes |

*Jackets, sweatshirts, and other outerwear are not permitted to be worn during school liturgies, unless it is an administration-approved cold weather day*

ALL students are expected to have the updated uniform styles as described above. All older items have been discontinued and will not be permitted to be worn on campus.
Uniform Guidelines & Personal Appearance Expectations

- BMC Uniforms are not to be altered in any way.
- Uniforms should be clean, in good repair, free of stains, and free of wrinkles at all times.
- Repeated violations of the dress code will result in disciplinary action and loss of privileges, probation and or other.
- No uniform substitutions are permitted without written approval by the Deans.
- Dress at all BMC activities must be appropriate and in conformity with the outlined dress expectations for the event. Uniforms are not interchangeable; girls and boys must wear their designated uniform pieces.
- Layering - If a short-sleeved t-shirt is worn underneath a shirt or blouse, it must be solid white with no writings and/or logos. Top layer must always be an approved school uniform item.
- Leggings, trench coats, denim, Army fatigues are not appropriate and permitted to be worn to school. Blankets, sweaters, sweatshirts, and jackets are never worn tied around the waist. Hats/head coverings may not be worn or carried on campus.
- Shoes must be worn completely on the foot covering the heels, failure to do so warrants an immediate detention.
- Students should never wear boots, slippers, sandals, flip flops, crocs, or shoes without backs. Shoes must not have heels higher than 2 inches.
- Socks - On regular uniform days all white with no markings of any kind and they must come up completely above the ankle bone. Shorter socks are not acceptable.
- Senior students may wear gold uniform shirts as well as completely solid black socks and solid black undershirts on regular uniform days.
- If a clothing article is not listed, it is not acceptable to wear to school, as it is not considered a part of the dress code.
● Students are required to wear school-issued lanyard with current BMC ID at all times while on BMC property.

● ID All students must have a current ID and have it with them at all times while on campus. IDs are required for admission to semester exams, as well as other examinations such as PSAT and PreACT. Students are issued an ID upon enrollment and these must be replaced at a cost to the student if there is a need for replacement.

● Replacements for lost or forgotten masks, lanyards and/or ID’s can be purchased from Student Services for $5.

● MASK Policy - When mandated by the Office of School and/or Administration - All students are required to wear a snug-fitting mask/facial covering (fully covering nose and mouth) while on BMC property. Masks must be BMC-appropriate and are limited to solid-colors only. Masks must not have any logos or text; the only exception to this rule is the BMC school logo and/or Hornet. Masks with exhalation valves or vents are not permitted, per current CDC recommendations. Additional information about Masks/Face Coverings from the CDC can be found here: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Student Identification

● Students are required to wear school-issued lanyard with current BMC ID at all times while on BMC property.

● ID All students must have a current ID and have it with them at all times while on campus. ID’s are required for admission to semester exams, as well as other examinations such as PSAT and PreACT. Students are issued an ID upon enrollment and these must be replaced at a cost to the student if there is a need for replacement.

● Replacements for lost or forgotten masks, planners or IDs can be purchased from Student Services for $5, replacement lanyards cost $2. Cash is not accepted.

Seniors

Boys & girls 12th Grade Senior students may wear gold uniform shirts as well as completely solid black socks and solid black undershirts on regular uniform days.

Team Uniform Guidelines for Event Days

Students who are part of an athletic team or club that has a competitive event such as a debate or tennis tournament may wear their team polo to school on the day of the event. The guidelines are:

● Only approved team/club polos (no t-shirts) may be worn on “game day” when the team plays that day. Polos are to be tucked in at all times.

● All BMC jackets, sweatshirts, hoodies, etc. must be in school colors (black, gold, gray or white ONLY); other colors are not permitted to be worn on campus during the school day.

● Outerwear - Regular school uniform polo must be worn underneath any team outerwear. All students must wear official and/or Bishop Moore Catholic High School issued uniform pieces. In addition, official varsity letter jackets and team sweatshirts and jackets are acceptable.

● Non-BMC outerwear or non-approved outerwear is not allowed and disciplinary action will apply if students are wearing it on campus. In extremely cold weather (an Administration-approved Cold Weather Day), jackets may be worn OVER the uniform sweatshirt or sweater.

Spirit Days (Bishop Moore Dress Down)

Any time an out-of-uniform day is permitted, students must follow the guidelines stated below:

● Only BMC colors are allowed: black, gray, white or gold.

● BMC approved tops: sweater, jersey, sweatshirt, BMC spirit wear, or t-shirts.

● Seniors are allowed to wear college tops the first Friday of the month.
- Bottoms: jeans or BMC uniform shorts or pants. No rips, holes, or tears.
- Shoes are closed-toed only. No sandals or Crocs.
- Clothing must fit properly and should not be tight.
- Hats, caps or sweatshirt hoods must not be worn in any BMC buildings.
- All other previous stated appearance policies apply.
- Students under no circumstances may wear torn, soiled or ragged clothing, pajamas, yoga pants, leggings, tube tops, midriff styles, halter-tops, plunging necklines or backs. Failure to comply with Spirit Uniform Days will result in a Saturday School and loss of this privilege.

**Cold Weather Uniform Days**

If the Weather Channel predicts the temperature in Orlando will be 40 degrees or below starting at 6:00 AM or anytime throughout the school day, students may assume a cold weather uniform day. It is advised to download The Weather Channel app on your mobile device in order to track the temperature in Orlando. Apps for most devices can be found on the following link: [https://weather.com/apps](https://weather.com/apps)

Any time a cold weather uniform day is permitted, students must follow the guidelines stated below:
- Long black pants (uncovered leggings are not a substitute for pants) or blue jeans with no holes are allowed.
- Black uniform pants may be worn on cold weather days; Girls may wear solid black leggings or tights under their uniform.
- Closed toe, closed heel, warm shoes, heels no higher than 2 inches.
- Any BMC appropriate outerwear may be worn over a Bishop Moore shirt.
- No blanket

**Personal Appearance Guidelines**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be clean-shaven.</td>
<td>Excessive make-up is not permitted and all make-up should be natural in appearance. Fingernails and nail polish should be modest.</td>
</tr>
<tr>
<td>Students who have a medical condition relating to shaving must present a note from a physician stating the condition and reasonable timeline for resolution on or before the first day of school.</td>
<td></td>
</tr>
<tr>
<td>Boys must have hair cut in a conservative, traditional fashion. Length must be above the ear and above the eyebrow, sideburns may not be longer than mid-ear on the sides and hair must be above the collar in back. No extreme styles will be permitted (i.e., mohawks)</td>
<td>Undergarments may not be visible and must blend in with the clothing color or your skin tone. The color of the dress and the undergarment must match to avoid noticeable undergarments.</td>
</tr>
<tr>
<td>Body piercing, tattoos, gauges, beads, link chains, extreme hairstyles, and all other symbols of a counter culture are never permitted. Drawings on arms and legs will not be permitted.</td>
<td></td>
</tr>
<tr>
<td>Temporary or henna tattoos are prohibited. Hats/head coverings may not be</td>
<td></td>
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</tbody>
</table>
worn or carried on campus. Drawings on arms legs are not permitted.

- Hair - Dying, bleaching, or tinting hair to an unnatural color or having contrasting unnatural colors is not permitted. Dramatic color steaks are not acceptable. Extreme styles and cuts are not permitted, this includes but is not limited to shaved heads, and/or razor cut styles, regardless of gender.

- Jewelry - All jewelry should be modest and conservative. Girls’ earrings should be modest and appropriate for school. Boys are never permitted to wear earrings.

- All BMC jackets, sweatshirts, hoodies, etc. must be in school colors (black, gold, gray or white ONLY); other colors are not permitted to be worn on campus during the school day.
- Jackets, sweatshirts, and other outerwear are not permitted to be worn during school liturgies, unless it is an administration-approved cold weather day.

**Uniform Violations**

- Violations to the dress code and other expectations will result in disciplinary action which is normally an after-school detention.
  - 3 Served detentions equal a Saturday School
  - Missed detentions equal a Saturday School
- Students that are not in proper uniform may be sent home at any time
- Failure to wear dress uniform when required will result in an automatic Detention and/or loss of privileges.
- Students with medical issues (i.e. need to wear other shoes, postpone facial shaving) must provide a physician’s note to the School Nurse to avoid an infraction. Students who are addressed for non-compliance issues and do not have a note on file with the School Nurse, will be subject to disciplinary action, even if note follows, as the expectation is to provide the note prior to being addressed.

The Administration of Bishop Moore Catholic High School reserves the right to make any and all judgments on matters not explicitly outlined in this dress code, the acceptability of a hair style/color and to judge the acceptability of a student’s appearance. The administration reserves the right to judge outlandish or fad styles will not be accepted for either boys or girls.

If appearance is judged unacceptable, the student may be sent home immediately. The student may not be allowed on campus until the problem is corrected to the satisfaction of the administration. All time out of class will be unexcused.
Code of Conduct

Rationale
The Catholic Diocese of Orlando is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment.

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls, which promote the individual student’s development and self-discipline and a Christian environment in which the responsibilities of the school and students are upheld. It is important to constructively maintain discipline in order to further the student’s growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

At Bishop Moore Catholic High School, a student is expected to be a self-disciplined and responsible person. In an attempt to clarify the specific expectations we place on our students, a Code of Conduct is provided to our students and their parents for guidance and direction.

BMC believes a student functions best when expectations are clearly defined. Therefore, a structured, supportive learning environment fostering personal, academic, social, and spiritual growth is maintained. A student is held accountable for his/her actions. Our intention is that discipline policies will serve as a vehicle through which students will grow and respond positively to the responsibilities of adulthood.

BMC believes when a student fails to respond in a positive manner to community expectations, he/she not only impedes his/her own development, but also interferes with the rights of others. For this reason, it is necessary for the school to establish and enforce policies it deems necessary to accomplish its educational and religious mission.

In light of these beliefs, Bishop Moore Catholic High School will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose appropriate sanctions. Since discipline has such a profound effect on academic performance, all students must adhere to the Bishop Moore Code of Conduct. The Deans’ will impose appropriate disciplinary action befitting the severity of the violation of the Code. Any conduct, in or out of school, which is determined to be detrimental to the Bishop Moore community may result in expulsion. The expectation exists that the behavior of students on campus and at school-related events be consistent with the Catholic code of moral conduct.

These standards are not all-inclusive, and the administration reserves the right to declare a member in violation of the code for any conduct that is inconsistent with Christian morals. Self-dignity and self-control are expected of each member. Violation of this code jeopardizes membership in the honor societies.

Discipline up to or including expulsion may be administered for violation of this code and will result in administrative action, which includes but is not limited to:
- Parent/Student/Dean conference
- Virtual Disciplinary Modules
- Detention
- Saturday School
- Suspension
- Disciplinary Probation
- Expulsion

Any of the above may be warranted (even for a first offense.)
Please note that Bishop Moore is limited in its ability to investigate reported off-campus activity. Parents may be contacted when news of such activity becomes known to the administration, and may
be encouraged to contact outside authorities depending on the nature of the issue.

Honor Code
In order to promote a superior secondary education while fostering Christian values, Bishop Moore Catholic High School establishes this Honor Code. It is the responsibility of all students, parents, faculty, and staff (collectively “member”) to uphold Christian morals and to nurture a caring community. It is also the responsibility of every member of Bishop Moore Catholic High School to ensure that Christian morals and this code of honor are carried into the adult world.

It is the responsibility of every member of Bishop Moore Catholic High School to abide by this code of honor, and to report any and all violations.

There will be:
Academic Integrity
Respect for Others and their Property
Honesty Among all Members
Kindness within our community

You have been told, O Mortal, what is good,
And what the Lord requires of you:
Only to do justice and to love goodness,
and to walk humbly with God. (Mi 6:8)

There should be honesty amongst all members and respect for others’ property. There should be complete honesty and the highest degree of respect for all community members and their belongings.

DISCIPLINARY REGULATIONS (General)

The following list of regulations is not intended to be all-inclusive, but rather a guideline for student conduct:

The following areas on campus are off limits to students unless supervised by designated faculty members:
• Water areas along lake (including dock)
• Wooded area behind Loretta Hall
• Athletic building and fields
• St. Charles School area
• Parking lots on BMC and St. Charles campuses
• Walkways behind the athletic buildings

No student may be on campus during evening hours unless they are involved in an authorized school activity.

• The administration of Bishop Moore Catholic High School reserves the right to discipline any student whose actions are deemed detrimental to the name and/or reputation of Bishop Moore. This includes all actions, which fall under the Code of Conduct, and any other actions detrimental to the institution.
• Students are expected to make a conscious effort to maintain a clean, safe campus. The consumption of food and drink is prohibited in classrooms.
• Chewing gum on campus is prohibited, students in violation of this rule will have a detention issued.
• Students are to attend school daily and be dressed properly in school uniform the entire school day. Exceptions are allowed only with administrative approval.
• No fishing, wading, or swimming in Little Lake Fairview.
• No sporting equipment of any kind is to be carried to classes. All sporting equipment must be
stored in the Athletic Department or locker rooms.
- Students may not gamble on campus or possess items related to gambling.
- Teachers and administrators have the right to confiscate any item deemed inappropriate, detrimental or distracting to the learning environment. Possession of the above will result in disciplinary action. Confiscated items must be reclaimed in the Students’ Services Office by a parent. Bishop Moore Catholic High School will not be responsible for the loss of or possible damage to any confiscated item.
- A false alarm of any type is a criminal offense and will be treated as such. Any such action may warrant immediate expulsion and criminal prosecution.
- Any student in the company of a student violating the Code of Conduct will assume responsibility for being in violation of the Code and will be subject to the appropriate penalty.
- Student pranks are unacceptable and may result in expulsion and criminal prosecution.
- The administration has the authority to regulate any conduct or action it deems inappropriate and does not meet the standard of moral teachings of the church.

PUBLIC DISPLAY OF AFFECTION - PDA
In keeping with our Catholic morals, values and standards, public displays of affection is not permitted on campus. It is inappropriate for students to engage in public displays of affection anywhere on school property or at any off-campus BMC-sponsored event.

Classroom Discipline
Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations. Classroom teachers are responsible for discipline within their own rooms. Students are expected to comply with all class rules set forth by that teacher, as well as whatever disciplinary actions are imposed for noncompliance.

Students are given seven minutes passing time to change classes. Since tardiness to class is unacceptable, students will receive a detention if they have been unexcused tardy to class three times.

Substance Abuse
The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.

The definition of terms for this policy is as follows:

“Controlled Substances” are defined as illegal drugs and drug paraphernalia, anabolic steroids, performance enhancing drugs, tobacco, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents, E-cigs, Vapes, Juuls, and prescription or over-the-counter drugs used by someone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in a manner or in quantities other than directed by a physician or an authorized medical prescriber. Any student, regardless of age, is prohibited from possessing these items on campus or at any extracurricular or athletic event.

“Abuse” or “Substance Abuse” means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a physician or an authorized medical prescriber, including, but not limited to the possession, use, delivery, transfer, or sale of Controlled Substances, chemicals or any substance or material designed to look like or be represented as such by students, on school premises, in school buildings, or at school-sanctioned events.

It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell Controlled Substances on campus or at any school-sponsored event.
A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal.

Being under the influence of illegal drugs, alcoholic beverages, mood altering substances, being in possession of drug or alcohol-related, tobacco products or tobacco related paraphernalia, or prescription drugs (See Medication Section) by any student on school property, or while attending or participating in any school sponsored activity, or while attending or participating in any activity that may be associated in any way with Bishop Moore Catholic High School (including, but not limited to, parties at a student’s home) are forbidden and may result in disciplinary action. This may include expulsion from Bishop Moore, even for a first offense. The discussion of (verbal written, or electronic message) purchase, sale, distribution, or possession of drugs/alcohol by any student, at school, or at any school-related function may result in the expulsion of the student from school and the possibility of criminal charges being brought against the student.

Bishop Moore Catholic High School believes faculty, parental, and student education is an important aspect of dealing with the issue of substance abuse.

Bishop Moore Catholic High School is committed to a substance-free environment. This commitment may, under some circumstances, prompt a need for mandatory or random drug testing of the students, the cost of which is the responsibility of the parent. Every student should understand, however, that if the administration deems it necessary, the administration may require at any time during the year either (A) mandatory drug testing of any student at prescribed times, or (B) unannounced random drug testing at any time during the school year. If such testing is ever required, failure to submit to drug testing may result in the immediate dismissal of the student.

Other school-wide measures may be necessary to ensure that we have taken every reasonable step to eradicate substance abuse and to be in a position to identify and help students who are in need. Therefore, the administration reserves the right to implement any or all of the following measures as it sees fit:

- Mandatory drug testing before a student may be accepted at Bishop Moore Catholic High School
- Unannounced drug sweeps at any time
- Unannounced searches of students’ lockers at any time
- Unannounced searches of all possessions including, but not limited to backpacks, purses, gym bags, pockets, phones, electronic devices, and vehicles driven by students
- Mandatory drug screening with a specified lab for current students

If a student refuses to voluntarily empty pockets or to open his or her book bag or purse, the student is risking possible suspension or required withdrawal for refusing to comply with the directive.

Tobacco
Students may not smoke, chew, or possess any form of tobacco and or paraphernalia on school grounds or at any school events. Students may not vape or possess vaping paraphernalia on school grounds or at any school events.

Vandalism
Vandalism, theft, or any activity, which may cause harm or damage to others, the school, or property, will result in disciplinary action and other consequences as deemed necessary by the administration.

Anti-Bullying & Harassment Policy
Bishop Moore Catholic High School in accordance with Gospel values is committed to providing an environment that is secure, safe, and free from harassment and bullying of any kind. All students are
entitled to study in a school environment that is Christ-centered and free of harassment. Bishop Moore Catholic High School will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

- Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities or the Catholic mission of Bishop Moore Catholic High School
- Physically, emotionally, or mentally harming a student
- Damaging, extorting or taking a student’s personal property
- Placing a student in reasonable fear of emotional or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property.

**Bullying**

includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

- Teasing or Name Calling
- Social Exclusion, Slurs, Rumors, Jokes
- Threat
- Intimidation, False Accusations
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property

This policy prohibits bullying that occurs either:
- on school premises before, during, or after school hours
- during any school function, extracurricular activity or other school-sponsored event or activity

**Cyber bullying**

means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, recording, sound, data of any nature transmitted in whole or in part via an electronic device, electronic mail, Internet communications, instant messages etc. Cyber bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages; also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

**Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- Places a student in reasonable fear of harm to his or her person or damage to his or her property;
● Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.
● Perpetuation of unacceptable conduct as defined by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student.
● This policy prohibits harassment of any kind, but not limited to, sex, race, and gender references.

Reporting Incidents
Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent learns of) any incident of bullying, the incident must be promptly reported to an Administrator, Dean, Counselor or Teacher. The student will be provided with a Bullying Complaint Report Form, which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

Complaints filed anonymously may limit the school’s ability to investigate and respond to the alleged violations.

Disciplinary Action
Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the school administration.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Sexual Harassment
Sexual harassment is a form of sexual discrimination that will not be tolerated by Bishop Moore Catholic High School. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Examples of sexual harassment include, but shall not be limited to, the display of sexually suggestive objects or pictures, online bullying, sexual innuendo, bullying done in jest, jokes or suggestive comments, offensive gestures, whistling, and touching. Name-calling, bullying, or any form of verbal or physical harassment of any kind will not be tolerated. All infractions should be reported to the administration or a faculty member. Appropriate disciplinary action will be taken.

Hazing
Hazing refers to any activity expected of someone joining a group, club, or athletic team (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

All such behaviors are a direct violation of school policies and will not be tolerated. All infractions should be reported to the administration or a faculty member. Appropriate disciplinary action will be taken.

Weapons
In order to provide for a safe environment, the possession or use of firearms, other weapons, or
explosive devices on school premises is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited.

The school will deal with such incidents according to the federal, state, and local law and accepted educational practices.

Students who violate this policy shall be subject to discipline up to and including required withdrawal. Weapons of any type or items that may be used as such or construed to be a weapon are strictly prohibited and will be confiscated. Students may be expelled.

The term “weapons” shall include, by the way of illustration, the following enumerated items: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device (including but not limited to Chinese stars, nunchucks) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to blackjack, chain, club, knuckles, nightstick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun, water pistol-gun).

Violence/Fighting

Physical violence in any form will not be tolerated. All infractions should be reported to a Dean, the administration or a faculty member. Appropriate disciplinary action will be taken.

Disciplinary Violations and Sanctions

- Any administrator, counselor, faculty or staff member may assign disciplinary action. Notification of the due date and time is emailed to the parent/guardian when the infraction is processed. Students are also provided with a paper copy of the disciplinary action.
- Students assigned detention or Saturday School must report no later than the date indicated on the disciplinary form. Students are typically provided with three opportunities to serve the detention to accommodate academic responsibilities, appointments, and transportation issues. As such, the date of the detention is the deadline to fulfill the obligation.
- Students must be in complete school uniform when serving a detention/Saturday School. Students must have their lanyards/ID's to be admitted to their assigned detention or Saturday School.
- Students that anticipate missing a detention/Saturday School must provide a doctor’s note or official note of appointment for re-schedule.
- Detentions and Saturday School will not be rescheduled for sporting events, practices, extracurricular activities, and/or employment.
- Students will not be allowed to use any electronic devices during detention or Saturday School.
- During Detention and Saturday School there will be no sleeping, eating, or drawing/doodling of any kind.
- Students may not work on school assignments.
- Saturday School students are permitted to study from ACT/SAT Test Prep materials only.
- Detentions and Saturday School always have priority over all extracurricular activities and job obligations.
- Receiving a 4th detention in one semester will result in a Saturday School or other as deemed appropriate.
Online Quiz (Modules)
Students may be issued online modules in lieu of or in addition to other disciplinary action. Student will be provided with a specific due date in which the module must be completed; Parent/guardian will also receive electronic notification of this requirement. Online Modules may include review of the BMC Student Handbook and quiz; Student must continue to take the quiz until they have successfully earned a score of 100%. Additional online modules may include videos, reading material, quizzes and other activities specific to the student and violation (i.e., Academic Integrity).

Detention
Wednesdays - 2:30PM - 3:30PM - Location TBD
Lunch Detention Tuesday and Thursday in the Pines Tent.
- Students electing to serve lunch detention must report to the detention location on time during their scheduled lunch period. Late admission will not be permitted.
- Students are not permitted to purchase lunch; Student must be prepared by bringing a packed lunch from home.

Saturday School and Extended Saturday School
Students must report for Saturday/ Extended Saturday School prior to 8:00AM. Regular Saturday School times are 8:00 am - 11:00 am.

Missed Saturday School
Failure to attend a Saturday School will result in an immediate Extended Saturday School. Receiving four Saturday Schools in one semester will result in 2 Extended Saturday Schools and the student will be placed on Disciplinary Probation. Students that miss two extended Saturday School Detentions will be placed on disciplinary probation and may be subject to further disciplinary consequences.

Disciplinary Probation
Students will be placed on disciplinary probation for repeated or serious violations of the Bishop Moore Catholic High School Code of Conduct. Parents will be notified to attend a meeting at which time a probationary contract will be signed by the student, parent and school administration. Once placed on disciplinary probation, any subsequent referral for a similar or other offense may result in suspension or expulsion.

Referral
A referral will be issued for serious infractions of the rules. Referrals will remain in the student's disciplinary file. Three (3) referrals in one school year may result in an administrative disciplinary review. The consequences for receiving a referral may include one or more of the following: Saturday School, suspension, community service, counseling, attendance/disciplinary probation, and a conference with the student's parent/guardian. Offenses that make the student liable for consequences include, but are not limited to, the following:
- Each time a student receives more than three (3) detentions in a term
- Excessive tardies and/or dress code infractions
- Disrespect to school personnel, students or to property
- Presence in an unauthorized area
- Plagiarism, cheating on quizzes, tests, homework or any other assignment (Refer to Academic Dishonesty for examples and consequences)
- Possession of tobacco or tobacco like products (e.g. electronic cigarette and personal vaporizer)
- Unauthorized leaving of campus/truancy
- Smoking on or near campus
- Lying or forgery
- Gambling
- Defacing property
• Hazing
• Fighting
• Theft
• Other actions deemed unsatisfactory behavior of a BMC student

Suspension
If a student is suspended, parents will immediately be notified by telephone in order to have the student picked up from school.

Suspensions prohibit students from participating in extracurricular activities and school-related functions during the suspension period. This includes team practices, contests, dances, club meetings and any other Bishop Moore function.

Suspended students will not be permitted on campus during the suspension.

Suspensions will be assigned at the discretion of the administration for conduct and or actions that are deemed inappropriate.

Students may be assigned a suspension for a first-time offense.

Students must turn in any missed work upon return to school.

Suspension may be given for the following offenses:
• Fighting/Assault - may be referred for administrative review
• Use of racial slurs or sexist comments
• Inappropriate use of technology
• Attempted truancy
• Stealing/Theft
• Inappropriate behavior during off-campus activities as well as traveling to and from school
• Bullying/cyber bullying
• Unauthorized recording of others
• Construction and use of websites that defame students, school personnel, or other entities as deemed inappropriate by BMC administration
• Violation of Internet, Technology, and/or iPad Responsible Use Policy/Agreement
• Major disregard of student regulations
• Chronic failure to complete assigned consequence(s)
• Defiance
• Threatening to fight or harm a person

Expulsion
Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted. On occasion, a first offense or violation, if deemed severe enough may warrant immediate expulsion.

Student Threat Policy
Bishop Moore Catholic High School takes any threat to oneself or others very seriously. Threats communicated verbally, in writing or electronically may result in suspension or expulsion.

Miscellaneous
Students caught trespassing on school grounds after hours will be subject to disciplinary action and may be prosecuted. Students participating in any club/activities may be subject to academic and disciplinary review. The school assumes no responsibility for unapproved activities including but not limited to pre- or post- dance parties, personal parties, or any other activities before or after school, a school event or graduation. Student action that is not consistent with the philosophy/objectives of Bishop Moore Catholic High School is subject to the review of the administration and may lead to withdrawal or dismissal from school.
Parent/Guardian Conduct

The Diocese of Orlando recognizes that parents/guardians are the primary educators of their children. Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Parents should demonstrate support of the school’s and Diocesan educational mission, personnel, policies, and procedures. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events.

Inappropriate behavior or failure to support the school policies and mission may result in the student’s exclusion from the school.

EMERGENCY CODES

Lock Out
- Students move inside, outside doors are locked, business as usual, follow instructions given

Lock Down
- Doors are locked; lights are out; students move out of sight; maintain silence; follow instructions; and prepare to run, hide, or fight

Evacuate
- Location is given to students at the beginning of the year and will be announced at the time of the emergency, students leave belongings behind, evacuate to the designated area, and follow instructions given

Shelter
- If the situation is severe weather, students will evacuate to a shelter area; if the situation is hazmat rooms will be sealed; if the situation is a tornado, students will drop, cover, and hold; in all situations, students will follow instructions given

Hold
- Students will stay in the classroom, halls will be cleared, follow instructions given.

Message to Students

Emergency messages should be directed to the Students’ Services Office and will be delivered at the discretion of the Dean.

Student Activities and Organizations

Students heavily involved in co-curricular activities, including student-athletes, are expected to manage both their academic and athletic/co-curricular commitments without deadline extensions. In cases such as overnight travel, a teacher may give a reasonable extension, but daily practice and games require planning ahead of time in order to comply with homework and project due dates.

Extracurricular Activities

- Any student with two (or more) F’s (previously E’s) at the first quarter progress report and/or by subsequent quarter report cards may be ineligible to participate in extracurricular activities. Student may be granted formal approval to participate in extracurricular activities by
Administration via specific additional requirements to assist the student getting back into good standing academically.

- Any student with two (or more) F’s (previously E’s) on an end of semester report card is ineligible to participate in extracurricular activities.
- Any student with less than 2.0 overall GPA is ineligible to participate in extracurricular activities.
- Any student who is on Academic Probation, Disciplinary Probation, and/or Attendance Contract is ineligible to participate in extracurricular activities unless granted formal approval by Administration.
- Students must continuously maintain a strong attendance record in order to participate in extracurricular activities. Unexcused tardies/absences impact students’ ability to participate in extracurricular activities.
- A student who is representing BMC in an extracurricular activity (including but not limited to athletic events, performances, etc) must be in compliance with BMC grooming guidelines to participate.

Non-Participation in Graduation Exercises
Seniors whose actions are not consistent with the philosophy/objectives of Bishop Moore Catholic High School, or who violate the BMC Code of Conduct to a degree warranting administration intervention, may not be allowed to participate in any graduation exercises as determined by the administration as these activities are earned privileges. Students who do not complete their community service hour requirement or who do not complete their academic requirements will not be allowed to participate in any graduation exercises and or activities related to graduation.

Non-Participation in Extracurricular Activities
Student action that is not consistent with the philosophy/objectives of Bishop Moore Catholic High School or violates the Code of Conduct to a degree warranting administration intervention may not be allowed to participate in extracurricular activities as determined by the administration.

Field Trips
Official parental permission forms for field trips must be completed and turned in to the appropriate teacher at least 5 days before a trip. No student will be permitted to attend any trip without a signed permission form. Field trips are part of the official school day and the Bishop Moore Catholic High School Code of Conduct applies. Students must wear the appropriate dress announced. All adults who attend field trips must have cleared fingerprints through the Diocese and on file in the school office. All chaperones are required to follow all rules and regulations as determined by the school handbook and the School and Diocesan policies. Students who are academic, discipline probation and/or attendance contract may not attend field trips. Students who do not participate in a field trip are not allowed on campus and will be considered absent.

Field Trip Procedures for students:
1. Complete any and all work that is missed as a result of the field trip.
2. Complete and return the Field Trip Release form to the teacher.
3. Complete any and all work that is missed as a result of the field trip.

Homecoming and Prom Guidelines
Only BMC students may attend Homecoming; guests from other schools are not permitted to attend this event. Only juniors and seniors may attend prom. Current sophomores may only attend prom as a guest of a junior or senior with permission from administration. Non-BMC students may attend with approval and completion of a Guest information form. Non-BMC guests must be at least 16 and no older than 19 years of age to attend prom and must adhere to BMC prom guidelines.

- Proper dress attire is required for the entire event. All attire must remain intact for the entire event. If appearance is considered unacceptable at any point, the student may be sent home.
immediately.

- When shopping for your dress, please keep in mind that the latest styles in fashion may not be allowed per BMC policy.
- The administration reserves the right to judge the acceptability of hair style/color. Outlandish or fad styles will not be accepted for either boys or girls.
- Students and guests must arrive by 7:30 pm. Failure to do so will result in refusal of admission and a phone call to the parent.
- Once admitted, all individuals must remain at the dance until 11:15 pm, no exceptions.
- While at the dance student/guest behaviors deemed inappropriate by chaperones will not be tolerated.
- Students may not reserve rooms at any hotel.
- Alcohol, drugs, tobacco (including vaping devices) are not to be used or possessed before, after, or during the dance. Administration will pursue any means of investigation necessary to assure compliance with this policy.

NO REFUNDS will be provided for any reason after the purchase of the ticket due to the fact that meals are ordered and paid for in advance.

Female students attending the prom are encouraged to seek advance approval for their attire from Dean Kane. Approval attire will allow for no delays at admission time.

*Failure to comply with the dress code of any regulation will result in a phone call home to parents, refusal of admission, and possible disciplinary action.*

**Posters & Signs**

- Any club, organization or fund-raising operated on campus seeking student participation must be approved by the Administration. Posting signs and posters on campus is allowed under the following guidelines.
  
- The signs or posters: Are for a Bishop Moore Catholic High School sanctioned club, team, organization, or event. Are approved by the administration and may be placed on brick areas, bulletin boards, and cork strip areas ONLY.

**Athletic Programs**

Bishop Moore is a member of FHSAA and abides by FHSAA policy and procedures. Bishop Moore Catholic High School offers students a wide variety of sports including baseball, basketball, cheerleading, cross country, dance, football, flag football, golf, lacrosse, soccer, softball, swimming, tennis, track and field, volleyball, water polo, and wrestling.

All students who are academically eligible may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director or the decision of the moderator, in consultation with the Principal, is final. Ordinarily, the Principal will not intervene in non-selection decisions unless the decision is arbitrary and capricious.

**Students Planning to Participate in Athletics During the School Year Must Have on File:**

1. An FHSAA Pre-Participation Physical Evaluation Form (EL2).
2. An FHSAA Consent and Release from Liability Certificate (EL3).

Both of these forms may be obtained from the Bishop Moore website or the FHSAA website. Physicals are good for one calendar year from the date of the physical. Forms must be on file before the student athlete participates in any sports activities including preseason open gyms or conditioning programs.
Students that transfer in the current school year must file an affidavit of compliance with FHSAA policy or Athletic Recruiting (GA-4). This form must be on file before the student athlete may participate in sports activities.

Bishop Moore Catholic High School encourages student athletes to participate in as many sports as possible. It is recognized that some athletes participate in non-school affiliated teams during the school sports seasons. The attendance policy states that all student athletes must attend all practices, games and team activities.

**Athletic and Other School-Related Absences**

If a student is absent from a class or classes for a BMC athletic event or other school-related activities, he/she should get the work from the teacher before he/she leaves for the day and be prepared for the class the following day. If the student misses a test or quiz, it must be made up on the first day the student returns to class. Students are advised to check the teacher/course Schoology page in order to be prepared for class upon return as students are expected to be prepared for class the following day of the absence.

If a student involved in BMC athletics or any other school-related activity misses a full day(s) of school, this absence should be treated like a pre-arranged activity. The roster will be posted for teachers in lieu of individual forms.

**Absence due to participation in a non-school related team will result in the following disciplinary action:**

- 1st offense: suspension for the next scheduled game.
- 2nd offense: suspension for the next scheduled game.
- 3rd offense: suspension for the next scheduled game.
- 4th offense: removal from the school team

*It is the hope and desire of Bishop Moore that the student athletes will make the Bishop Moore programs their priority.*

It is also understood that multi-sport athletes may possibly overlap tryouts for the next season’s sport. It is the policy of the school that separate tryouts will be held for these athletes at all levels (9th, JV, and Varsity) if their current sport season runs into the normal tryout time. Additionally, if the next season’s sport holds open gyms, open fields, or other activities, these athletes may not attend or participate until their current season concludes. If an athlete quits a team, they may not participate in the next season’s sport until their current team’s season is over (including playoffs).

It is expected that all student athletes and their parents adhere to all documented policies and procedures distributed by the athletic department.

**Academic Eligibility**

For the first semester, an athlete must have six full credits from the previous year and must have at least a 2.0 cumulative average based on semester grades.

A student who is on Academic Probation may not practice or participate in any sport or extracurricular activity.

Athletes who drop out of a sport during the season will be ineligible to participate in another sport until the sport they dropped is over for the season.

Individual coaches will make announcements on practice dates and times.

**Diocese of Orlando Photo/Video/Website Consent, Waiver, Release**

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (we), the parent(s) or legal guardian(s) of a student enrolled at Bishop Moore Catholic High School, do hereby consent, authorize and grant permission to the Diocese of Orlando and
Bishop Moore Catholic High School, Orlando, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper.

In addition, we consent to Bishop Moore Catholic High School’s use, reproduction, display, and performance of any creative works made or authored by my student as part of his/her school activities (including, without limitation, pictures, sketches, essays, short stories, and poems) for inclusion and display on the school’s website. As a safety precaution, if a picture of a student or class is displayed on the school website, there will be no reference to student names, initials, or other personal information relating to the student. We understand that Bishop Moore Catholic High School has no control over who will access the school’s website and what, if anything, will be done with the materials by those who access the website.

In granting such permission (I) (we) hereby relinquish and give to the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video, audio tapes, or any other materials and so release any and all claims of any nature whatsoever arisen for their use.

If you do NOT give permission for your student to be photographed, interviewed, videotaped, or for your student’s pictures or work to be displayed on the Bishop Moore Catholic High School website, please notify the administration in writing.

By accepting enrollment, students and their parents/guardians consent to and authorize, all reasonable action on the part of school authorities to enforce these rules including searches of students, lockers, cars, book bags, questioning and other investigative methods.

All registered students are bound by the policies of this handbook as agreed to by receipt of parental signature upon registration. Anything not covered in this handbook will be handled at the discretion of the Administration. In addition, the Administration reserves the right to amend this handbook/calendar at any time.

Technology

Student Technology/Computer Policy
To maximize the benefits of its computer resources and minimize potential liability, Bishop Moore Catholic High School has created this policy. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully. You are given access to the Bishop Moore computer network to assist you in performing your school-related activities. You should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The school network and other devices belong to the school and may only be used for educational and professional purposes. Without prior notice, the school may review any material created, stored, sent, or received on its network or through the Internet or any other computer network associated and or sponsored by BMC.

Using a VPN to circumvent BMC Internet while on campus is prohibited.

Students and parents should have the Diocesan Digital Audio and Visual release form signed and on file in FACTS/Renweb.

Students and parents must have the Diocesan Technology Acceptable Use Policy signed and on file in FACTS/Renweb.

Use of technology resources for any of these activities is strictly prohibited:
- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or
● Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political information, or any other unauthorized material
● Wasting technology/electronic/computer resources by, among other things, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic
● Using or copying software in violation of a license agreement or copyright
● Violating any state, federal, or international law. If you become aware of someone using computer resources for any of these activities, you are obligated to report the incident immediately to the Bishop Moore administration
● Students may not download files from the Internet that are not related to schoolwork while on campus
● Anyone misusing the campus hardware/software will be prohibited from all network access and be required to repair and/or replace any damaged items
● Personal laptop computers are prohibited on campus

The use of technology for educational purposes provides BMC students with tools for fantastic opportunities in the present and in the future. However, as with all tools, technology for education can be misused. Therefore, the administration has put the following guidelines in place. All iPads and all other electronic devices will be subject to search at any time. iPads and electronic devices must be free of pornography, media that promotes hate speech and or violence, media that promotes bullying or degrading behavior of other people at all times. The administration reserves the right to make the final interpretation on what "appropriate media entails."

Students are forbidden to instant message (IM) or engage in web chat that promotes racism, sexism, homophobia, violent and or bullying behavior. Chat that also seeks to degrade or maliciously embarrass another person is expressly forbidden. Students will not be allowed to post racist, homophobic, ethnically insensitive, sexist, and or malicious comments on any social media platform (i.e. Facebook, Twitter, Instagram, Snapchat, etc.)

Students are never allowed to use any device to film or photograph any person within the BMC community without his or her clear consent. Furthermore, if any unsanctioned video or photo(s) are posted to any form of social media without the subject’s clear consent, students will be directed to remove the posts in question and be subject to disciplinary action, dismissal, and possible legal prosecution.
Students must disable airdrop while on campus.

**Telephones**
No personal calls are allowed on school telephones unless it is an emergency. The Students’ Services Office reserves the right to stipulate what is an emergency. School telephones are for school business only. No student will be called out of class to receive a phone call.

**Student Use of Electronic Devices on Campus**

● Students are only allowed to have cell phones out during their lunch periods or free periods in the Café, Student Center, and outside eating areas. Cell phones should be stowed away in silent mode during class, unless a teacher, for academic use, gives permission to use cell phones or other electronic devices.
● Students should refrain from taking cell phones and other electronic devices into restrooms.
● Student wireless access is allowed on approved devices only
● Cell phones and/or headphones and earbuds will be confiscated if they are being used inappropriately on campus. Confiscated items will be turned into the Student Services Office for parent / student to retrieve at the end of the day
● Cell phones and other electronic devices may be subject to a search. This search includes but is not
limited to text messages, contact list, call history, and photos.

- Students are required to keep their iPad updated to the latest iOS version.
- Students using their iPad for other purposes will be subject to disciplinary consequences.
- Students may not utilize cellular connectivity while on the BMC campus as students are required to utilize the wifi provided by the school. Students who have this capability are to disable it upon arrival at school. Students who are found to be in violation of this expectation will be subject to disciplinary probation.
- Devices, although owned by the parents, while on campus may be confiscated if inappropriate use of the device is suspected by a teacher and other supervisor.
- Personal Safety - In using the network and Internet, users should not reveal personal information such as home address or telephone number.

iPads

All students are required to purchase an iPad iOS 14 compatible prior to the start of their first day of classes in August, and when applicable, summer school in June.

BMC recommends the iPads use WiFi Only without Cellular capability. We recommend the purchase of any of the following:

- iPad 8th, 7th, 6th, generation
- iPad Air 2
- iPad Air 3rd Generation
- iPad Pro 9.7 inch
- iPad Pro 10.5 inch
- iPad Pro 11 inch
- iPad Pro 12.9 inch (4th, 3rd, 2nd, and 1st Generation)

- Our faculty has moved to digital textbooks (wherever possible) and to increasing interactive classroom environments. Several quizzes and tests are now given on the iPad as well as presentations, video lectures and other interactive modes of learning. The iPad is considered an educational tool. It is the expectation of the school that students will use their iPads for various assignments including e-readers, production tools, and content specific applications.
- Teachers will use the iPad in various and different ways to enhance instruction.
- Students using their iPad for other purposes will be referred to the Students' Services Office for appropriate disciplinary consequences.
- Students may not utilize cellular connectivity while on the BMC campus as students are required to utilize the wifi provided by the school. Students who have this capability are to disable it upon arrival at school. Students who are found to be in violation of this expectation will be subject to disciplinary probation.
- Devices, although owned by the parents, while on campus may be confiscated if inappropriate use of the device is suspected by a teacher and other supervisor.
- Personal Safety - In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information

- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian.
- Users should never give out private or confidential information about themselves or others on the Internet.

Student Use of Interactive Web 2.0 Tools

- Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression.
- With the use of Google Documents, classroom blogs, podcast projects, email, or other Web
interactive tools, Students should follow all established Internet safety guidelines including:

- The use of Google Docs, blogs, podcasts or other web 2.0 tools is considered an extension of the classroom.
- Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools.
- This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.
Forms

All BMC Forms live on our Student Services Page:

[Click here for all our Parent/Student Forms]

Student Parking Application
Absent/Tardy Form
Early Dismissal Request
Senior Early Release Form
Parent-Guardian Medical Information & Consent Form
Medical Absence Authorization

Diocesan Forms Signed on FACTS/RenWeb

Digital Audio and Visual Release for Participation in School Livestream Events, Recordings, and Live Learning Sessions
COVID-19 Assumption of Risk and Liability Waiver
Diocese of Orlando/Office of Schools Student Technology Acceptable Use Policy
1.1 Introduction
Bishop Moore recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.
To that end, we provide access to technologies for student and staff use.
This Technology Responsible Use Policy outlines the guidelines and behaviors that students are required to follow when using school technologies or personally owned devices on and off school campus.
● The BMCHS network is intended for educational purposes.
● All activity over the network or when using school technologies may be monitored and retained.
● Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
● Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
● Misuse of school resources or personal devices while connected to the school network or outside network can result in disciplinary action.
● Bishop Moore makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
● Users of the school network or other technologies are required to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.1 Definitions
2.2 Authorized Users:
● Student: any child 18 years or younger enrolled in Bishop Moore
● Faculty/Staff: any person who is employed by Bishop Moore, whether part-time or full-time, who provides instruction to students
2.3 School Network: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless
2.4 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Bishop Moore
2.5 Technologies Covered: Bishop Moore may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, Bishop Moore may allow students to bring their personal devices which will also be covered by this policy. As new technologies emerge, Bishop Moore will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

3.1 Usage Policies
All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal’s attention, Bishop Moore will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.
3.2 Web Access
Bishop Moore provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children’s Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.
Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student should follow school protocol to alert Technology staff or submit the site for review.

3.3 Email
Bishop Moore may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.
If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.
Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

3.4 Social/Web 2.0 / Collaborative Content
Recognizing the benefits collaboration brings to education, Bishop Moore may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.
Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.
The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

3.5 Mobile Devices Policy
Bishop Moore may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.
Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student’s care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.
Use of school-issued mobile devices off the school network may be monitored.

3.6 Personally-Owned Devices Policy
Bishop Moore may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.
Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.
Students must follow the same code of conduct for use of personally owned devices on Bishop Moore campus or at other functions, whether on or off property, related to Bishop Moore.

3.7 Security
Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

3.8 Downloads
Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff.

Students may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

3.9 Netiquette
Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.
Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways it was never intended.

3.10 Plagiarism
Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety
Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are using the device at home) immediately.

5.0 Cyber Bullying
Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.
6.0 Sexting
Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 Examples of Responsible Use
The student will:
✔ Use school technologies for school-related activities.
✔ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
✔ Treat school resources carefully, and alert staff if there is any problem with their operation.
✔ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
✔ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
✔ Use school technologies at appropriate times, in approved places, for educational pursuits.
✔ Cite sources when using online sites and resources for research.
✔ Recognize that use of school technologies is a privilege and treat it as such.
✔ Be cautious to protect the safety of others and myself.
✔ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 Examples of Irresponsible Use
I, the student will not:
✔ Use school technologies in a way that could be personally or physically harmful.
✔ Attempt to find inappropriate images or content.
✔ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
✔ Try to find ways to circumvent the school’s safety measures and filtering tools.
✔ Use school technologies to send spam or chain mail.
✔ Plagiarize content I find online.
✔ Post personally identifying information, about others or myself.
✔ Agree to meet someone I meet online in real life.
✔ Send or distribute obscene, lewd or sexually explicit images.
✔ Use language online that would be unacceptable in the classroom.
✔ Use school technologies for illegal activities or to pursue information on such activities.
✔ Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

9.0 Internet Safety Plan
✔ Bishop Moore implements an effective internet filtering and reporting solution Bishop Moore, that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
✔ The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors
✔ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
✔ School network is secure with Cipa filter to prevent from unauthorized access, including “hacking” and other unlawful activities by minors online
✔ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
✔ Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and Bishop Moore will hold an informational meeting to address the policy.
10.0 Limitation of Liability
✔ Bishop Moore will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.

✔ While Bishop Moore employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
✔ Bishop Moore will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

11.1 Violations of this Responsible Use Policy
Violations of this policy may have disciplinary repercussions at the discretion of Bishop Moore according to the Code of Conduct, and including but not limited to:
● Suspension of network, technology, or computer privileges
● Notification to parents
● Detention or suspension from school and school-related activities
● Legal action and/or prosecution

12.0 References
✔ Children’s Online Privacy Protection Act - http://www.ftc.gov/ogc/coppa1.htm

I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:

____________________________________________________________________
(Student Printed Name)

__________________________            ______________________________
(Student Signature)           (Date)

As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child’s activity while he/she is not at school.

____________________________________________________________________
(Parent/Legal Guardian Printed Name)

__________________________            ______________________________
(Parent/Legal Guardian Signature)           (Date)
# COVID-19 Parent Reference Guide

## Exposed to COVID-19
- **Cannot go to school**
- Exposure is defined as **close contact** within 3-6 feet of a positive COVID-19 person for 15 cumulative minutes in a 24 hour period regardless if a mask worn by either person.
- An exposed student must quarantine for **10 days** and monitor for symptoms. Quarantine may be shortened to **7 days** if verification of a negative COVID-19 test taken on day 6 or day 7 of the quarantine is submitted. With a negative test, the student can return on day 8.
- Quarantine is **NOT** required for a student who can provide verification of previously testing positive for COVID-19 within the past 90 days, if the student does not develop any symptoms.
- Quarantine is **NOT** required if verification the student meets the CDC criteria for being considered **fully vaccinated** for COVID-19 is submitted and the remains without symptoms.
- In all cases, if symptoms develop during the quarantine, the student must follow the guidance for someone **"Symptomatic for COVID-19"**.

## Sick with COVID-19 Like Symptoms
- **Cannot go to school**
- If the diagnosis is something other than COVID-19, (e.g., stomach virus, ear infection, sinus infection) follow the normal school illness policies.
- The student should remain home until symptoms improve and when fever free for 24 hours without the use of fever reducing medication.
- If a COVID-19 test is taken, stay home while awaiting the test results.
- If a student is sick or has symptoms associated with COVID-19, a medical doctor’s note or negative COVID-19 test result is required to return to school.

## Positive for COVID-19
- **Cannot go to school**
- If Asymptomatic, stay home for **10 days** since the first positive COVID-19 test provided symptoms do not develop during the isolation period.
- If Symptomatic, stay home for **10 days** since the onset of the first symptom. Remain home until fever free for 24 hours without the use of fever reducing medication and symptom improvement.
- The school will coordinate with the local health department to determine return date to school.
- A medical doctor’s note or letter from the health department indicating safe return date is required to return to school.

*The CDC generally recommends a close contact should quarantine for 14 days after exposure. However, to reduce the time a student is away from in-person learning, schools can follow the guidance of the local health department to implement the option to reduce quarantine time as proposed by the CDC such as reduced 10 day quarantine or return after 7 days by obtaining a negative test after day 5. In all cases, upon return a mask is required for the duration of the recommended 14 day quarantine.

**In the event a school has a positive case of COVID-19, staff members and parents of those individuals exposed will be notified as soon as possible. The school will consult with the Diocese of Orlando and the local health department for guidance and directives. The nature of the circumstance will determine if a school closure is necessary and the length of closure; each situation is unique and will be addressed accordingly.
Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The [PARISH NAME] (“Parish Name” or the “Parish”) has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, participation in [parish activity or event] could increase your child(ren)’s or your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by participating in [parish activity or event] at Parish Name and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Parish Name may result from the actions, omissions, or negligence of myself and others, including, but not limited to, School employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s participation in [parish activity or event] at Parish Name (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Parish Name and the Diocese of Orlando, and all of their current, former, and future agents, representatives, religious and employees and related entities (collectively, “the Diocese”) of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Diocese, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after or participation in [parish activity or event].

_________________________  _______________________
Signature of Parent/Guardian     Date

_________________________  _______________________
Print Name of Parent/Guardian    Name of Participant
Release of Audio and Visual Recording for Purposes of Digital Learning Recordings

I ________________ (name of parent/legal guardian), by having my child(ren) receive religious education at Parish, and for being allowed access to digital recordings of Parish’s digital learning live sessions and my child/ward’s participation in Parish’s digital learning live sessions, expressly assign to Parish and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, “the Diocese”), all rights, title and interest in, and to, the use of my child/ward’s image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward during any and all digital learning classes in which my child participates ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando for educational purposes. I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, for any other educational purpose. Further, I hereby authorize the reproduction, copyright, exhibition, broadcast and/or distribution of the Property within the Diocese without limitation for any educational purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward’s appearance or participation in the Property for these limited educational purposes.

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property for these limited educational purposes.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

________________________________________  
Signature  
Date

Name of Children/Wards __________________________, __________________________, __________________________

________________________________________ (additional names may be added)
Online Learning Communication

Policy
Educating in an online environment requires an increase in the level of communication between teachers with students and parents/guardians in order to be successful. School staff may provide regular communications to the school population through the use of school email, social media, website and Learning Management System All Safe Environment protocols must be followed when communicating with students by email, phone, video conference or any other virtual format.

Video lessons for whole group instruction

● The use of an approved video conferencing tool is required.
● Lessons may be recorded ahead of time by the teacher and posted on LMS for the student to view.
● Live video classes are permitted and should be made available to all students. The audio and visual features may be enabled during these sessions to allow two-way communication between teacher and students.
● Recording of the live video class is permitted only if the school has a current Image Release form signed by the parent for each participant in the class. These recordings may be posted on the school’s LMS for students to view at a later time.
● For any student who has not submitted a signed Image Release form for this school year, the Principal must request the parent to provide authorization to allow recording in his limited use only.

Video meetings with a small group of students (tutoring, meet and greet, office hours).

● The use of an approved video conference tool is required.
● Live video small group meetings are permitted provided more than one student and/or another staff member from the school is on the live video meeting call.
● Live video small group meetings should be open to all students.
● Live video group meetings should not be recorded

Video conferences with an individual student

● The use of an approved video conferencing tool is required. FaceTime is not permitted.
● A live video individual conference with a student may be requested by email by the student, parent/guardian, or teacher.
● It is advised to notify the parent/guardian and student in advance by email the scheduled time for the live video conference.
● Live video conferences with a student are permitted provided the student’s parent/guardian is present on the call. Every effort should be made to schedule the live video conference with a student when the parent’s schedule permits. In the event a meeting time cannot be coordinated, the teacher may request the parent/guardian to send an email granting permission for the meeting to continue without the parent/guardian provided another staff member from the school is present on the live video meeting with the student.
● Live video individual student conferences may not be recorded.
A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of Catholic Schools in the Diocese of Orlando

“Search Me, O God, and Know My Heart”
-Psalm 139

This Code of Conduct applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.


Code of Conduct for Catholic Schools in the Diocese of Orlando

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement:
Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:
- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren’s education and development
- To have confidentiality over sensitive issues respected by faculty/staff

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:
- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school’s handbook
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies, extra-curricular or special events including athletics, concerts, academic and cultural events

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:
- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care
  - Please note that each school in the Diocese of Orlando has a “Raptor” comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver’s license, “Raptor” runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers’ preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
• Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school
• Respect the decisions made by the administration and faculty, even if you disagree with them
• Listen to your child/ren, but remember that a different version of the event may be interpreted by others
• Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
• Observe the school’s policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
• Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
• Value the school community and its reputation especially when engaging with social media
• Do not smoke or use offensive language on school premises
• During livestreaming instruction, parents/guardians must not record or take screenshots of the instruction or share the livestream link with others. A quiet space needs to be provided to the student only to avoid disruptions or distractions to the teacher and other students. If parents/guardians have any concerns with the livestream instruction, they need to schedule time with the teacher outside of class time.

Addressing concerns regarding situations involving your student(s):
Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:
1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (https://www.orlandodiocese.org/ministries-offices/schools/).
5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school’s policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

Excerpts of this policy have been used by permission of the Diocese of St.Petersburg, FL.