HANDBOOK

2018-2019

BISHOP VEROT

CATHOLIC HIGH SCHOOL

SCHOOL HANDBOOK
2018-2019

NOTICE TO PARENTS AND STUDENTS

As a Catholic, private institution, the School Handbook is the contract between Bishop Verot and parents regarding the policies, procedures, and philosophies that will be observed in the course of educating the children entrusted to the school's care. All parents and students are responsible for the information contained within the Bishop Verot School Handbook.

Every effort is made to include in the School Handbook all policies and procedures pertaining to the 2018-2019 school year. New, updated, or changed policies are shaded in gray. Circumstances may require administrators to apply the Handbook to unique and unanticipated situations. Final interpretation of the Handbook is the responsibility of the Principal. Any changes that may be made during the school year will be communicated to students at school and to parents via e-mail and the school website (**www.BVHS.org**). Once formally announced, changes made during the school year shall be immediately considered a part of this document.

All students and parents are requiredto sign and return a copy of the **Student-Parent Handbook Agreement**. Each student is required to submit the completed form via Canvas on or before Wednesday, August 15, 2018. Due to the importance of acknowledging these responsibilities, students who do not return the form by this deadline will receive a detention, and will continue to receive a detention each day that the form is not returned.

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I. INTRODUCTION

1.1 Philosophy, Beliefs, and Mission Statement

Bishop Verot Catholic High School is a community of faith and learning, for young men and women, sponsored by the Diocese of Venice, administered by dedicated lay people, supported by parents, and ministered to by the priests of 23 Roman Catholic parishes in the Central Deanery.

Our philosophy identifies both religious and academic purposes that are interrelated. The Christian commitment to God and neighbor is engendered by fostering understanding of and respect for truth, evidenced in the teaching of Jesus Christ as proclaimed by the Roman Catholic Church, and upholding the democratic values of the Constitution and Declaration of Independence. The spirituality of Saint Francis de Sales deeply influences our educational vision, advocating respect for the dignity of each student who we believe to be created in God's image and fundamentally good. Growth and development bring each student closer to reaching God-given potential, and learning is therefore a spiritual activity. Learning, though, is not a gift freely given, but an objective that the learner must pursue, and the essential condition for learning is the willingness to work. The faculty and staff, while recognizing the primary role of parents in the educative process, instruct, motivate, and assist young students to reach their fullest human potential within a favorable learning environment.

Nurturing the spiritual, intellectual, moral, physical, and social development of each student is the heart of our mission. Therefore, Bishop Verot strives to preserve a challenging college-prep curriculum, emphasize spiritual growth, and foster involvement in co curricular activities, maintaining standards of excellence in every school program to create an environment that encourages student learning and growth and prepares every student for a successful future.

Core Beliefs

- Bishop Verot Catholic High School is a community of faith and learning, consisting of students, teachers, administrators, and staff, as well as parents, alumni, and benefactors, all sharing in the responsibility of advancing the mission of the school.
- Christ is the basis for the identity of our school. This is demonstrated through the philosophy, spirituality, and teachings of St. Francis, which emphasize the importance of imitating Christ by practicing the Gospel virtues of gentleness, kindness, humility, and patience.
- Each person is created in God's image; therefore, an atmosphere of mutual respect between students, faculty, staff, and parents is vital to school life and the learning process.
- Bishop Verot upholds the tradition of academic excellence that is the hallmark of Catholic education.
- A fundamental priority of Bishop Verot is to challenge students to develop leadership skills, build character, and grow personally and spiritually through their academic and co curricular achievements.
- Students are most effectively challenged to reach their potential when the spiritual, social, emotional, and academic needs of each individual are recognized as unique.
- While the Catholic mission and identity of Bishop Verot are cherished and valued, cultural and religious diversity within our community is respected.
- A welcoming, safe, and comfortable school environment promotes student learning.
- The ultimate goal of an education at Bishop Verot should be for students to be committed to lifelong growth and learning, inspired by faith to give of themselves for the betterment of others.

Mission Statement

Bishop Verot Catholic High School builds relationships centered on faith, learning, and leadership devoted to educating the whole person, utilizing innovative technologies, empowering students through collaborative experiences, and cultivating a spirit of service while grounded in our relationship with Jesus Christ.

Creed

As members of the Verot family, we will always: Support our fellow Vikings, Defend our traditions, Honor our legacy, and bleed black and gold. We are Verot!

1.2 Desired Results for Student Learning

At Bishop Verot, the concepts of learning, spiritual growth, and personal development are inextricably intertwined. This has relevance to post-high school life, where the quality of one's relational life, spiritual growth, community involvement, and job performance are all highly dependent on cognitive and personal skills. The impact of a school's academic program is enhanced by what occurs outside the classroom. Therefore, Bishop Verot strongly believes in the importance of providing opportunities for students to learn, grow, and develop through every facet of school life. Specifically, it is desired that Bishop Verot students will achieve:

1. Complex cognitive skills, including reflection, critical thinking, collaboration and problem solving.
2. Effective written and oral communications skills that demonstrate meaningful content and purpose.
3. The confidence for innovative thinking in a variety of contexts.
4. Interpersonal skills that include decision-making and conflict resolution.
5. The knowledge and skills needed to maintain good physical, emotional, and social well-being.
6. An appreciation and understanding of spirituality as enhanced through a program of study in Catholic theology and various spiritual opportunities.
7. A sense of identity that includes self-esteem, confidence, integrity, aesthetic sensibilities, and civic responsibility.
8. An understanding and appreciation for preserving our natural environment.
9. An acceptance and appreciation of ethnic, religious and cultural diversity, and individual differences
10. A commitment to fairness, mercy, compassion, and justice within the Verot community, as well as beyond.
11. An appreciation for the arts and participation in vital elements of human expression and culture.
12. The ability to apply knowledge and skills to practical problems encountered in life.
13. The skills to effectively and responsibly use technology.
14. Knowledge and skills of a second language, as well as appreciation of its culture.
15. The ability to research effectively in order to gain, analyze, and synthesize new information, as well as support inferences and justify conclusions.
16. The academic skills necessary to be successful in their continuing education with the goal of being a productive citizen; the foundation to be a life-long learner.

1.3 History of Bishop Verot Catholic High School

Bishop Coleman F. Carroll of Miami established Fort Myers Central Catholic High School in 1962 at a temporary location downtown. When the current campus and Main Building opened in 1964, the school was renamed for Bishop Augustin Verot, the first Bishop of Florida.

The Franciscan Sisters of Allegany guided the school from its foundation. Saint Francis of Assisi and Saint Clare, pillars of the Franciscan spiritual tradition, are still regarded as saintly patrons and protectors of Bishop Verot Catholic High School as a testament to the contributions of the sisters who faithfully ministered at the school for twenty years. In 1982, leadership of the school was assumed by the Oblates of St. Francis de Sales, an order of priests and brothers dedicated to the Salesian tradition, who remained until 2010. With the Oblates came an emphasis on the teachings of Saint Francis de Sales and Saint Jane de Chantal. In 2010, the Diocese of Venice began the direct administration of the school.

Principals

Mother Bernard Mary, OSF	1962-1966
Sr. Maria Paul, OSF	1966-1969
Sr. Marguerite O'Connell, OSF	1969-1972
Sr. Mary Rose Watkins, OSF	1972-1982
Rev. Joseph Toner, OSFS	1982–1984
Rev. Thomas Hopkins, OSFS	1984-1990
Rev. Christopher Hudgin, OSFS	1990-2000
Rev. Hugh McGuigan, OSFS	2000-2003
Rev. J. Christian Beretta, OSFS	2003-2010
Mr. John A. Cavell, Jr.	2010-2014
Dr. Denny Denison	2014-present

In October of 1984, the Diocese of Venice was formed as the Catholic population of Florida increased, and the campus at Bishop Verot expanded as well. Bishop John Nevins, the first bishop of Venice, has presided at several dedication ceremonies that give testimony to the school's growth. On March 9, 1986, the Bishop Charles McLaughlin Science Wing and Cafeteria was dedicated, followed nine years later by the dedication of the Bishop John J. Nevins Gymnasium on January 24, 1995. On May 22, 2000, the Leonardo Santini Center for the Arts opened. And on May 16, 2006, the school rededicated Viking Stadium after the installation of Field Turf and other renovation efforts.

The faculty, staff, administrators, benefactors, students, alumni, and friends that are the Bishop Verot family look forward to meeting the challenges of the 21st century while thanking God for the educational and spiritual legacies that have been established.

1.4 Bishop Augustin Vérot (1805-1876)

Augustin Vérot, for whom Bishop Verot Catholic High School is named, was born in France in 1805. As a young priest he accepted an invitation in 1830 to come to the New World and teach in the first American seminary in Baltimore. In 1853 he headed south, where Catholics had long complained of a shortage of priests. Upon his arrival in Florida, he discovered that only three priests were in residence in the state. With the help of French priests and nuns Vérot recruited to come to America, new parishes and schools were opened. In 1861, Vérot left Florida to become Bishop of Savannah, Georgia, and gained a reputation for his compassionate ministry to the injured and captured soldiers of both sides during the Civil War. He returned in 1870 as the first bishop of Florida in the newly formed Diocese of Saint Augustine. For the final six years of his life, Bishop Vérot lived up to his reputation as an enthusiastic and dedicated shepherd and pastor. By his death in 1876, he had laid a foundation that would continue to meet the needs of a rapidly growing Catholic population up to the present day. The mosaic that appears in the senior courtyard of the Main Building includes images and symbols that tell the story of Vérot's life and ministry.

1.5 The Direction of Intention

The Direction of Intention is a simple prayer by which the believer offers to God any action that is to be undertaken. Every class, action, and event at Bishop Verot begins with these words:

Lord Jesus,
give me the grace to perform this action
with you and through love for you.
I offer to you all the good that I may do,
and accept all the difficulty I may meet therein. Amen.

St. Francis de Sales,
Pray for us.
St. Francis of Assisi,
Pray for us.
Live Jesus in our hearts….Forever

The use of this prayer, in these or similar words, was advocated by St. Francis de Sales as a means of striving for holiness amidst the business of everyday life. By attuning our minds and hearts to God's presence in matters great and small, every present moment becomes an opportunity for God's grace to be revealed.

"*Those who wish to thrive and advance in the way of Our Lord should, at the beginning of their actions, ask for His grace and offer to His divine goodness all the good they will do… They should not neglect this practice in matters that are small and seemingly insignificant. By following the advice of the Apostle Paul, everything they do will be done in God's name to please Him alone*."

St. Francis de Sales, *The Spiritual Directory*

1.6 School Motto: NON EXCIDET

This Latin phrase, which translated means "He will not fail" or "He will not give up" was chosen by Saint Francis de Sales as his personal motto when he was a teenager, and eventually graced his coat of arms when he was named bishop of Geneva. Originally chosen as a reflection of his own determination to succeed, the words found special meaning when he endured a crisis of faith as a student. Fearing that God had abandoned him and that he was destined to damnation, Francis entrusted himself to the limitless love and mercy of God in spite of his struggles and doubts. He emerged from this difficult time even stronger in his faith and convinced that God in his abundant grace loved him and all people unconditionally. Even when we feel lost or forsaken, even when we stray far from his path, this great and loving God could never forget us. Even when we fall, he will never abandon us. **NON EXCIDET** became a reminder to him that even when we fall short in spite of our efforts, God's love never fails.

To a Bishop Verot student, these words are a reminder that we are called to live and love like God. We, too, must never quit, must never give up. Whether in the classroom or in athletic competition, with a friend in need, or facing our own everyday chores or extraordinary challenges, we must never give up, and always be there for one another, even after our high school days are finished. It was Jesus who showed us that God's love cannot be stopped, even by death. To LIVE JESUS means to believe in our hearts that God will never abandon us, and to believe that we must never give up on God, one another, or ourselves.

1.7 Alma Mater

Words by Roger Kim, '06 and Fr. Chris Beretta, OSFS
Music by Roger Kim, '06

A Tribute to Fathers Joe and John Beattie on the 40th Anniversary of their Ordination
introduced to the School Community on October 4, 2005

May strong be the faith that leads you
May sure be the hope that fills you
May pure be the love deep within you
May it heal you

Chorus:
May green be the grass beneath you
May blue be the skies above you
And may true be the Vikings around you
Who surround you
With black and gold, through heart and soul
Bishop Verot
Non Excidet… **We will not fail**

May clear be the path that guides you
May bright be the light that finds you
May great be the passion inside you
May it drive you

Chorus

II. CATHOLIC IDENTITY AND MISSION

Building on the rich tradition of Catholic education, Bishop Verot strives for excellence in every school program, both academic and co curricular. Mindful of our vocation to LIVE JESUSby imitating Christ, the school is committed to a

providing a Gospel-based community for students, staff, and parents that fosters growth in faith, hope, and love. As a Catholic school community of faith and learning, we participate in the mission of the Church by:

- Building a community of faith and learning that seeks to provide a constant reference to the Gospel and frequent encounter with Christ.
- Creating a unique school culture defined by the Franciscan and Salesian charisms and inspired by the life of our namesake, Bishop Augustin Verot.
- Providing opportunities for spiritual growth through prayer, retreats, devotions, and the sacraments, especially the Eucharist.
- Cultivating an appreciation of Church teaching that is intellectually challenging and that prepares students for a life of faith and service in a pluralistic, secular society.
- Promoting Christian values and moral decisions in and outside of school.
- Encouraging a commitment to social justice and creating opportunities for authentic Christian service, especially among the poor and vulnerable.
- Fostering a school environment that is welcoming, respectful, and mutually supportive.

2.1 Prayer and Worship

2.1.1 **Prayer on Campus**. The Catholic understanding of the spiritual life is rooted and centered on a relationship with Christ. This relationship is fostered and strengthened by prayer and by participating in the sacraments. Each morning, the school day begins with prayer and a thought from St. Francis de Sales. Every class period and activity begins with the Direction of Intention. The day ends with a reading from Scripture. Those with special requests for school community prayers are invited to bring them to Campus Ministry so they can be announced to the school.

2.1.2 **School Mass**. At no time is the Catholic Christian focus of the school community more evident than when we gather to celebrate the Eucharist, the "source and summit of the Christian life" (Second Vatican Council, *Lumen Gentium,* 11). The following guidelines for the receiving of Communion should be honored.

A. **Catholics**. Catholics students are strongly encouraged to fully participate in the celebration of the Eucharist by receiving Holy Communion in fulfillment of Christ's command to eat His Body and drink His Blood. In order to be properly disposed to receive Communion, communicants should not be conscious of grave sin, have fasted for an hour, and seek to live in charity and love with their neighbors. Persons conscious of grave sin must first be reconciled with God and the Church through the Sacrament of Penance. Catholic students have an obligation to welcome and respect students that belong to other faiths at all times, but particularly at the Eucharist.

B. **Other Christians.** Students belonging to other Christian denominations are welcome at the celebration of the Eucharist. It is very important that these students know that their faith is respected. However, it is a consequence of the sad divisions in Christianity that by Catholic tradition we cannot extend to them a general invitation to receive Communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply oneness which does not yet exist, and for which we must all pray. Students not receiving Communion are invited to come forward for a blessing by placing a hand over their heart. This invitation is intended as a gesture of good will and shared Christian faith.

C. **Non-Christians.** Students that are not Christian are welcome at the Eucharist, but we cannot extend to them a general invitation to receive Communion. It is important that they feel respected as young men and women regardless of their religious beliefs. Students of other faiths are invited to come forward at communion for a blessing by placing a hand over their heart. This invitation is intended as a gesture of good will to build on the common ground we share as people of faith.

2.1.3 **Sacred Heart Chapel.** Bishop Verot is blessed to have the Holy Eucharist on campus. The Sacred Heart Chapel is located on the west side of Assisi Hall.It is a place where both students and faculty can encounter Our Lord in quiet and personal time. Students, faculty, and parents are welcome to sit and reflect throughout the day. Students must be issued a pass to utilize class time for a visit to the Chapel. On occasion, the Chapel may be in use by groups or classes and unavailable for general use. At no time is the Chapel to be used for meetings.

2.1.3.1 **Adoration** All students will attend Adoration one a month with their community. Families of Bishop Verot students are invited to take part in the silent adorations.

2.1.4 **Penance services** are celebrated twice a year. Frequent reception of the Sacrament of Penance is encouraged. Students have the opportunity to celebrate this sacrament during Advent and Lent with their theology classes.

2.2 Campus Ministry

2.2.1 The Office of Campus Ministry is a spiritual resource for faculty, staff, students, and parents at Bishop Verot. Campus Ministry organizes and coordinates School Masses, retreats, penance services, service projects, prayer sessions, and other spiritual exercises in consultation with the Principal to support and promote the Catholic identity of the school.

2.2.2 Campus Ministry can also provide spiritual direction to students, providing referrals to other staff members, guidance counselors, or parish priests when appropriate.

2.2.3 Roman Catholic students are encouraged to have celebrated their Sacraments of Initiation by graduation. Any student interested in becoming a member of the Catholic Church is encouraged to learn about the process of Christian Initiation by speaking with their Theology teacher or the Director of Campus Ministry.

2.2.4 All sacramental preparation is required to be done at the student's home parish.

2.3 Retreats

Care for the student's spiritual life can be given through day or overnight retreats organized by Campus Ministry. Participation is encouraged of all students regardless of religious affiliation. Freshmen are required to participate in an overnight retreat experience at the beginning of the school year. Among the variety of optional retreat offerings available to students is the Live Jesus Retreat for juniors and seniors, a four-day, student-led retreat experience.

2.4 Christian Service

2.4.1 **Purpose.**

Service is an integral part of the Christian life. The service requirement for students is designed to reflect the teachings of Christ, who came not to be served but to serve. His teachings reveal God's compassion and special concern for those suffering from poverty, persecution, or neglect:

> *The King will say to those at his right hand, "Come, O blessed of my Father, inherit the kingdom prepared for you from the foundation of the world; for I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, I was naked and you clothed me, I was sick and you visited me, I was in prison and you came to me." Then the righteous will answer him, "Lord, when did we see you hungry and feed you, or thirsty and give you drink?" And the king will answer them, "Truly, I say to you, as you did it to one of the least of my brothers and sisters, you did it to me."* Matthew 25:34

The purpose of the service requirement is to emphasize a Christ-like concern for the poor and suffering. A **service point system** has been devised to promote and encourage service experiences in which students have direct contact with people in need. The Campus Minister will organize student groups to assist service organizations in the Fort Myers area. Parents interested in volunteering are invited to contact the Campus Minister.

2.4.2 Guidelines

A. **Requirement.**

Freshmen and sophomore students are required to complete a minimum of 20 documented service hours per year. Junior and senior students are required to complete a minimum of 30 documented service hours per year. Service performed after May 16th may be counted for the following school year. Junior and Senior students must turn in service points no later than February 6th. Freshmen and Sophomore students need to turn in completed service on or before May 1st. Failure to turn in completed hours on the specified dates will result in disciplinary action, co-curricular activities will be limited and exam passes withheld until completed. Seniors who do not have their completed service hours in by April 5th will be barred from senior privileges and events including Grad Bash and Prom until completed. Service point due dates are as follows:

a. Summer Service Hours –August 31st
b. Junior - Senior – February 6th (30 hours)
c. Freshmen - sophomores – May 1st (20 hours)

B. **Hours.**

Students will be granted credit for hours according to the length of the service and location completed. The Campus Minister determines which locations are appropriate for service. Service that reflects the traditional Corporal Works of Mercy will be given the greatest weight. The Corporal Works of Mercy include feeding the hungry, giving drink to the thirsty, clothing the naked, sheltering the homeless, visiting the sick, visiting those in prison, and burying the dead.

C. **Approval of Service Sites.**

All service should be completed off of the pre-approved location list or by the Director of Campus Ministry before service is performed to ensure that agreement exists regarding the nature of the service and that the hours will be awarded as Christian Service.

Lists of pre-approved and service project sites are available from Theology teachers and the Director of Campus Ministry. Service not listed as pre-approved should not be assumed to fulfill the requirement.

Pre-approved locations:

All Diocese of Venice Parishes and Schools

Boys/Girls Club- 239-334-1886
Builders Care- 239-938-0056
Calusa Nature Center- 239-275-3435
Catholic Charities- (AFCAAM-239-461-0233 (After School Tutoring)
Ctholic Charities- Bonita Springs After School Program-_____
Catholic Charities-Casa Maria Soup Kitchen-239-657-6242 (Immokalee)
Children's Home Society- 239-334-0222
Clare House-After School Tutoring-239-334-2234*
Coalition of Immokalee Workers- 239-657-8311
ECHO- (Educational Concerns for Hunger Organization) 239-543-3246
Habitat for Humanity- 239-652-0434 (Paula) www.habitat4humanity.org
Harlem Heights Organization/ St. Columbkille- 239-489-3973 (Miriam Ortiz)
Harry Chapin Food Bank- 239-334-7007
Hope Hospice/ Thrift store- 239-652-1114
Humane Society of Lee Co.- 239-332-0364
LARC- 239-334-6285 x 229
Lee Memorial Hospital- 239-334-5388 www.volunteerlee.org
Lifeline Family Center- 239-242-7238
Big Brothers/Big Sisters 239-278-0003
Nursing Homes:
- Shady Rest- 239-931-8401
- Cypress Cove- 239-415-5100
- The Woodlands- 239-574-8789
- Heartland- 239-275-6067
- Heritage Park- 239-334-1091
- Hidden Oaks- 239-939-1393

Public Library Lee Co.- 239-479-4620
Quality Life Center- 239-334-2797
Red Cross- 239-278-3401
Ronald Mc Donald House- 239-437-0202
Salvation Army – 239-278-1551
Senior Friendship Center (The Dream team)- 239-275-1881
Soup Kitchen/ Meals on Wheels (CCMI)- 239-332-0441
Special Populations- 239-574-0574 (Laurie)
Special Equestrians- 239-226-1221
Thrift Stores: Blessed Pope John XXIII- 239-433-4097

Salvation Army- 239-278-1551
St. Vincent De Paul Society- 239-274-0660
St. Columbkille Thrift- 239-489-4001
Tops Soccer-CCSA- 239-910-3845
YMCA- 239-275-9622

Service which is not pre-approved but is performed in public, non-profit endeavors such as schools, hospitals, Churches, nursing homes, soup kitchens, thrift stores, and other organizations who provide for those in need can be presented for approval.

D. **Projects or Activities which will not receive credit.**

Projects or activities that do not meet the listed criteria, either in whole or in part, should not be assumed to fulfill the school requirement. Examples include:

- Chores done at home, baby-sitting, helping family members, or other examples of duties or responsibilities that would otherwise be performed will not qualify as service.
- Being an "office runner," attending club meetings, assisting coaches, or providing ordinary assistance to a teacher when asked during the school day are all encouraged but will not be considered a fulfillment of the service requirement.
- Volunteering with "for profit" organizations, companies, or individuals will not qualify even if it is done for no pay.

E. Approved service to be done on or off campus must take place outside of regular school hours.

F. Student Organizations, Clubs, or Athletic Teams may require members to participate in particular service projects or require students to exceed 20/30 hours as conditions for membership.

G. **BVHS service**. No student may earn more than half their total service hours from Bishop Verot Catholic High School.

H. Forms. Service is to be documented on a form issued to students via Canvas or available from the Campus Ministry Office. The form may also be found on the school website.

I. Verification. An adult who coordinated or supervised the service must verify service performed and provide his/her contact information. Signatures from parents, peers, or anyone under the age of 18 are not acceptable forms of verification.

J. Service Performed During Summer. Projects completed over the summer must be submitted to the Director of Campus Ministry for approval. Approval forms are available online at the BVHS website. During the summer, students are strongly encouraged to engage in Corporal Works of Mercy by working with the poor, the sick and dying, or persons otherwise in need.

K. **False documentation** of Christian service will be punished as academic dishonesty and a violation of the honor code. Hours falsely documented will be made up in service placements chosen by the administration. In addition, the student will be subject to disciplinary action for honor code violations as outlined in the Handbook.

L. **Students who do not complete 20 or 30 Hours** will be given one Saturday detention for every week (past the due date) their hours are not turned in, students may not be promoted to the next grade, and final exams will be with held. In the case of seniors, students will be barred from senior privileges, events and will not be allowed to graduate. In such cases, a Summer Service Agreement will be required, with approval of sites from the Christian Service Coordinator.

III. BISHOP VEROT HONOR CODE AND ACADEMIC INTEGRITY

3.1 The Bishop Verot Honor Code[1]

3.1.1. Bishop Verot Catholic High School is a community of faith and learning, dedicated to the observance of honor as demonstrated through honesty, trustworthiness, fairness, and respect for others. Students share with teachers and administration the responsibility for promoting a climate of integrity. Students are expected to adhere to these core values at all times, in both their academic and non-academic activities.

3.1.2 **The Pledge -** Students will affirm their commitment to uphold the values of Bishop Verot Catholic High School by reciting the following pledge at the beginning of each school year:

> **On my honor, I will not lie, cheat, or steal, nor will I accept the actions of those who do. I will conduct myself responsibly and honorably in all my actions as a Bishop Verot student.**

Teachers will apply the Honor Code to their particular classrooms, assignments, and course expectations. On all written assignments, students will include the statement, **"I abide by the Honor Code,"** followed by their signature. Note: If the instructor has not already provided a place to do so, students should write **"I abide by the Honor Code"** and include their signature.

3.1.3 By reciting the pledge and by writing and signing the statement, the student states that he or she will not violate or has not violated any part of the honor code which includes cheating, attempting to cheat, plagiarizing, lying, stealing, or failing to report an act of dishonesty to the proper authority. Failure to recite the code and/or include the written affirmation on an assignment does not relieve the student of responsibility to abide by the honor code as a member of the school community.

3.2 Definitions of Violations

3.2.1 **Lying** includes, but is not limited to, communicating untruths, in whole or in part, in order to gain an unfair academic advantage or to avoid responsibility for actions.

3.2.2 **Cheating** is an act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes but is not limited to:

- Plagiarism;
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations;
- Using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations;
- Altering or falsifying any information on tests, quizzes, assignments, or examinations;
- Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- Working on any examination, test, quiz or assignment outside of the time constraints imposed;
- Submitting an altered examination or assignment to a teacher for re-grading;
- Failing to adhere to a teacher's specific directions with respect to the terms of academic integrity or honesty.

3.2.3 **Plagiarism** occurs when a student, with intent to deceive or with reckless disregard for proper documentation, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source. Proper documentation requires that the source of information and ideas, if from another, be identified and be attributed to that source. Students are responsible for learning proper documentation procedures appropriate to particular assignments and subjects. The following constitute instances of plagiarism:

- Copying from published sources without adequate documentation;
- Obtaining or purchasing a pre-written paper (either by mail or electronically);
- Allowing or paying someone to write a paper and submitting the paper as his or her own;
- Submitting another person's unpublished work as his or her own, either with or without permission;
- Copying assignments, lab projects, workbooks, or any other work from another student, with or without the consent of that student, inside or outside of class.

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[1] ***Original ideas, definitions, phrases, and words used in creating the Bishop Verot Honor Code have been borrowed from Duke University and the Duke Community Standard with explicit permission.***

Note: For cooperative or group work to be acceptable under the Honor Code, the teacher must specifically define the assignment as such. Otherwise the student is to assume that the work must be done individually. Each teacher will address the Honor Code as it pertains to his/her class in the course syllabus.

3.2.4 **Stealing** is an act of intentionally taking or appropriating the property of another, including academic work, without consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor.

3.2.5 **Providing unauthorized aid to a classmate**. Students permitting classmates to cheat or copy their work, or sharing resources in a manner not specifically authorized by the teacher, are in violation of the Honor Code and are themselves guilty of cheating. Such students will be subject to punishments equal to those given for cheating or plagiarizing.

3.2.6 **Failure to Report**. A student who has direct knowledge of a potential case of academic dishonesty or any other violation of the Honor Code is bound by honor to report this information, not for the purpose of gaining an advantage, but to preserve and promote a climate of integrity at Bishop Verot.

3.3 The Honor Code and Academic Integrity

The Bishop Verot Honor Code focuses on both personal and academic integrity. In addition to academic matters that are obvious, other examples include, but are not limited to:

3.3.1 **Shared work on homework assignments and projects**. Students are responsible for understanding the level of sharing or group work with others that is allowed. Students must not use the same or similar work for more than one assignment (e.g., for papers in two different classes) without explicit, prior permission from both teachers.

3.3.2 **Discussing tests and exams**. Students are forbidden to discuss anything about tests and exams (length, difficulty, etc.) with other students until after everyone has taken the test, including students who may have been absent on the testing day.

3.3.3 **Studying from old tests, homework, and lab exercises**. Students are responsible for understanding from teachers which materials may be used, and to be sure those materials are equally available to all.

3.3.4 **Use of Media Center and other study materials**. As community property, the Media Center is to be treated with respect and a collegiate level atmosphere maintained at all times. Materials are to be used so that they will remain in good condition and equally accessible for others.

3.3.5 **Use of computers**. Use of computers by students is a privilege and is permitted for school-related work. Students must observe the priorities for computer use, avoid monopolizing internet access, abide by copyright laws, and fulfill all school and diocesan conditions for technology use.

3.4 The Honor Code beyond Academics

The Bishop Verot Honor Code includes responsible and honorable conduct in all actions. This extends beyond academic issues to include personal conduct during and outside of school hours, on field trips, at athletic events whether home or away, at dances, and any conduct off campus that would be considered immoral or illegal. Students represent Bishop Verot even when they are away from school or on "personal time," and are expected to conduct themselves in a manner that reflects positively on their families, their school, and their classmates.

3.5 Reporting Violations

3.5.1 **Student Obligation to Report Violations.** The Honor Code obliges students to report suspected or observed violations of integrity by means of a signed letter to the Dean of Students within one week of

the suspected violation. Written reports must name or describe the person suspected of the violation.

3.5.2 **Meeting with the Dean.** Students are welcome to discuss concerns about a suspected violation with the Dean of Students before deciding whether to make a written report. However, the Dean of Students is not obligated to investigate the matter any further without receiving a written report of a suspected violation. The privacy of individuals presenting verbal or written concerns will be carefully guarded. The Dean of Students is free to use his judgment regarding the investigation of verbal reports.

3.5.3 **Anonymous letters or e-mails** reporting violations and unsubstantiated rumors, whether from students, parents, or staff, will be dismissed. In many cases these violate the very climate of integrity and spirit of community the Honor Code is designed to safeguard. This approach may be indicative of a mistrust of the administration and the Honor Code process, and invites irresponsible or slanderous reporting based on rumors rather than facts.

3.5.4 **Teachers** are obligated to report any violation of the Honor Code to the Dean of Students within 24 hours.

3.6 Procedures to Address Violations

Suspected violations are approached and resolved in consideration of their severity and the student's disciplinary history. Once a suspected violation has been brought to the attention of the Dean of Students, he will decide whether any further investigation is warranted. Some allegations are brought in such a vague way that there is no way to investigate further, and the matter must be dropped. If there is going to be further investigation, the Dean will notify the person suspected of the violation. The Dean also will also review the disciplinary record of the person suspected to see if there are any previous violations that would preclude a "one-time teacher-student resolution."

3.6.1 **One-Time Teacher-Student Resolution.** If the suspected violation is minimal, such that it would not put the student at risk of suspension or expulsion (e.g., inadvertent omission of a citation or improper citation, minor misunderstanding about group work or use of unauthorized materials), and when the student has not committed any previous violations, it may be possible to resolve the situation at the level of the teacher and the student. The first stage in this process is for the teacher to report the violation to the Dean of Students to determine (A) that the suspected violation is in fact minimal, and (B) that the student has not previously been accused of any violationsOnce the Dean of Students has determined that a teacher resolution is appropriate, the teacher will impose appropriate grade sanctions and issue the student a detention.

The Dean of Students serves as a clearinghouse for Honor Code violations, so that (A) there is consistency in defining what violations are "minimal," (B) the consequences for various types of violations are consistent, and (C) repeated violations by the same student in different classes don't go unnoticed. When these conditions are met, the teacher may impose consequences for the violation (and inform the Dean of Students what those consequences are). These could include receiving reduced or failing grades (or a zero) on the assignment, repeating one or more assignments, and/or completing a separate assignment intended to inform the student about academic integrity (e.g., a paper analyzing the consequences of failure to cite sources properly).

Teachers who do not want to use this option are not obligated to do so and may refer the case immediately to an administrative hearing.

3.6.2 **Administrative Hearing.** If the suspected violation is not "minimal," if there have been previous violations, if the teacher chooses not to resolve the case, or if the student disagrees with the teacher's proposed resolution, the case goes to an administrative hearing. The Dean of Students in consultation with the Principal handles alleged non-academic violations.

The Dean of Students and Assistant Principal for Curriculum will hear from the student accused of the violation and the person making the allegation and review any relevant documents (e.g., comparing works alleged to have been copied). Although usually these proceedings will take place face to face, it may sometimes be necessary to receive information by phone or email to resolve the case in a timely way (such as before the beginning of a new semester). The Dean of Students and Assistant Principal for Curriculum will jointly decide whether there is clear and convincing evidence of the alleged violation. If so, they will jointly determine consequences proportionate to the violation and consistent with the resolution of similar violations. Consequences may include detention, demerit, suspension, Saturday work detention, dismissal or expulsion, and/or assignments intended to educate the student about

academic integrity. Consequences will further include instructions to the teacher regarding grades for the assignments or test in question.

If the student believes the administrative hearing failed to consider relevant information, violated fair procedures in some way, or imposed consequences inappropriate to the offense, the decision may be appealed. The Dean of Students will keep a record of the hearing and the resolution of the case, which will become part of the student's file. If there has been a previous one-time resolution between the student and a teacher, it will become part of the student's file as well.

3.6.3 **Confidentiality**. Information shared in the course of any of these ways of resolving alleged violations is confidential. Information about honor code violations will be shared in these circumstances:

A. Students accused in writing of a violation that will be investigated further have a right to know that they have been accused (but not the identity of their accusers).
B. Information about honor code violations, their disposition and consequences may be shared, with any identifying information removed, for the purposes of (1) educating students and faculty about honor code violations and (2) ensuring consistency in responding to violations. Special care must be taken in describing violations so that identity cannot be readily deduced from the details of the case.

3.6.4 **Suspension or Expulsion for Violation of the Honor Code**. Students guilty of an egregious or flagrant offense may be subject to suspension or expulsion, even for a first time violation. Students guilty of repeated violations of the honor code, even for lesser offenses, may also be subject to suspension or expulsion. Students may be subject to academic penalty for time missed due to suspension.

3.7 Teacher Responsibilities

3.7.1 **Classroom Guidelines.** Teachers create, foster, and maintain a community of integrity by:

A. Including the Bishop Verot Honor Code in course syllabi;
B. Discussing academic integrity and responsible citation of sources in class, when assigning projects, and when advising students;
C. Clarifying in writing expectations about who or what students may consult in completing assignments;
D. Providing the statement "I abide by the Honor Code" and a signature line on all assignments and exams;
E. Creating conditions that minimize the temptation to cheat (e.g., not allowing last-minute changes in paper topics, altering exam questions from year to year);
F. Being alert to possible violations (e.g., plagiarism, suspiciously identical student work);
G. Following up on suspected and reported cases of academic integrity violations.

3.7.2 **Obligation to Report Violations.** Teachers are to respond to suspected violations, whether observed or reported to them by students, by alerting the Dean of Students (if a student comes with a verbal report, they are to be reminded of the need to submit it to the teacher and to the Dean of Students in writing). The next step depends on whether this is a first-time offense and the severity of the suspected violation. The teacher has authority over how an academic integrity violation affects grading for the course in which the violation occurred (e.g., failure on assignment). When there is going to be an administrative hearing or an appeals hearing, the teacher may choose to wait for the resolution of that hearing before deciding on the grade consequences of the violation. If the alleged violation is found to be without substance by the process, the teacher may not impose a grade consequence.

3.8 NHS Members and the Honor Code

Because members of the National Honor Society publicly pledge to hold themselves to the highest standards of scholarship, leadership, service, and character, violations of the Honor Code are a serious matter. Any violation of the Honor Code, even a first-time or minor offense, that is not dismissed or excused by an administrative hearing or appeal, may carry additional consequences for members. Once found guilty of a violation, NHS members have two choices: 1) submit a written self-report of the violation to the NHS moderator, or 2) immediately submit a letter resigning membership. Self-reporting students must include in their written report a release of their disciplinary file as it relates to the violation in question. Both the student and a parent must sign the self-report, indicating consent for the release. Once the moderator receives the self-report, in consultation with the Principal, the NHS Faculty Council may be convened. If such a meeting is called, the Dean of Students will present the documented details of the

case, describe the nature of the violation and the punishments given, and answer any questions related to the specific violation in question. The student may then present his or her case to the Faculty Council. In consideration of the severity of the violation and of the punishments already given by the school, the Faculty Council has the responsibility and authority to determine the status of the student's NHS membership, ranging from reprimand or warning to dismissal. The Faculty Council is obliged to maintain confidentiality regarding the case, and has no authority to make recommendations to the teacher or issue disciplinary punishments beyond NHS membership.

3.8.1 Co-curricular Activities and the Honor Code

Students that participate in co curricular activities and have violated the BVHS Honor Code are subject to further penalties as determined by the group moderator or team coach, including removal of participation privileges.

3.9 BVHS Representation and the Honor Code

Any student that has been selected to represent BVHS in an official or unofficial capacity (i.e. Family leaders, Community leaders or representatives, House leaders, Summa Cum Laude, Homecoming Court) and is found in violation of the Honor Code may be subject to further disciplinary action including, but not limited to removal from elected, appointed, or honorary positions.

IV. ACADEMIC AFFAIRS

4.1 Administration and Leadership

The Assistant Principal for Curriculum is directly responsible for all curricular and academic concerns including the master schedule, report cards, the quality of the school's academic life, the evaluation of the faculty, coordination of Viking P.R.I.D.E., and the ongoing evaluation and development of the school's curriculum and course offerings. The Assistant Principal for Curriculum is accountable to the Principal.

4.2 Academic Freedom

Teachers choose instructional materials based on educational purpose and artistic merit. A well-rounded education includes knowledge of academic, political, and cultural realities that do not always reflect Christian principles or reflect the teachings of the Catholic Church. Students must learn to maintain their faith, morals, and convictions in a pluralistic society. When choosing materials, teachers are aware of their responsibility to guide students through this dialogue with a larger world that may not always share their beliefs. Questions regarding assigned readings, videos, and other instructional materials should be directed to the teacher.

4.3 Graduation Requirements

Minimum Graduation Requirements for Students

ENGLISH	4 Credits
THEOLOGY *	4 Credits
MATHEMATICS**	4 Credits
SCIENCE**	3 Credits
SOCIAL STUDIES**	3 Credits
WORLD LANGUAGES	2 Credits (Same Language)
PERSONAL FITNESS	0.5 Credit
HEALTH	0.5 Credit
FINE/PRACTICAL ARTS	1.0 Credit
ELECTIVES	2.0 Credits
Total Required (min. GPA of 2.00)	**24 Credits**

***** Theology: Transfer students are required to earn a 0.5 credit in Theology each semester in attendance at Bishop Verot.
****** Specific courses may be required for certain subject areas. Refer to the curriculum guide for more information.
******* Personal Fitness (Marching Band, Dance or two full seasons at the Junior Varsity or Varsity Level).

4.4 Selecting, Scheduling, and Dropping Classes

4.4.1 **Selecting Classes**. The selection of classes for the following school year occurs in February during the Registration Process. To avoid a late fee, Registration Packets must be returned to the Registrar's Office by the given deadline.

4.4.2 **Scheduling Classes.** Placement in all academic courses is based on recommendation by the current-year teachers. If a schedule change is needed, students should speak first with the teacher who is making the recommendation. A subsequent meeting with a Guidance Counselor may be necessary. Note: No schedule changes based on student preference (a specific teacher, lunch period, etc.) will be granted.

4.4.3 **Dropping a Class.** Any student who withdraws from a course after the first week of class will have a "00" recorded on his/her transcript. The "00" will be computed as a failure when calculating the student's GPA. Note: Students will not be permitted to drop a 1.0-credit course after the first semester without the "00" penalty being applied for the second semester.

4.5 Grading and Grade Point Average

4.5.1 **The following conversion chart may be used to determine *letter, numerical,* and *grade point* equivalents.** For all regular courses**,** the standard 4-point scale is used. All honors courses are weighted to receive an additional 0.5 grade point value. All Advanced Placement and Dual Enrollment courses are weighted to receive an additional 1.0 grade point value.

Letter	Numerical	Grade Point for College Prep Classes	Grade Point for Honors Classes	Grade Point for A. P. and Dual Enrollment Classes
A	93 – 100	4.00	4.50	5.00
A-	90 – 92	3.67	4.17	4.67
B+	87 – 89	3.33	3.83	4.33
B	83 – 86	3.00	3.50	4.00
B-	80 – 82	2.67	3.17	3.67
C+	77 – 79	2.33	2.83	3.33
C	73 – 76	2.00	2.50	3.00
C-	70 – 72	1.67	2.17	2.67
D+	67 – 69	1.33	1.83	2.33
D	60 – 66	1.00	1.50	2.00
F	00 – 59	0.00	0.00	0.00

4.5.2 Numerical grades will appear on report cards and transcripts. Credit for all courses will be earned on a semester basis and recorded on transcripts accordingly. Semester grades are calculated by combining two-fifths (40%) of each quarter grade and one-fifth (20%) of the exam grade.

4.5.3 All courses offered at BVHS are counted in computing cumulative grade point averages and honor rolls. If a course is repeated during either the regular school year and during summer school due to failure, both grades will appear on the transcript and both will be included when calculating the student's GPA unless the Grade Forgiveness Policy is enacted.

Grade Forgiveness Policy: If a student earns a grade of "D" or "F" in a class, the class can be repeated during the regular school year, summer school (if offered), or online/off campus if prior approval by the Administration has been granted. The grade received in the course being repeated will replace the original grade of "D" or "F" whichever is applicable and the student's grade point average will be adjusted accordingly. If the student chooses to repeat the course, the grade that the student receives in that course once repeated is the grade that will be shown on the student's transcript and counted toward the student's grade point average, even if the grade is lower than what was earned initially.

4.5.4 Once enrolled, general policy dictates that a course not taken at Bishop Verot will not count for credit towards a student's GPA, nor will the course appear on the student's transcript. A waiver form must be completed and approved by the Administration prior to any exceptions being granted.

4.5.5 Once enrolled at Bishop Verot, general policy dictates that a student can enroll in no more than two off campus and/or online courses simultaneously. A student must have prior approval from the Guidance Department, in consultation with Dean of Academics. Only courses not offered at Bishop Verot may be taken off campus or online, and at an accredited institution. Bishop Verot has Dual Enrollment agreements with Edison State College, Florida Gulf Coast University, and St. Leo University.

4.5.6 For transfer students, courses that appear on the transferring high school's official transcript will count for credit towards their GPA at Bishop Verot. Credits must be earned from an accredited school in order to be accepted by Bishop Verot.

4.6 Honor Rolls

Beginning with the 2018-2019 school year, students earn quarterly honors by achieving the following levels of academic excellence:

Principal's List:	**4.35 and above**
First Honors:	**4.10 – 4.34**
Second Honors:	**3.85 – 4.09**

4.7 Homework Policy

On average, Bishop Verot students should expect to have 20 minutes of homework per class each day, including both written and reading assignments. Honors and Advanced Placement courses require additional homework time. Advance notice is provided for lengthier assignments to help students budget their time accordingly.

4.7.1 **Makeup Work.** It is the student's responsibility to check Canvas on a daily basis and obtain all work from the teacher concerning makeup work, projects, quizzes and/or tests. Tests, projects and other work assigned during anabsence must be made up within the same number of days missed. For example, a student absent on Thursday and Friday would have until the following Wednesday morning (before school starts) to complete all missed work. Please note that weekends are not included in the count. It is understood make up tests and quizzes will NOT be the same as the original. In case of an excused prolonged illness (3 consecutive days or more), the Assistant Principal for Curriculum upon request from the parent, will notify teachers. Students and parents are encouraged to contact the teacher via email (addresses listed on our website www.bvhs.org).

Pre-planned absences, such as a retreat, athletic event or school sponsored trips must be communicated with each teacher by the student prior to the event. This allows the teacher and student to arrange when work will be due. Students who fail to communicate may be given a zero on any work that was due the day or days they were absent.

4.8 Testing Days

To ensure that students are not faced with taking five or six major tests on any given day, specific testing days have been established. Teachers may give major tests for the subjects listed below only on the indicated days. The Dean of Academics may grant exceptions to teachers for special circumstances.

First Semester:
Odd Days of the Month: English, Social Studies, Mathematics, Fine and Practical Arts
Even Days of the Month: Science, World Languages, Theology and Physical Education

Second Semester (days are reversed):
Even Days of the Month: English, Social Studies, Mathematics, Fine and Practical Arts
Odd Days of the Month: Science, World Languages, Theology, and Physical Education

4.9 Exams

4.9.1 Examinations are required in academic subjects at the end of each semester. Students will be required to present a Student I.D. before being permitted to take each exam. Students will not be permitted to take an exam if there is indebtedness to the school.

4.9.2 Seniors may be exempted from midterm and final course exams at the discretion of the teacher. To be eligible, seniors must have averaged an A (93 – 100) each quarter prior to the exam.

4.9.3 All exams are to be taken during the published dates and times. Exams will not be given early.

4.9.4 Outstanding obligations will prevent a student from being allowed to take semester exams. Obligations include, but are not limited to, negative lunch balance, anything owed to a coach, an activity moderator or service hours.

4.10 Advanced Placement Exams

All students taking Advanced Placement courses are required to take the AP Examination in May. Students will be required to cover the cost of their testing. Advanced Placement courses are offered in Biology, Calculus, English Literature and Composition, Chemistry, Physics, Spanish, U.S. History, European History, World History, U.S. Government, Comparative Government, and Computer Science. The specific courses offered may vary annually. Additional information regarding AP Exams may be obtained from Bishop Verot's AP Coordinator (239-274-6734).

4.11 Monitoring Student Academic Progress

Parents and students are expected to regularly monitor academic progress in all classes via available online grade viewing. This resource is not intended to replace traditional communication between teachers and parents. Parents are encouraged to communicate directly with teachers by phone or e-mail if concerns arise. Online grades, as well as teachers' phone numbers and email addresses, are available by accessing the school's website at **www.BVHS.org**.Teachers are asked to update their online grades a minimum of every two weeks. If access to a computer is not available, parents may contact the Registrar at 239-274-6791 in order to request a printed copy of the online grades.

4.12 Office Hours

Teachers are available in their classrooms on Mondays through Thursdays from 2:30 to 3:00 p.m. and throughout the week during Flex. Students can also request arrangements be made for National Honor Society students to provide free tutoring. Students are encouraged to take advantage of these services.

4.13 Parent-Teacher Conferences

When concerns arise regarding student progress, either the parent or the school may initiate parent-teacher conferences. To arrange a conference with an individual teacher, parents are required to schedule an appointment with the teacher in advance by contacting him/her directly via email or voicemail. Parents are required to sign-in in the Main Office prior to teacher conferences. To request a conference with all teachers, please contact the Guidance Assistant at 239-274-6791. Conference requests for all of a student's teachers are generally scheduled on Wednesdays at 2:45 PM. Faculty voicemail and e-mail information can be found on the school's website at www.bvhs.org.

4.14 Academic Probation

4.14.1 Academic Probation is a period during which a student's academic performance is monitored closely by the administration out of concern for academic progress and to provide support for students academically at risk. Students may be placed on academic probation at any time during their high school career. Decisions regarding probation are made by the Assistant Principal for Curriculum in consultation with members of the Guidance Department.

4.14.2 Any student who drops below a 2.0 cumulatively or after any current semester may be placed on academic probation and required to meet with a guidance counselor to develop a plan for academic improvement. A parent and student will need to agree to the plan and sign it once it is determined.

4.14.3 Students who remain below a 2.0 cumulative GPA or achieve less than a 2.0 for a second consecutive semester will have their status reviewed by the administration and may be required to go before an Academic Review Board or to consider other educational options.

4.14.4 The progress of all students on academic probation is monitored and reviewed at the end of each semester by the Assistant Principal for Curriculum, the Guidance Department, Academic Advisors and other school staff that have knowledge of the student's progress. When warranted, the Assistant Principal for Curriculum makes recommendations to the Principal regarding continued enrollment.

4.15 Failures

4.15.1 If a student fails a course for the semester, the student should immediately meet with a Guidance Counselor in order to determine his or her options. If possible, an attempt will be made to immediately schedule the course to be repeated the next semester. If the course is not available, the student must seek approval from the Guidance Department to repeat the course via virtual school (FLVS) or at Bishop Verot during the following school year.

4.15.2 A failing grade for any class remains on the student's transcript and is computed in the student's grade point average unless the grade forgiveness policy is applied by the administration.

4.15.3 The academic progress of all students will be reviewed at the end of each school year. Students not progressing satisfactorily towards graduation may be denied promotion and/or be asked to withdraw.

4.15.4 An **administrative failure** may be issued by the administration to any student with more than seven absences in a quarter. In such cases the student may be issued a 59 in each class in which seven absences have been exceeded. If the grade earned by the student is less than 59, then the student's own failing grade will remain in place.

4.16 Athletic Eligibility

Students in poor academic standing may be ineligible to participate in school athletics and activities

4.17 Academic Recognition Programs

4.17.1 **Academic Honors Assembly.** An Academic Honors Assembly is held during Catholic Schools Week. This assembly recognizes achievement in academic areas based on students' first semester performance.

4.17.2 **Academic Award Ceremony**. Viking P.R.I.D.E. sponsors an annual end-of-the-year ceremony for students who have achieved Principal's List status for the 1st, 2nd, and 3rd quarters of the current school year.

4.18 Class Ranking

Given the intensity of the curriculum, Bishop Verot provides parents and students with a percentile rank in increments of 5%. Ranking is based on each student's weighted, cumulative GPA, and is updated at the end of each

semester. Exact rank is available to colleges upon request and is entered by counselors when completing Secondary School Reports for college applications.

4.19 Graduate Academic Honors

Graduate Academic Honors will be awarded to seniors at Commencement. Beginning with the 2018-2019 school year, degrees will be awarded with summa cum laude, magna cum laude, or cum laude honors according to the following weighted, cumulative grade point averages that are **calculated at the end of the students' seventh semester**:

Summa Cum Laude	**4.35 and above**
Magna Cum Laude	**4.10 – 4.34**
Cum Laude	**3.85 – 4.09**

4.20 Field Trips

With the sanction of the Administration, a teacher may take students on a field trip. Students going on a school-approved field trip must present written permission from their custodial parent or guardian prior to going on the trip. The school is not responsible for trips not approved by the school administration. Note: Field trips are privileges afforded to students, not absolute rights. Teachers and Administrators may deny students from participation based on academic, attendance or disciplinary concerns. In addition, students that are financially indebted to the school will not be permitted to attend field trips.

4.21 Dual Enrollment

Bishop Verot maintains a Dual Enrollment agreement with Florida SouthWestern State College. Students may enroll in courses at these institutions with the approval of the Assistant Principal of Curriculum. Students are required to consult with the Guidance Office prior to seeking permission to enroll in specific courses.

4.23 Study Hall

Seniors scheduled for last period study hall may be awarded the privilege of signing out of school after reporting for attendance and announcements. In order to be considered for this privilege, students must have earned at least a 3.0 GPA the prior semester, and must be in good disciplinary standing. Students who chose to sign out will be expected to leave campus. Students wishing to remain on campus must obtain a pass.

V. STUDENT ACTIVITIES

5.1 Administration and Leadership

The Assistant Principal for Student Life oversees responsibility for all co-curricular matters, including after-school activities, clubs and activities, special events during school, and assemblies. The Director of Athletics is directly responsible for all athletic events and issues concerning Bishop Verot's Athletic Program.

5.1.2 Activities Offered

This is not an exhaustive list as new activities may be added throughout the year based on student interest.

Academic Quiz Team (A-Team)	Cross Country (Boys/Girls)	Mu Alpha Theta
After School Band	Creative Writing	National Honor Society
Athletic Training	Drumline	Soccer (Boys/Girls)
Band	Environmental Club	Softball (Girls)

Baseball (Boys)	Football	Spanish National Honor Society
Basketball (Boys/Girls)	Golf (Boys/Girls)	STREAM
Bishop Verot Players	Horns and Swords Club	Swim Team (Boys/Girls)
Bowling (Boys and Girls)	House System	Tennis (Boys/Girls)
Catholics in Action	International Club	Track (Boys/Girls)
Cheerleading	Lacrosse (Boys/Girls)	Volleyball (Girls)
Chess Club	Mock Trial	Weightlifting (Boys/Girls)
Choir	Model UN	Yearbook

5.1.3 Creation of New Co-curricular Activities

Students interested in creating a new co-curricular activity must meet with the Assistant Principal for Student Life for consideration. The Student Life Committee will review the application for consideration. Team or club t-shirts or sweatshirts are only permitted for recognized clubs.

5.2.2 Maintenance of Activities

Each year activities must take attendance and minutes at all meetings and prepare an end-of-the-year report. The Student Life Committee will review the reports to determine the sustainability of the activity.

5.3 Participation

5.3.1 Participation in co-curricular activities is a privilege that can be revoked by the administration for academic or disciplinary reasons. Only registered students may participate in Bishop Verot sponsored activities.

5.3.2 A student who plans to participate in any co-curricular activity, and/or athletic practices or games, must be in school on the day of the activity by 9:00 AM (Monday, Tuesday, Thursday, and Friday) and 10:00 AM on late start Wednesdays, and be in attendance for the remainder of the school day. Priorpermission must be obtainedfrom the Dean of Students before an exception to these guidelines will be considered. A student who is not in school is not permitted to participate in any co-curricular activity sponsored by the school this includes but is not limited to team games, practices, after school meetings, and attendance at athletic events.

5.3.3 Returning to school late from Athletic Events.

5.4 Athletics

5.4.1 **Athletic Eligibility.** Athletic eligibility rules are governed by state law, the regulations of the Florida High School Athletics Association (FHSAA), to which Bishop Verot is bound as a member institution, and policy established by the administration.

5.4.2 In order to participate in any workouts during or outside the season, or try out for a sport, a student must:

- Be registered at Bishop Verot and actively attending classes on campus
- Have a current and completed FHSAA Parent Permission Form on file with the Athletic Office (FHSAA forms only)
- Have a current and completed FHSAA Physical Form on file with the Athletic Office (FHSAA forms only)
- Have explicit permission from Bishop Verot and forms filed with the FHSAA if they are a transfer student

5.4.3 **State eligibility** rules require students to maintain a **cumulative 2.0 grade point average on an unweighted 4.0 scale** to be eligible each semester. Note: No “pluses or minuses" are included in the calculation of state athletic eligibility.

5.4.3.1 In addition to state eligibility,any student that remains below a current 2.0 for two consecutive semesters will be declared ineligiblefor activities and have their enrollment evaluated.

5.4.1.2 Non-eligible student athletes may be permitted to participate in conditioning and practice at the discretion of the head coach. Such students may not dress for games, sit on the bench, or travel with the team.

5.4.1.3 Credit earned in a pre-approved, accredited high school summer school program will be used in computing eligibility for the upcoming school year.

5.5 Athletic Conditioning and Practices

5.5.1 Students who have participated in the first day of practice for a Bishop Verot Sport Team must complete the entire season activities for that sport through the competition season, including the last game of the season, before beginning conditioning or practice for any other Bishop Verot Sport Activity.

5.5.2 Should a student athlete quit a Bishop Verot Sport before the last game of that sport's season, they may not begin conditioning, or practice with another Bishop Verot Sport Team, until the last game of the original sport they were in has been completed. This also would include an athlete who is suspended at the end of their sport season for the remainder of the season. They must wait until the sport they were suspended from has concluded their season, before beginning a new sport season.

5.5.3 All student athletes must attend all practices for team membership. Missing a practice without prior notice for the coach is prohibited. If a student is absent from school they may not attend a BV sport practice on that day without prior approval. If a student arrives at school after 9:00 am, or 10:00 am on Wednesday's without a prior excused late note, they are not permitted to attend any sport practice or conditioning on that same day.

5.6 Participation in Club and/or Travel Athletics during Bishop Verot Season

5.6.1 All Bishop Verot Sports Teams' activities, including practice, games, meetings, and team activities, must take precedence over any club or travel team that a student athlete may participate in during the BV team's competition season. The BV Head Coach may at his or her discretion prohibit team members from participating on a club or travel team during the competition season of a BV sport. These expectations must be communicated by the head coach at the Team Parent Meeting held before the season begins.

5.7 Threatening, Bullying, Hazing or Harassing Behaviors

5.7.1 While all Bishop Verot students are expected to adhere to school policies relating to threatening, bullying, hazing or harassing behavior, additional penalties will be placed on student athletes who are suspended for a violation of these policies, including misuse of Social Media for those purposes.

5.7.2 Athletes who are suspended for threatening, bullying, hazing or harassing behaviors directed at any other member of the Bishop Verot community will be banned from dressing out and/or participating in preseason games and 20% of that season's games, including playoffs or the next season's games if incident occurred out of season including the summer. (Student athletes may practice at discretion of Principal.)

5.8 Conduct at Activities

5.8.1 Responsible conduct is expected of Bishop Verot students at all events, whether they are held at school or elsewhere, and whether they are participants or observers. Name-calling, verbal threats, or any other attempt to harass, embarrass, humiliate or intimidate another will not be tolerated by spectators. Additionally, the use of vulgar or profane language or referring to individual players by name or number may result in students or other spectators being referred to school officials for disciplinary action or asked to leave the activity.

5.8.2 It is expected that students will follow prudent judgment regarding attire when attending school events on or off-campus. Students wearing offensive, immodest or inappropriate clothing as determined by an administrator on site may be sent home or receive disciplinary penalties or both. Bare midriffs, low-rise jeans, short shorts, modified t-shirts (i.e. no collar, sleeveless), or other attire with offensive or inappropriate messages or symbols are among the unacceptable attire for young women. Being shirtless, excessively baggy or immodest clothing, modified t-shirts (i.e. no collar, sleeveless), or other attire with offensive or inappropriate messages or symbols are among the unacceptable attire for young men. [See Dress Code, Section 7.6]

5.9 Community/House System

5.9.1 **Goals of the Community System**

- Help each Bishop Verot student know and love Jesus and the people in our community more deeply.
- Ensure individual care by providing each student with at least two adults, who will monitor and support the academic,social,and spiritual growth
- Enhance the ministry provided to all of our students by embracing our Catholic values and traditions.
- Strengthen the bonds of the Bishop Verot Family Spirit among the 9th-12th grade divisions.
- Create opportunities for students to be trained and to serve as leaders.
- Develop each student's interpersonal relationship skills.
- Enhance the community strength outside of Bishop Verot.

Community System Overview

- Six Communities: St. Teresa of Calcutta, St. Francis De Sales, St. Clare, St. Francis of Assisi, St. Cecilia, St. Augustine.
- Each student will be assigned to the same Community and House for their time at Bishop Verot.
- Each Community will be divided into eight Houses.
- Houses meet twice a week.

Community Leadership

- Each Community will have a Senior, Junior, and Sophomore leader to serve and support the Community as a whole with their community moderator (faculty member chosen by the administration.)
- Each House will have one Senior, Junior and Sophomore leader to lead and serve their House with their Mentor Teacher.
- Bishop Verot will have two Senior leaders who will be responsible for the atmosphere of care and concern for the entire school as fostered by the House system with the Assistant Principal of Student Life.

"At the heart of Catholic Education is the Community, Not just to be learned but to be lived."

5.10 National Honor Society (NHS)

5.10.1 **Description.** National Honor Society (NHS) is a national organization established to recognize outstanding high school students. The Faculty Council selects sophomores, juniors, and seniors that exemplify excellence in the areas of Scholarship, Leadership, Service, and Character.

5.10.2 **Selection Process.** At the announced time, toward the end of the first semester, students who wish to be considered for membership will make themselves known to the faculty advisor. Each is asked to provide thorough written information concerning his or her activities and contributions within and outside the school community. Students' discipline and attendance records will be taken into consideration. To be eligible, the student must have a cumulative average of 3.75.

5.10.3 **Faculty Consultation.** Each faculty member is presented with a form listing qualified students and asked to rate observed performance criteria in the areas of leadership, service, and character. The written information submitted by the students is made available to assist the faculty in familiarizing themselves

further with students' endeavors.

5.10.4 **Rating Scale.** Ratings of the criteria are tabulated numerically with "4" being the highest rating and "1" the lowest rating. If a faculty member feels that he or she does not know the student well enough to make an evaluation in one or more of these areas, he or she makes a notation to that effect. All faculty evaluations are strictly confidential.

5.10.5 **Appointment by Faculty Council.** Upon reception of the tabulation of faculty evaluations, the Faculty Council, appointed by the Principal, makes the final selection. The NHS advisor serves as an ex-officio member of the Faculty Council. Once selected, students are awarded membership at a special induction ceremony. With induction, members assume certain obligations.

5.10.6 **Appeal.** At the request of any student who applied for membership but was not selected for induction, the faculty moderator will personally meet with him/her to inform the student of the basis for that decision. Appeals of the decision must be made in writing to the moderator and Principal within one week of the student's notification.

5.10.7 **Honor Code Violations.** Members of NHS and the House System guilty of academic dishonesty or other Honor Code violations are required either to inform the moderator in a written self-report or to voluntarily resign membership. At the discretion of the Assistant Principal for Student Life Principal and NHS Moderator, the Faculty Council may review the incident involving a member in order to determine if further action is needed, including the evaluation of the student's membership status.

5.11 Athletic Recognition Programs

5.11.1 All recognition programs held on campus, i.e. signing a national letter of intent to play athletics at the collegiate level, must be approved by the athletic department in advance. Students must meet certain criteria set forth by the administration in order to hold a public signing.

VI. STUDENT SERVICES

6.1 Admissions

6.1.1 Prospective freshmen seeking admission to Bishop Verot are required to submit copies of academic and testing records to the Admissions Office for evaluation. All freshmen are also required to take the Placement Examination.

6.1.2 Students wishing to transfer to Bishop Verot from another high school must furnish discipline and attendance letters from previous schools in addition to academic and testing records. A drug screen may be required of transfer students. Normally, transfer students are not admitted during the semester.

6.1.3 Bishop Verot typically does not admit 12th grade transfer students unless there are extenuating circumstances.

6.1.4 After review of the student's records, he/she may be granted admission, probationary admission, or denied admission. If Bishop Verot does not have a program to meet the needs of a student, admission will be denied.

6.1.5 Each student will be required to furnish the school with valid immunization records and a copy of his birth certificate for inspection. If a student's natural parents are divorced, a copy of custody papers may be required.

6.1.6 Bishop Verot does not discriminate on the basis of race, color, sex, or national or ethnic origin. Admission preference is given to Catholic students, but students from other faith traditions who desire a Catholic education are welcome.

6.1.7 Athletic Recruiting. Athletic recruiting is not allowed. Athletic recruiting is any effort by a school employee, athletic department staff member, parent, student or representative of a school's athletic

interests to pressure, urge, or entice a student to attend Bishop Verot for the purpose of participating in interscholastic athletics. Transfer students who wish to participate in athletic programs must acknowledge by signed and notarized affidavit that they were not recruited for the purpose of playing athletics.

6.2 Counseling Services

Guidance Counselors assist students with academic and personal needs as well providing resources for college and career planning. Counselors provide both the parent and student with assistance on course selections, standardized testing, college planning, financial aid, and school-related issues as well as help foster the personal and emotional well being of all students. The Guidance Staff holds workshops to help parents understand the college process and to help students explore options through classroom presentations and individual meetings. Students wishing to discuss personal issues can approach any member of the Guidance Staff. Any meeting a student may have with a counselor is considered confidential. Legal policies regarding confidentiality between the student and counselor may apply.

Every effort is made to identify and assist students considered to be at-risk. Students can be referred confidentially to the Guidance Office by staff or fellow students based on observed or suspected problems, drug or alcohol abuse, depression, family issues, relational difficulties, and other crises. If it is determined that some form of intervention is needed, Guidance Counselors and the Dean of Students will discuss a variety of strategies to assist the student ranging from scheduled meetings with a Guidance Counselor to a request for a parent conference. When appropriate, the Guidance Counselor will provide families with referrals to agencies, psychologists, psychiatric facilities, drug and alcohol programs, and other resources. Follow-up meetings with students are scheduled by the Guidance Counselor as needed. The goal of such interventions is not punitive or disciplinary in nature, but rather a service provided by the Bishop Verot community to the student.

6.3 Academic and Disciplinary Probation

Students may be accepted to Bishop Verot on either academic or disciplinary probation. If a student is admitted on probation, the student's progress is monitored and reviewed at the end of each semester by the Administrative Council to determine continued enrollment. Students may be placed on academic or disciplinary probation at any time during their high school career should their academic performance or behaviors require such action. The decision is made by the Administration in consultation with the members of the Guidance Department.

6.4 Resources for Special Learning Needs

6.4.1 **The Learning Resource Coordinator** provides a variety of support services to students, parents, and teachers related to the identification, management, and accommodation of learning challenges and concerns. In particular, the Learning Resource Coordinator serves students with documented learning disabilities or special learning needs by utilizing collaborative consultation and teamwork with teachers, students, parents, and administrators to plan, implement, and evaluate educational programs to meet student needs.

6.4.2 **Documentation.** Students with known learning challenges and who wish to receive services are required to provide specified documentation to the Director of Admissions upon application to Verot. Documented special needs is not a determining factor in admissions. However, limited resources cannot guarantee accommodations are available. It is strongly recommended that students with diagnosed and documented learning disabilities work with the Learning Resources Coordinator to gain understanding of their strengths and weaknesses and how to compensate for them.

6.4.3 **Experiencing Learning Difficulties**. Students experiencing learning difficulties during high school may contact the Learning Resources Coordinator, be referred by parents, teachers, or staff, or be identified via referral through the Guidance Department. Upon receiving a referral, further information will be gathered from teachers, parents, and the students themselves to help determine the nature of the concerns. Appropriate recommendations can then be made regarding accommodations, strategies for improved performance, and educational support such as tutoring, or further diagnostic testing and/or psycho-educational evaluation.

6.5 School Clinic/Illness

6.5.1 **Students feeling ill during the school day** are to come to the clinic. Students are not permitted to use cell phones to call home. Parents will be called if the School Nurse determines that the student is unable to return to class and it is necessary for the student to go home. Each case will be assessed on an individual basis.

6.5.2 **Absence from class due to illness.** Students remaining in the clinic for the majority of a class period due to illness will be considered absent from that class period and will not be allowed to participate in any after school activities. Students who are in the clinic and miss a class period are expected to see their teachers to turn in any work that was due that day and make arrangements for any work missed as a result of missing class.

6.5.3 **In the event of an emergency,** the School Nurse will see students immediately. For non-emergency situations, students may visit the Clinic during the last ten minutes of the class period with permission of the classroom teacher.

6.5.4 **Students sent home due to illness** must be picked-up by a parent or be given permission to drive home. Established criteria for a student to be sent home includes the following: Temperature over 100.5^0 F, vomiting, diarrhea, and/or unrecognizable rash. In the event of a medical emergency, 911 will be called.

6.5.5 **Confidentiality** will be maintained within the School Clinic with regards to students and their individual needs and health concerns. With parental permission, diagnoses or conditions will be communicated to teachers when the best interests of the student warrant such an approach (i.e., rare or life-threatening allergies or chronic health problems that will require special accommodations).

6.5.6 **Hospitalization.** The School Nurse and Assistant Principal for Curriculum will act as a liaison between the school and students who are hospitalized. With the permission of the student and parents, updates will be given to the school regarding the condition of the student condition.

6.5.7 **Medication** is to be dispensed by the School Nurse and must be prescribed by a physician. All prescribed medications must be delivered to the school clinic and stored in their original container bearing the prescription, and the parent must fill out a Medical Authorization Form to be kept on file in the Clinic. The student is to report to the School Nurse to take each dose, and will sign to keep a record of it. Students are not permitted to carry prescription medication unless it is for life-threatening attacks or allergies. Such medications must be registered with the School Nurse.

6.5.8 **Periods of extended illness or absence** may require families be directed to the Guidance Office to assist in pursuing arrangements for homebound teaching through the public school system. Neither Bishop Verot Catholic High School, nor the Diocese of Venice, provides homebound services.

6.6 Permanent Records

Bishop Verot keeps a permanent record for each student. Permanent records consist of grades, attendance records, and standardized test scores. Other records or notes kept by the school personnel (disciplinary history, medical information, notes kept by counselors) are strictly confidential and are not part of the student's permanent record unless authorized by school administration.

VII. DISCIPLINE

7.1 Administration and Leadership

The Dean of Students supervises the observance and enforcement of the school's discipline, Honor Code, and supervises the punishment of students for infractions. The Dean of Students is accountable to the Assistant Principal for Student Life.

7.2 Philosophy of Student Discipline

The overriding virtue binding the Bishop Verot community should be genuine love, concern, and respect for one another. A student who demonstrates disregard for others will hinder the growth of the community, and consequently, will be held accountable in the name of the community. One of the most important lessons each young person must learn is that actions have consequences. Expectations are enforced to serve the greater good of both the school community and the individual student, who is best served by being challenged to a greater sense of maturity, responsibility, and accountability. A primary responsibility of the administration is to maintain an environment that reflects Christian values, is conducive to learning, and is safe and unthreatening to all students and teachers.

7.3.1 Students are expected to act in accordance with the principles of Bishop Verot Catholic High School in all of their actions, both on and off campus.

7.4 Consequences for Student Misbehavior

The correction of a student may take the form of verbal reprimand, classroom penalties, a detention for minor infractions, a demerit, or a suspension for more serious violations. More serious offenses may result in required withdrawal or expulsion. The following list of offenses and consequences is not inclusive. Final resolution and appropriate consequences are at the discretion of the Dean of Students and/or Principal and based upon what is in the best interest of the school and the student. The following types of sanctions are progressive in nature based on the seriousness of the infraction and/or repeated behaviors.

7.4.1 **Level 1: Detention**

- Dress Code
- Chewing gum on campus
- Tardy to school or class
- Disruptive Behavior
- Students being outside designated areas.
- Illegal Parking or unregistered vehicle
- Public Displays of Affection (Embracing, Holding hands, etc.)
- Disrespect
- Failure to follow attendance policy
- Inappropriate Cell Phone Use

7.4.2 **Level 2: Demerit/Saturday Work Detention (SWD)**

- Continuous Misbehavior
    - 5 Disciplinary Points (1 SWD)
    - 10 Disciplinary Points (2 SWD)
- Honor Code Violation
- Vandalism
- Harassment
- Public Displays of Affection (Inappropriate displays of affection such as kissing, sitting on lap, etc.)
- Disrespectful Behavior
- Disruptive Behavior
- Being sent out of class by teacher
- Obscene language or behavior
- Acting in an inappropriate or offensive manner
- Failure to serve an assigned detention

7.4.3 **Level 3: Suspension/SWD/Disciplinary Probation**

- Continued Misbehavior (15 Disciplinary Points)
    - Once a student has been suspended for an accumulation of 15 Disciplinary Points, each detention that follows my result in a Saturday Work Detention.
- Disrespect
- Harassment
- Disruptive Behavior
- Tobacco
- Fighting

- Stealing
- Vandalism
- Hazing
- Passionate Display of Affection
- Violation of Drug/Alcohol policy

7.4.4 **Level 4: Dismissal From School**

- Continuous Misbehavior
- Lewd and or Lascivious conduct
- Tobacco
- Violation of Drug/Alcohol policy
- Theft
- Disrespect
- Disruptive Behavior
- Fighting
- Hazing
- Threatening the property, health, or safety of others, on or off campus;
- Damaging school or private property or stealing school or private property;
- Flagrantly, publicly, or repeatedly violating the integrity of the school or the honor code or otherwise damaging the reputation of the school, on or off campus;
- Causing or attempting to cause physical injury or psychological harm to another person;
- Possessing or transmitting any firearm, knife or dangerous object;
- Without medical sanction where prescription substances are in question, possessing, using, transmitting, selling or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or any other controlled substance;
- Defying the valid authority of school or church personnel;
- Committing an act deemed to be gravely immoral or offensive to the school or church community, including arrest or other legal or moral issues off campus;
- Committing any other action not herein listed which would interfere with the ongoing educational processor threaten the physical safety of others.

7.4.5 **Detention**. A detention is a disciplinary measure given to deter action/ behavior that is considered unacceptable and contrary to school policy. Each detention counts as one (1) disciplinary point. Detentions will be held Tuesday through Thursday from 6:30 to 7:15 a.m. and must be served the morning after the detention was assigned. Students will sit in silence and will not be permitted to do school work or sleep. Detention time may be spent cleaning the campus under the supervision of a teacher or an administrator. Inconvenience to the student, their families or other sources of transportation will not be considered an excuse**.** If there is a reason why the student cannot serve morning detention, the student must report to the Dean of Students, and make arrangements to attend after school detention (Tuesday through Thursday from 3:05 to 3:50 p.m.) the day after the detention was issued. Students who serve after school detention must pay a fee of $5 to the Detention moderator. Co curricular activities or inconvenience to the student, their families, employers, or other sources of transportation will not be considered an excuse for not serving detention the day after the detention was written**.** If a student does not attend detention as scheduled, the student may receive a demerit (three detentions) *in addition* to the original detention still to be served. For example, a student receiving detention on Tuesday MUST serve detention either Wednesday morning or Wednesday afternoon.

7.4.6 **Demerit**. A demerit will be issued by the Dean of Students for infractions that are gravely disrespectful in nature. In essence, a demerit is three detentions to be served on consecutive days beginning the morning after the demerit is issued. A demerit will count as five (5) disciplinary points.

7.4.7 **Co curricular Suspension.** Any student found guilty of gross misconduct may be placed on co curricular suspension for a period of up to 90 days as determined by the Dean of Students. A student on co curricular suspension will not be permitted to participate in or attend any co curricular events, either on or off campus.Exceptions could be made for Baccalaureate Mass and/or Graduation dependent upon the student's behavior during the suspension and the nature of the offense. A co curricular suspension could

be the result of any infraction that:

A. Is on or near school property
B. Takes place while attending a school-sponsored activity
C. Involves school personnel
D. Is determined to have a negative impact on school personnel, a school event, or in any way compromises the integrity of the school.

7.4.8 **Suspension.** An infraction that warrants a suspension is considered to be a serious offense. These offenses represent unwillingness on the part of the student to remain part of the school community. The purpose of suspension is to involve parents in the immediate resolution of concerns related to the student's misconduct. Bishop Verot's suspension procedures adhere to the Suspension/Expulsion/Due Process Policy of the Diocese of Venice.

A. The authority to suspend a student from school resides with the Principal. In the absence of the Principal, that authority resides with the Dean of Students or the administrator in charge.
B. Depending on the nature of the infraction, a suspension may be either internal (in school) or external (out of school) at the discretion of the Principal.
C. The administration will notify parents promptly by phone and will follow up this verbal notification in writing within forty-eight hours.
D. When a student is suspended, a parent or legal guardian is required to communicate directly with the Dean of Students or a delegated administrator before the student will be allowed to return to classes.
E. Any student suspended must also serve one Saturday Work Detention for each day of suspension.
F. Any student suspended may be required to submit to a drug test at the expense of the student.
G. Any student suspended in-school or out of school, will not be able to participate in or attend any co curricular events until the day following the interval of the suspension without the permission of the Principal.
H. Any student suspended will be placed on disciplinary probation.
I. A third suspension or any subsequent suspensions from school during one school year may result in a required withdrawal from Bishop Verot.
J. Suspension will be for a period of time not to exceed ten school days. To extend this time the Superintendent of Schools must be consulted.
K. Any student committing an act that demonstrates intent to physically or psychologically harm others in the school community will be suspended and reviewed by the Administrative Council, which may require probationary status or withdrawal, even for a first offense.
L. Students may be subject to academic penalty for time missed due to suspension. Academic penalties are to be determined by the Dean of Academics.

7.4.9 **Saturday Work Detention (SWD)** is held from 7:00 AM – 10:00 a.m. Students are to arrive at school prior to 7:00 AM and are expected to be in regular school attire. A $10 fee is assessed for the first incident resulting in a SWD. There will be an increase of $10 per subsequent infraction resulting in a SWD. The fee for SWD is payable at the time of arrival the Saturday morning served. Students report to SWD when they are informed of five (5) or ten (10) accumulated points or are suspended or for other infractions deemed to warrant this punishment. Failure to attend a scheduled Saturday Detention will result in an additional SWD assigned. Students assigned SWD will be given advanced notice.

7.4.10 **Disciplinary Points.** For administrative punishments, students receive disciplinary points to track their behavioral progress. Points parallel the number of detentions served. For an administrative detention, students receive one (1) disciplinary point. For a demerit, students receive five (5) disciplinary points. When a student receives five (5) disciplinary points in a school year, the student will be issued one Saturday Work Detention. When a student receives ten (10) disciplinary points in a school year, the student will be issued two Saturday Work Detentions.

7.4.11 **Disciplinary Notice.** Disciplinary Notice is a warning that a student's behavior is not measuring up to the expectations set forth by the school. A student who receives 10 Disciplinary Points, or who is involved in an incident deemed egregious enough by the Dean of Students to warrant, will be placed on Disciplinary Notice. Parents will be notified electronically. While on Disciplinary Notice students may not be community or house leaders. Students on Disciplinary Notice who continue to accumulate minor

violations may be placed on Disciplinary Probation. Serious offenses resulting in a suspension while on Disciplinary Notice may lead to a student being required to withdraw.

7.4.12 **Disciplinary Probation**. Disciplinary Probation is a very serious warning that a student is in jeopardy of being dismissed from Bishop Verot High School. Students will automatically be placed on Disciplinary Probation by the Dean of Students for an accumulation fifteen (15) disciplinary points or receiving a suspension. A student on Disciplinary Probation may be required to withdraw for even a minor infraction. Students on probation may face additional conditions for remaining at Bishop Verot. Students may only be placed on probation once in their school career.

7.4.13 **Disciplinary Review Board.** In cases where a student continues to struggle with following the expectations of the school, but expulsion or withdraw are not necessary, a student may be required to go before a Disciplinary Review Board. The Dean of Students will require this of any student who accumulates fifteen (15) disciplinary points or two (2) demerits, and may also require this of any student involved in a major disciplinary incident. The Disciplinary Review Board consists of the Dean of Students and other members of the faculty and/or administration. The goal of the Disciplinary Review Board is to put guidelines in place that the student must adhere to for continued enrollment.

7.4.14 **Disciplinary Review.** At the conclusion of each semester, the Administrative Council meets to determine whether students, who have what is considered an unsatisfactory behavior record, should be permitted to return. This includes all students on Disciplinary Notice and Disciplinary Probation. Students may be required to go before a Disciplinary Review Board, placed on Disciplinary Notice or Probation, withdraw, or removed from probation as a reward for improved conduct.

7.4.15 **Expulsion.** In serious circumstances, a student may be expelled from Bishop Verot in response to an egregious offense or repeated offenses. In the case of expulsion, the administration will notify parents promptly by telephone and will follow up this verbal notification in writing within forty-eight hours.

Examples of offenses. Expulsion may result from any of the following or other serious offenses:

- Repeatedly refusing to obey school rules;
- Threatening the property, health, or safety of others, on or off campus;
- Hazing
- Damaging school or private property or stealing school or private property;
- Flagrantly, publicly, or repeatedly violating the integrity of the school or the honor code or otherwise damaging the reputation of the school, on or off campus;
- Causing or attempting to cause physical injury or psychological harm to another person;
- Possessing or transmitting any firearm, knife or dangerous object;
- Without medical sanction where prescription substances are in question, possessing, using, transmitting, selling or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or any other controlled substance;
- Defying the valid authority of school or church personnel;
- Committing an act deemed to be gravely immoral or offensive to the school or church community, including arrest or other legal or moral issues off campus;
- Committing any other action not herein listed which would interfere with the ongoing educational processor threaten the physical safety of others.

a. **Mandatory Withdrawal.** Depending on the severity and nature of the situation and cooperation of the student and family, the Principal may permit a student to withdraw rather than be expelled.

b. **Illegal, Immoral, or Inappropriate Activities off Campus or After School Hours.** Students may be held accountable at school for involvement in criminal, illegal, disrespectful, or immoral activity outside of school. Behaviors after school hours and/or off-school grounds that negatively affect the school's reputation, antagonize another school, disrupt the learning environment, or create a hostile atmosphere at Bishop Verot are subject to punishment, including expulsion. Any student arrested or charged with a felony is subject to disciplinary review and may be required to withdraw. If allowed to remain at school, the student may not be permitted to participate in any co curricular activities or hold elected office until the case is adjudicated.

c. **Legal Matters.** Parents are to notify the Dean of Students immediately in the event that a student becomes involved in a legal situation. Failure to notify the school may waive the student's right to disciplinary review and result in immediate expulsion.

7.5 Parent Meetings

The school requires parent meetings when specific behavioral concerns arise with a student. Depending on the nature of the concern, the school may require a meeting with parents before students are permitted to return to class or to school. Parents or students do not have a right to question accusers or confront those that have provided information related to infractions or punishments, and do not have a right to knowledge of disciplinary actions taken against other students. **Legal counsel** is prohibited at parent conferences, disciplinary hearings, or similar meetings.

7.6 Attendance

7.6.1 **Absence and Tardiness.** Daily attendance in class is essential. Diocesan policy dictates the number of days a student may be absent from school. The school and parents must work as partners to see that students recognize their responsibility for being in school on time and working to their full potential. Because the safety of our students is our chief concern, communication between school and parents when they are absent is expected.

A. **Notifying the School of an Absence.** Parents are required to call school before 9:30 a.m. if their child will be absent. If necessary, voicemail (239-274-6746) can be accessed at any time, day or night, regarding absences. If a call has not been received by 9:30 a.m., parents will receive a call from the school. Students will be issued a detention after the third time a parent fails to notify the school nurse before 9:30 a.m. Parents who refuse to cooperate with this policy may be required to withdraw their child from Bishop Verot.

B. **Participation in After School Activities**. Students are not permitted to attend any after school events or participate in after school activities on the day they are absent from school. Students who were not in school will be asked to leave the activity and may be issued a detention upon their return to school.

C. In addition to calling the school nurse by 9:30 the morning of an absence, on the day a student returns to school he/she is required to present a written note to the School Nurse from a parent stating the reason for the absence. If a note is not turned in within two days after the student returns, a detention will be given each day until the note is received. If a doctor has seen the student, medical documentation should accompany the parent note. Parents can fax notes to the School Nurse at 274-6759. Note: Medical documentation will not be accepted beyond three days following the student's return to school.

D. **Excused vs. Unexcused Absences.** Bishop Verot does not differentiate between excused and unexcused absences. While we do request medical documentation as verification for an absence, days missed due to illness or injury still count toward the permitted seven (7) days even when medical documentation is provided.

E. **Excessive Absences and Administrative Failure.** Diocesan policy dictates that students are permitted seven (7) absences per course per quarter to be used for serious illness and family emergencies. After a student has been absent from a course five times, the parents will be notified electronically via e-mail. If a student exceeds seven absences, the student may receive an administrative failure for the course(s) for that quarter. The Administrative Council may determine that in exceptional circumstances (for example, extended hospitalization) an administrative failure is not warranted.

F. **Tardiness.** Students arriving within the first 15 minutes will be considered tardy. Students will be considered both tardy and absent if they arrive to class 15 or more minutes late. Note: A tardy will count as one (1) point toward the accumulation of total five (5) points that result in a Saturday Work Detention.

G. **Late to School.** Any student (who does not have a doctor's note) late to school will be required to attend a 30-minute detention before or after school the next day and assist the Dean of Students with cafeteria duty the day of. Any student accumulating five late detentions will be required to attend the next scheduled Saturday Work Detention. In the case of habitual lateness, the student's parents may be required to attend a conference.

H. Students arriving after 9:00 a.m will not be permitted to participate in any after school activity. Students who repeatedly abuse the late arrival policy may be subject to an administrative detention.

7.6.2 **Leaving During School Hours.** Ordinarily, early dismissals will be granted only for illness, medical appointments, court appearances, or funerals. The student will be recorded as absent from all classes missed.

A. **Unavoidable or Emergency Appointments.** If it is necessary for a student to leave school for an appointment, a note signed by a custodial parent or guardian must be presented to the School Nurse prior to the start of the

school day**.** The note must give an explanation of the circumstances and the exact time of the departure and return. Parents are discouraged from arriving on campus without earlier notification to pick up their child for unexpected appointments. Strong emphasis is given to this policy on days of special schedules, assemblies, and events.

B. **Routine (Non-Emergency) Appointments.** Parents are expected to plan ahead when possible so that routine appointments can be scheduled after school hours or during school holidays.

C. **Off Campus Lunch.** The school will not honor requests for students to leave school for lunch off campus.

D. **Signing Out/Signing In.** Students must report to the School Nurse to sign out before leaving school. If the student does not sign out before leaving campus the student will be considered truant. If a student returns to school the same day, the student must report back to the front desk to sign in.

E. **Release to Parent.** If a parent or a person designated by the parent is to pick up a child during the school day, they must present themselves to the School Nurse before the child will be able to leave school with them.

F. **Participation in Athletics/Activities.** Students leaving school early and not returning by the end of the school day (i.e., for illness or a medical appointment) will not be permitted to participate in after school activities unless prior arrangements have been made with the Dean of Students.

7.6.3 **Returning to school from Athletic events.** When an athletic team travels to an away contest and returns to school before 12:00 a.m., athletes are expected to report to school on time the following day. In the event that the team returns after 12:00 a.m., athletes must report to school within nine hours from the time they returned to school.

7.6.4 **Truancy**. Students are considered truant if they are absent from a class, lunch period, or activity during the school day without the permission of a custodial parent or guardian or a school official. Truant students will not be permitted to make up any work missed, may receive a demerit (three detentions) for each class missed and two Saturday Work Detentions, and may be required to submit to a drug test at the expense of the student. Repeated truancy may result in required withdrawal. School administrators will immediately inform parents of all instances of truancy.

7.7 Dress Code

Student attire should reflect Christian modesty, humility, and respect for self and others at all times, reflecting positively on the Bishop Verot community. The administration will set parameters for dress code on special occasions. Final determination in all questions regarding the Dress Code will be made by the Dean of Students.

7.7.1 **Daily Dress Code.** Unless otherwise permitted by explicit announcement from the administration, the following is expected of all students during school hours. If a student is out of dress code during school hours for any reason, the student will be given a detention.

A. **General Expectations**

1) Official Bishop Verot shirts with the "BV" emblem must be worn during the school day unless permission has otherwise been granted. Non-uniform Bishop Verot apparel (i.e. team shirts, NHS polos, team jerseys, etc.) are not permitted to be worn unless specific permission has been granted by the administration. All requests for team/club dress days must be made by the coach/moderator in advance. **Renegades Sportswear** is the authorized supplier of official BV shirts and maintains a supply of colors and styles approved by the school. Any shirt purchased from another supplier that does not have approved colors, styles, or emblems will be unacceptable. Renegades Sportswear is located at 17051 Jean Street, Unit 10 in Fort Myers (phone 239-275-6720, www.renegadesfl.com). The approved colors for the 2018-2019 school year are: black, white, and gold. Shirts of any other color, even if previously approved, are not permitted.
2) Approved Bishop Verot sweatshirts and jackets (through Bishop Verot teams or clubs) may be worn during cold weather, always with an official BV polo worn underneath. Non-Verot winter apparel can only be worn with specific permission during unusually cold weather.
3) No extremely tight-fitting or otherwise immodest clothing is permitted for either boys or girls and may result in a student being sent home in addition to receiving a detention.
4) Hats are not to be worn or carried during the school day. Violation of this rule will result in confiscation of the hat and possible detention.
5) Any clothing that is ripped, torn or frayed in any manner is unacceptable.
6) With the exception of girls' earrings, body piercing jewelry is not acceptable. Covering earrings with band-aids or tape or using fishing line or other plugs in place of earrings to maintain holes is not acceptable.

7) Tattoos are not allowed to be visible during the school day, co curricular or athletic events, or while attending school events or functions.

B. **Dress Code for Young Men**

1) **Shirts**: School approved golf shirts and oxford cloth shirts bearing the Verot emblem will be the only acceptable shirts. Shirts must be tucked in during school hours.
2) **Shorts**: Relaxed-fit, solid colored (Khaki tan, black, navy blue, gray or brown ONLY) shorts in both flat and pleated fronts may be worn. Shorts must fit properly. Excessively baggy pants, tight fitting slacks, or slacks with drawstring waists are not acceptable. Cargo pants, corduroys, pants with patch pockets, jeans, and jeans-like material are NOT acceptable. Pockets cannot have zippers. Belt loops and a belt are required for all shorts. White shorts are not permitted.
3) **Slacks**: Solid color (Khaki tan, black, navy blue, gray or brown ONLY) dress slacks are the only acceptable slacks. Up to four pockets are acceptable. Excessively baggy pants, tight fitting slacks, or slacks with drawstring waists are not acceptable. Cargo pants, corduroys, pants with patch pockets, jeans, and jeans-like material are NOT acceptable. Belt loops and a belt are required for all slacks**.** White slacks are not permitted
4) **Shoes**: Dress shoes, leather deck shoes, leather loafers, or athletic shoes are acceptable and must be tied. Sandals, boots, Crocs, moccasins or slippers of any kindare unacceptable.
5) **Socks**: If socks are worn, they must be solid in color and crew length "or lower."
6) **Piercings**: Young men are not permitted to wear piercings of any kind during the school day. Covering piercings with band-aids or tape, or using fishing line or other plugs to maintain holes is not acceptable.
7) **Hair** should be clean, groomed, well trimmed and moderate in style. No extremes in hairstyles, length or color are acceptable. Hair should not touch the student's eyebrows, extend beyond the collar or cover the student's ears. Boys are not to wear ponytails or headbands etc. Appropriate cultural hairstyles may be permitted as long as they do not violate the policy as it relates to length.
8) **Shaving**: Young men are to be clean-shaven each day. **Sideburns** should extend no lower than the earlobe.

C. **Dress Code for Young Women**

1) **Shirts**: School approved golf shirts and oxford cloth blouses or shirts bearing the Verot emblem will be the only acceptable shirts. Shirts must be tucked in during school hours.
2) **Slacks**: Solid color (Khaki tan, black, navy blue, gray, or brown ONLY) dress slacks may be worn. Stretch pants, drawstring pants, jeans, jeans-like material, cargo pants, corduroys, excessively tight pants (including "skinny" style pants), and pants made of spandex are NOT acceptable. A belt is required for all slacks with belt loops.
3) **Capri Pants:** In addition to dress slacks, girls have the privilege of wearing Capri pants that are solid colored (Khaki tan, black, navy blue, gray, or brown ONLY). Capris that are drawstring, stretchy, jeans, jeans-like material, cargo shorts, excessively tight (including "skinny" style pants), and pants made of spandex are NOT acceptable. A belt is required for all capris with belt loops.
4) **Skirts** are not permitted.
5) **Shorts** are not permitted.
6) **White Shorts or Capris** are not permitted.
7) **Shoes**: Leather flats, leather loafers, leather deck shoes and athletic shoes are acceptable and must be tied. All shoes must have closed toes and a closed back. Sandals, boots, Crocs, moccasins or slippers of any kindare unacceptable.
9) **Socks:** If socks are worn, they must be solid in color and crew length "or lower."
8) **Short Shorts** are not permitted at any time for school events, or functions, both on or off campus.

D. **Exceptions.** On occasion physical limitations due to injury may result in a student being unable to follow regular daily dress code. In instances such as this, the parent must contact the Dean of Students to request permission for the student to be out of dress code prior to the student reporting to school.

7.7.2 Clothing and other items prohibited at school-sponsored events and activities, including school approved dress out days:

- Clothing that advertises or depicts alcohol, drugs, obscene language, sexual innuendo, or anything else that is deemed offensive.
- Tops which leave midriff bare
- Pajama pants, leggings, jeggings, yoga pants
- Skirts or dresses that are shorter than 3" above the knee or 3" below the fingertip
- Immodest tops (sheer, off-the-shoulder, immodest neckline)

- Low-rise jeans
- Short shorts (must be fingertip length)
- Modified t-shirts (i.e. no collar, sleeveless)
- Boys may not be shirtless, wear excessively baggy clothing or earrings

7.7.3 **Jeans Days** may be granted as a privilege or "sold" for worthy causes by student organizations. Jeans Days will always be confirmed by the administration and should never be assumed without proper notification. On Jeans Days students may wear jeans substituted for shorts or slacks. Jeans may not be frayed, torn, or have holes. Jean shorts, jean bermudas or skirts are not permitted. Unless otherwise announced, all other daily dress code rules apply (BV outerwear, appropriate footwear, etc.).

7.7.4 **Dress Out Days** may be announced for special occasions, granted as a privilege, or "sold" for worthy causes by student organizations. Dress Out Days will always be confirmed by the administration and should never be assumed without proper notification. Parameters appropriate to the occasion will be determined and announced by the administration in advance. Students who ignore stated parameters are subject to disciplinary action.

7.7.5 **On Campus Before and After School Hours.** Students are expected to be appropriately and modestly dressed at all times. Before and after school hours on campus, expectations remain in place for attire consistent with the spirit of the dress code, including the parking lots and athletic areas, and especially on property shared with St. Cecilia Church. Any clothing or attire deemed inappropriate, immodest, or offensive will be subject to disciplinary action, even outside of school hours or at school events on or off campus.

7.7.6 **Dress Code at School Sponsored Events/Activities.** All students are expected to dress in a neat, clean manner and conform to standards of modesty and decency in their dress while at all school events (both on and off campus). The final decision in determining appropriate dress shall rest with the Dean of Students. Failure to adhere to established dress expectations may result in disciplinary action and/or being sent home from the event.

7.8 Drugs, Alcohol, and Tobacco Policies

In accordance with diocesan school policy, Bishop Verot has implemented a comprehensive drug, alcohol, and tobacco policy. Student use or possession of illegal drugs, alcoholic beverages, mood-altering substances, drug-related paraphernalia, prescription or non-prescription drugs not registered with the School Nurse, tobacco or any other controlled substance defined herein, including e-cigarettes, houka, etc. is forbidden. The following policies are designed to maintain a drug and alcohol-free environment, promote health and well being, and address students at risk.

7.8.1 **Pastoral Responsibility to Students and Parents**. Because the well being of the student is of primary concern, suspicion of drug and/or alcohol abuse will be addressed with parents in order to assist the student in the recognition and treatment of harmful and potentially addictive behavior. It is the policy of the Diocese of Venice and Bishop Verot to assist students suffering from substance abuse when possible. Upon reasonable suspicion of student drug use, the school may take the following measures:

- Notification of parents or guardians of the students, and consultation with school officials
- Drug testing
- Assessment by a certified drug counselor
- Enrollment in and successful completion of a treatment program by the student
- Random drug testing during remaining time as a student at Bishop Verot

7.8.2 **Drug and Alcohol Related Offenses and School Disciplinary Responses**.

Drug/Alcohol Offense	School Response
Use or possession of alcohol or controlled substance on campus or at school event, or intoxication on campus or at school event	Meeting of student and parent with the Assistant Principal for Student Life and Dean of Students; possible mandatory withdrawal. Regarded as a positive drug test. Student and parents demonstrating a willingness to modify and change behavior may be given another opportunity under the following conditions: • External Suspension (min. of 2 full days), including 2 Saturday School Detentions • Athletes banned from dressing out and/or participating in preseason games and 20% of that season's games, including playoffs or the next season's games if incident occurred out of season including the summer. (May practice at discretion of Principal). • Penalties for participation in clubs and elected offices as directed by Principal • Voluntary participation with a drug/alcohol counselor off campus • Voluntary cooperation with monitoring by Guidance Department on campus • Submission to drug test • Submission to random drug testing for remainder of Bishop Verot career • Any subsequent alcohol OR drug incident OR positive drug test will result in mandatory withdrawal of student
Positive Drug Test (School Administered)	Meeting of student and parent with the Assistant Principal of Student Life and Dean of Students; possible mandatory withdrawal. Student and parents demonstrating a willingness to modify and change behavior may be given another opportunity under the following conditions: • External Suspension (min. of 1 full day), including 2 Saturday School Detentions • Athletes banned from dressing out and/or participating in preseason games and 20% of that season's games, including playoffs or the next season's games if incident occurred out of season including the summer. (May practice at discretion of Principal). • Penalties for participation in clubs and elected offices as directed by Principal • Voluntary participation with a drug/alcohol counselor off campus • Voluntary cooperation with monitoring by Guidance Department on campus • Random drug testing for remainder of Bishop Verot career (refusal treated as positive test)
2nd Positive Drug Test (School Administered)	Mandatory withdrawal of student without opportunity for readmission.
Selling, distributing, or possession of illegal/illicit drugs or drug paraphernalia on or off school property	Expulsion without opportunity for readmission.

Arrest/Conviction for Drug or Alcohol Possession or Alcohol-related incident off campus	Meeting of student and parents with the Assistant Principal for Student Life and Dean of Students; possible mandatory withdrawal of student. If allowed to remain, the student will be subject *at a minimum* to the same punishments associated with a positive drug test at school.
Arrest/Conviction for Sale or Distribution of Drugs	Expulsion without opportunity for readmission.

7.8.3 **Under the Influence of Illegal and Illicit Substances or Alcohol, on Campus or at School Events.** The school will immediately notify the parents of any student perceived to be intoxicated or under the influence of any drug during a school day, on school or church property, or at an after-school event. The safety of the student and others is of primary concern. Law enforcement and others may be notified, particularly if the student is perceived to be a threat to himself or others. The school will drug test or breathalyze the student immediately if possible. All related policies will be applied and enforced whether the event is held on our campus or at another site.

7.8.4 **Drug Testing.** The school may ask a student to submit to a drug test at any time, with or without cause. This may be done at random or based on behaviors reported by teachers, peers, or parents. Students may be refused opportunities to visit their lockers, vehicles, bathrooms, or other areas unsupervised before submitting a sample. Any student that refuses to submit a sample must withdraw from Bishop Verot immediately. Students testing positive for any illegal or illicit drug will be subject to the appropriate disciplinary action. In addition, they will be required to pay for the drug test. Students found tampering with the drug test will be subject to expulsion. Students admitting drug use before the test will still be regarded as having tested positive, but their honesty is a sign of willingness to address a problem.

7.8.5 **Random Drug Testing Program.** Students with drug or other discipline-related concerns may be required to submit to regular drug testing as a condition for remaining at Bishop Verot and as a deterrent to destructive behaviors. Students in the program will be responsible for payment of each drug test.

7.8.6 **Use or Possession of Products or Devices to Alter or Falsify Drug Test Results**. The use or possession of any product, substance, or device designed to alter or in any way tamper with the results of a drug test will result in immediate expulsion without the opportunity for readmission. The interpretation of possession described in applies. Any student providing another student with a product, device or substance to alter or falsify a drug test result will be suspended and face other penalties as determined by the Dean of Students and/or Assistant Principal for Student Life.

7.8.7 **Tobacco or other controlled substance.** Use of tobacco, portable vaporizers or other controlled substances is forbidden on campus. Any student possessing, smoking, or chewing tobacco or possessing or using a vaporizer and or controlled substance will be suspended and drug tested.

7.8.8 **Drug Dog Procedures**

A. **Search of Lockers**

1) If the dog alerts (scents) to suspected drugs in a locker, the school administrator present will identify the student assigned to the locker and then remove the student's lock from the locker. The administrator will then lock the locker with a school lock other than the one owned by the student.
2) The administrator will then notify the Principal of the dog alerting on a student's locker.
3) The administrator will then call the student to the office and inform him that his locker is to be searched, then proceed with the student to the student's locker to search its contents. If drugs and/or drug paraphernalia are found in the locker, the administrator will seize the drugs and/or drug paraphernalia. The administrator will then notify the Principal of the seizure and receive instructions from the Principal as to the immediate course of action to follow.

B. **Search of Vehicles**

1) If a dog alerts (scents) to suspected drugs in a vehicle, the administrator will designate a person to keep the vehicle in plain view to prevent anyone from entering the vehicle. The administrator will then proceed to the office to identify the student driver of the vehicle.

2) After the student driver has been identified, the administrator will then notify the Principal of the dog alerting on the vehicle and identify the student driver of the vehicle.
3) At this time, the administrator will call the student driver into the office and inquire of him as to the identity of the registered ownership of the vehicle. If it is determined that the student driver is the registered owner of the vehicle, he will be asked to allow school officials to search his vehicle for drugs. If it is determined that another party is the registered owner of the vehicle, such as a parent or guardian, permission will be sought from the registered owner to search the vehicle. Denial of permission to search the vehicle either by the student as registered owner, or by parent or guardian as registered owner, will require the immediate withdrawal of the student from school.
4) If permission to search is granted by the registered owner, the matter may be referred to the law enforcement officer on the scene.
5) If permission to search is granted by the registered owner and the search results in the discovery and seizure of drugs and/or drug paraphernalia, the items seized will be taken to the administrator's office and the Principal will be notified of the seizure and the items seized. The Principal will decide on the appropriate course of action to take.
6) Refusal of permission to search a vehicle that has been identified by law enforcement as suspicious will require the immediate withdrawal of the student from school.

C. **Search of a Student's Purse, Book bag, Gym bag, or Other Container for Carrying Personal Possessions**
1) If a dog alerts (scents) on a student's book bag or other container used to carry possessions, the administrator will carry the book bag or other container to his office and, in the presence of another party, identify the owner of the bag or container by the most practical means necessary which will usually require that the bag or container be opened.
2) If during the search of the bag or container for the purposes of identifying the owner, drugs and/or drug paraphernalia are determined to be present in the bag or other container, the administrator will notify the Principal of the items discovered and suspend the search until the student is summoned to the office when the search will be conducted in the presence of the student and another party.
3) If ownership is determined before any drugs or paraphernalia are found in the book bag or other container, the student will be summoned to the administrator's office before any search of the bag or other container is conducted. The search will then be conducted in the presence of the student and another party.
4) If drugs and/or drug paraphernalia are found and seized during the search the Principal will be notified of the type and approximate amount. The Principal will then decide on the course of action to be followed.
5) Refusal of permission to search a purse, bag, or container that has been identified by law enforcement as suspicious will require the immediate withdrawal of the student from school.

7.8.9 **Parental Support for School Drug, Alcohol, and Tobacco Policies.** Bishop Verot is committed to preventing student use of drugs, alcohol, and tobacco. However, the use of these substances almost always occurs off school property and outside school hours. A student using drugs, alcohol, or tobacco off campus or on the weekends still brings the influence of those substances with him/her to school. Therefore, cooperation between parents and administrators is vital to promoting a drug and alcohol free lifestyle in our school.

While many parents are rightly concerned about illegal drug use among young people, attention must also be given to prescription medications kept in the home. And of all drugs abused by teenagers, alcohol is the most common. Because alcohol is not an illegal substance, greater acceptance may be attached to its use in some circles, but it is illegal to serve alcohol to minors and the drinking age in the State of Florida is 21. Parents have an obligation to communicate honestly with one another and work together to address the problem of teenage drinking and drug use.

A. **Cooperation between Parents and School**. Parents are urged to trust that school policies are designed with the best interests of their children at heart. If parents suspect that their child has a drinking or drug problem, they are encouraged to contact school officials so that a treatment plan may be developed with the health and well-being of the student as the primary concern.

7.8.10 **Confidentiality.** On matters regarding student drug use, the privacy of the student and his/her family will be respected. No one outside the administrators, the student, and the parents involved will be informed of drug testing, test results, or related disciplinary decisions. Visible punishments (removal from elected office, being suspended from athletic participation) are explained to relevant teachers or coaches as an administrative disciplinary decision. Administrators are not responsible for rumors, perceptions, or

inferences that result from students or parents sharing information. Note: Confidentiality does not bind the school when maintaining privacy presents a danger to the student or to other persons. When dealing with minors, the school has an obligation to inform parents or guardians in areas of physical, social, and mental health.

7.9 Search of Student Cars, Bags, Lockers, or Clothing

7.9.1 **Student property** such as cars, purses, school bags, athletic bags, and clothing on school or church grounds can be searched by school administrators when there is reasonable suspicion that the student may be in possession of a substance or item that is illegal, forbidden by school policy, or a threat the safety and well being of any members of the school community.

7.9.2 **Lockers** are school property and may be searched or inspected by administrators at any time, with or without cause.

7.9.3 **Possession**. Students are responsible for items in their cars, lockers, bags, or on their person, and will be assumed to be in possession of any items discovered[see **Section 7.9**].

7.9.4 **Seizure of Items**. School administrators will seize any illegal, inappropriate, or forbidden items discovered on school property and issue the appropriate punishments, including expulsion if warranted. School officials may involve local law enforcement if any search or inspection reveals any items that are illegal or that suggest illegal or criminal activity.

7.9.5 **Parent Permission**. School administrators are not obligated to obtain parental permission to conduct searches based on the criteria outlined above. When the situation permits, administrators may call parents as a courtesy. Cooperation is expected from parents.

7.9.6 **Refusal of Search**. Refusal of permission to search cars, bags, lockers, and clothing either by the student or by parent or guardian will require the immediate withdrawal of the student from school. Students will be assumed to be hiding illegal or forbidden items or substances. If school officials suspect illegal or dangerous items or criminal activity, the police will be notified.

7.10 Possession

Items carried on a student's person, placed in his/her bag or purse, stored in his/her vehicle, or kept on school property assigned to their use such as lockers will be presumed to be in possession of that student. Students are responsible for items in their possession on school or church property or at school events. Students and parents are advised that holding an unknown item for someone else, keeping lockers or vehicles unlocked, or claiming ignorance of an item discovered will not suffice as an excuse.

7.11 Cell Phones and Personal Electronic Devices

7.11.1 **Cell phones and other electronic devices**. Students may use cell phones before school, during flex/lunch period, and after school only. Otherwise, phones may **not** be used ***for any reason***(including talking, listening, ringing, text messaging, checking the time, taking pictures, etc.). Phones must be ***powered off and put away*** prior to entering a classroom. The discipline matrix for violations of the policy will be as follows:

1st Violation:
$10 fine and one detention

2nd Violation:
$20 fine and one detention

3rd Violation:
$30 fine, demerit and 2 Saturday Work Detentions

Phones and other electronic devices will be returned to the student after the fine has been paid.

7.11.2 **Search of Electronic Devices.** All devices brought on campus are subject to search. Refusal to surrender

the cell phone or electronic device, removing the battery, or in any other way impeding access to the device may result in expulsion of the student depending on circumstances.

7.11.3 **Photography or videography is** not permitted in the locker rooms or restrooms.

7.12 Vandalism

A student who commits any intentional act of vandalism on campus or who enters any campus building illegally shall be liable to suspension, expulsion, and criminal prosecution. Actions occurring after Graduation ceremonies will be prosecuted and final transcripts held until the disposition of the court case.

7.13 Stealing

7.13.1 **Definition:** Stealing is an act of intentionally taking or appropriating the property of another without consent or permission. Stealing is a violation of the seventh commandment and the ideals of Christian community to which Bishop Verot is committed.

7.13.2 **Punishment** will be determined by the Dean of Students according to the following guidelines:

- **First offense**: 2-5 days suspension or expulsion.
- **Second offense**: 5-10 days suspension or expulsion.
- **Third offense**: expulsion.

7.13.3 **Restitution** will be required in all cases of stealing. Failure to provide restitution to the owner or rightful possessor will result in immediate expulsion and/or criminal prosecution.

7.14 Weapons

Weapons are prohibited on school property, at any school function on or off campus, or on any school-sponsored transportation. Schools in the Diocese of Venice adhere to the Gun-Free Schools Act of Title VIII. All firearms are prohibited and will result in expulsion. Firearms mean any weapon, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive or destructive device. Possession of other weapons such as knives or any other item that can be used as a weapon is grounds for disciplinary action, including expulsion.

7.15 Threatening, Bullying, Hazing or Harassing Behaviors

7.15.1 Students violating a safe and supportive school environment by threatening, bullying, hazing or harassing others with words, actions, or messages (written, electronic, or otherwise) deemed physically or psychologically harmful, regardless of intent and whether occurring on or off campus, will be addressed and held accountable for their actions. Hostile Environment Harassment occurs when unwelcome conduct is so severe, persistent, or pervasive that it affects the student's ability to participate or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. Hazing and any type of initiation by individuals, groups or teams, regardless of the willingness of the participant(s), are prohibited. School administrators will work to increase understanding, reconcile students and families, restore trust and strengthen the community in all cases.

7.15.2 The Dean of Students in consultation with the Assistant Principal for Student Life will determine appropriate disciplinary intervention ranging from parent conferences to expulsion in more serious circumstances. Repeated threatening, bullying, or harassing behaviors will not be tolerated and will result in expulsion.

7.15.3 Any student judged to be a serious or credible threat to the physical safety and well-being of others will be reported to law enforcement and expelled from Bishop Verot.

7.15.4 Students or parents aware of threatening, bullying, or harassing behaviors taking place **on or off campus** are urged to inform school administrators. When problems exist off campus, in addition to informing the school, parents are encouraged to pursue all legal means at their disposal whenever student safety or well-being is at stake.

7.15.5 **Sexual harassment** is a form of sexual discrimination and is forbidden. There is an obligation to report sexual harassment by anyone who experiences or witnesses it. The school will take immediate and appropriate steps to stop and prevent future harassment once the person accused has been placed on notice. Please see Bishop Verot's website (www.BVHS.org) for the Diocesan Policy regarding Sexual Harassment.

7.15.6 **Reporting Incidents of Bullying, Harassment or Hazing.** Students, parents, or other concerned individuals may access an anonymous online form, which can be found on our website (www.BVHS.org), to report incidents of bullying or harassment. Once a form has been received, the administration will investigate the situation.

7.16 Off Campus Conduct

The school's educational mission extends beyond academic and co curricular programs to include the moral behavior of students. Bishop Verot students are therefore held accountable for off campus conduct and behavior that in the judgment of school administrators negatively impacts the school community, is a distraction to a positive learning environment, involves the safety and well-being of other students, or threatens the positive reputation of the school. The Honor Code Pledge makes reference to this by the phrase "**I will conduct myself responsibly and honorably in all my actions as a Bishop Verot student"** [see **Section III**: BISHOP VEROT HONOR CODE]. The Dean of Students in consultation with the Assistant Principal for Student Life will determine appropriate disciplinary intervention ranging from parent conferences to expulsion in more serious circumstances or in situations when students refuse to correct the behavior. Examples of off campus conduct that may be addressed by the school include but are not limited to:

- Words or actions threatening the safety, home, or property of another student or staff member
- Harassing or offensive e-mails, text messages, letters or notes, or phone calls
- Offensive Internet postings including words, images, and or videos
- Vandalism to the home or property of a student or staff member
- Hazing
- Unsafe driving
- Rude, obnoxious, or disrespectful behavior
- Alcohol or drug-related incidents
- Any arrests or incidents involving law enforcement

7.17 Student Disciplinary Records

Disciplinary records kept by the school are not normally part of the student's permanent file. The permanent file kept for each student consists of grades, attendance records, and standardized test scores. Discipline records of grievous acts or extreme circumstances may be kept on file at the discretion of the Principal.

VIII. GENERAL POLICIES

8.1 School Hours

Bishop Verot is open to students from 7:00 a.m. to 3:30 p.m. on school days. Students on campus outside of these times, including weekends or days when classes are not in session, must be under the direct supervision of a staff member. The school does not accept responsibility for supervision outside school hours, even if students are on school property. Parents should not presume that the school has the resources to provide unlimited supervision.

8.2 AIDS Policy

The school is committed to following the **AIDS Guidelines and Policies for Educational Ministries** of the Diocese of Venice. A copy is available upon request.

8.3 Campus Cleanliness

The aesthetic appearance and cleanliness of the school campus reflects respect for the school and all who attend and/or work there. Anyone found littering, including in parking areas will be issued a detention.

8.4 Copyright, Use of Name, Crest or Entity Logo

Any use of the name “Bishop Verot Catholic High School,” “Bishop Verot,” “ Verot” “Bishop Verot Vikings” and/or the Bishop Verot crest (both past and present) or the interlocking BV must be approved in writing by Bishop Verot’s Director of Communications prior to use.

Permission to use the name, crest or logo of Bishop Verot may be revoked at any time. Materials published on BVHS.org is copyrighted and the property of Bishop Verot, unless otherwise noted.

8.5 Deliveries

Deliveries of a personal nature are discouraged due to classroom and staff disruption. Urgent deliveries must be directed to the Main Office. The office staff reserves the right to postpone delivery until the end of the day.

8.6 Emergency Procedures

8.6.1 **School Closing due to Inclement Weather.** The school will not necessarily follow public school protocol when determining when school will close. Parents/Students should check their e-mail or e-blast, the school website and listen to local media for details.

8.6.2 **Resuming classes after school closing.** The school will not necessarily follow public school protocol when determining when school will reopen. Parents should listen to local media, e-mail or e-blast sources for specific details on when Bishop Verot will resume classes.

8.7 Finance and Tuition Policies

8.7.1 Tuition and fees

Bishop Verot Catholic High School annual tuition and fees charge includes the following items: activity fees for student accident insurance, internet access and computer use, admission to all regular season home athletic events, class dues, locker fees, and graduation caps, gowns, and diplomas.

8.7.2 Payment options

The annual tuition and fees charge must be paid in full prior to July 1 of each school year or in installments as approved by the school through its tuition payment plans of 11 or 4 installments. Accounts not paid in full are serviced through a third party processing company in accordance with their procedures and policies. Late payments and returned items will be assessed a penalty by the service. Such penalties are the responsibility of the family and non-payment of the fees will be treated as delinquencies and subject to the restrictions listed below. Periodic payment plans begin annually in June. Families switching from Full pay to periodic payments after June 1 will either be required to pay the missed installments or spread the tuition over the remaining installments of the selected plan.

8.7.3 Registration Deposit

The school requires that an annual non-refundable registration deposit be paid in order to be enrolled in the upcoming school year. The deposit is credited against the annual tuition and fees charge. For registrations occurring after May 1 each year additional amounts may be required.

8.7.3.1 International Students Registration Fee. International students are assessed a Registration Fee annually. This fee is in addition to in addition to and not credit toward the annual tuition & fees.

8.7.4 Delinquent amounts due the school

Timely payment of all amounts due the school and proper stewardship of items entrusted to the students are necessary to maintain the school’s ability to properly fulfill its mission.

Students and families that have unresolved indebtedness to the school, whether for tuition and fees or some other purpose including non-return or damaged return of items entrusted to the students will be subject to the following restrictions.

a) During the school year- Students will not be allowed to take semester or final exams, Families and students will not be allowed to access on line grades or be eligible to participate in athletics. Students will not be considered enrolled or registered for the next school, even if the registration deposit has been paid and all the registration forms, including but not

limited to, the educational commitment form and requested classes, have been submitted and accepted by the school.

Additionally students in their senior year may be denied the opportunity to graduate and/or participate in any senior year events, including graduation ceremonies.

b) Students withdrawing from Bishop Verot Catholic High School - Official records including transcripts will not be released or forwarded to any outside party or to the student or their family.

8.7.5 **Withdrawal and Refunds**. Bishop Verot Catholic High School incurs costs when students withdraw after registration and has made contractual commitments based on the registrations. Amounts due for tuition and fees are calculated on quarterly basis as follows:

Withdrawal Date	**Amount Due**
Prior to June 1	Deposit Forfeited
Between June 1 and September 1	Deposit plus $500.00 withdrawal fee
Between September 2 and October 31	35% of annual tuition and fees
Between November 1 and January 31	60% of annual tuition and fees
Between February 1 and March 31	85% of annual tuition and fees
After April 1	100% of annual tuition and fees

Note: The amounts above must be paid in full or arrangements for payment of any remaining balance must be agreed to in writing by the Finance Department before any student records will be released. Any amounts paid in excess of the above amounts will be refunded to the responsible party(s).

For calculation of the amount due the school will prorate any financial assistance awarded on the same percentage used for tuition and fees. However, in these cases, no refunds will be given for amounts paid in excess the amount due.

8.7.6 **Financial Assistance.** Bishop Verot Catholic High School realizes that not every family or student that wants to attend can afford the annual tuition and fees. The School has a financial assistance program to help families and students such families based on financial need and the school's ability to fund such requests. The school does not award scholarships based athletic or artistic ability nor are these considered in making such awards. All families requesting assistance must file an application with and have their financial situation independently evaluated by the school's third party tuition aid service. The school does not make multi-year awards. All families must file annually by the deadline established annually by the school. Families filing applications after the deadline may be denied or be given reduced assistance. Participating Catholic Families and students that have attended Diocese of Venice schools are given the highest priority for financial assistance.

While the school accepts both the McKay and Step Up For Students scholarships, parents are responsible for the balance of tuition and fees not covered by these scholarships. Families needing assistance in excess of these payments must file for assistance as described above.

8.7.7 **Purchase of items for use by or benefit of the school.** The school encourages parents and individuals to be actively involved with both curricular and co-curricular school activities. However, to maintain proper financial controls and to comply with federal, state and diocesan rules and regulations all purchases of items for the school, its clubs and athletic teams must be made by and paid for by the school in accordance with school purchasing policies. No parent or individual may make purchases on behalf of or for the school unless such purchases have been made in compliance with school policy and the prior approval of the school administration.

8.7.8 **Return Check Fee.** A fee will be charged for all returned checks in the amounts provided for by Florida Statutes.

8.8 Gum

Gum chewing is permitted on campus. Classroom teachers are permitted to exercise (at their discretion) a non-gum chewing policy within their classrooms. Students who do not dispose of their gum properly will be issued a **DEMERIT**. Excess gum on pavers or desks will result in gum chewing not being permitted.

8.9 Media Center

8.9.1 **Hours**. The Media Center is open on Mondays through Thursdays from 7:30 a.m. to 3:00 p.m., and on Fridays from 7:30 a.m. to 2:30 p.m.

8.9.2 **Computer Usage**. Computers in the Media Center are to be used for schoolwork or school-related projects only. Students using computers for personal e-mail, games, or inappropriate internet sites may forfeit their computer privileges and be issued a detention.

8.9.3 **Conduct**. Inappropriate behavior in the Media Center may result in detentions or demerits, or for repeated or egregious violations, the restriction or total loss of library privileges.

8.10 Lockers and Student Property

8.10.1 Freshmen will obtain their locker assignments from the Dean of Students. Students should keep all belongings in their lockers, which are to be kept **locked** at all times. The school is not responsible for items taken from a locker that is left unsecured. A detention may be issued to a student if his/her locker is found to be unlocked.

8.10.2 Senior, Junior and Sophomore lockers will be available upon request. Seniors, Juniors and Sophomores who choose to share a locker are required to sign an agreement which will be held by the Dean of Students. Students should keep all belongings in their lockers, which are to be kept **locked** at all times. The school is not responsible for items taken from a locker that is left unsecured. A detention may be issued to a student if his/her locker is found to be unlocked

8.10.3 Lockers are school property and are subject to inspection at any time by school officials. Any items or substances found in a student's locker will be considered that student's property.

8.10.4 Students are responsible for writing or vandalism done inside a locker assigned to their use. Any vandalism or writing in lockers may result in a fee to cover the replacement cost of the locker.

8.10.5 Locker space is limited. Students should bring to school only items required for their education or for participation in school-sponsored events. Students are encouraged to use lockers in the Nevins Gym for athletic equipment or bags that do not fit in school lockers. **Items may not be left on top of the lockers, on the ground or in the hallway.** Items left outside of lockers or in common areas will be removed after school by the custodial staff and placed in Lost and Found.

8.10.6 Decorating lockers for special events is NOT permitted.

8.10.7 Students are responsible for emptying and removing all items from their locker. Students who fail to empty their lockers will be assessed a fee and will be subject to disciplinary action.

8.11 Lost, Stolen, or Vandalized Property

8.11.1 Bishop Verot is not responsible for damage or theft to personal property brought on campus or to school sponsored activities. This includes vandalism to vehicles parked in the school parking lot, St. Cecilia's parking lot, or anywhere on school or church grounds during the day or night. Reimbursement for damages and/or loss should be filed through the individual's insurance company.

8.11.2 Students are to keep personal items (books, athletic equipment, clothing) secured in provided lockers or in their cars. Rare cases of theft on campus almost always involve items that were not properly secured by students.

8.11.3 A student should check in the Book Store to see if a lost article has been returned. Students are encouraged to bring any found articles to the Lost and Found in the Book Store. Articles left unsecured may be placed in Lost and Found.

8.11.4 Stolen or vandalized property should be reported immediately to the Dean of Students.

8.12 Lunch/Flex Periods

8.12.1 A cafeteria is provided for Bishop Verot students. The school will not honor parental requests for students to leave for lunch. No food or drink may be carried outside designated areas at any time.

8.12.2 Students are responsible for maintaining the cleanliness and good order of the cafeteria and outside lunch areas. During lunch periods, students are to remain in the cafeteria or in the plaza area immediately in front of the cafeteria. Students are not permitted to eat or sit in Beattie Square or in the Prayer Gardens during lunch.

8.12.3 Students are not to go to their vehicles during lunch periods without a pass from an administrator. Students who travel outside the gates without permission will be given a detention. Students who repeatedly fail to get permission to go outside the gates may receive a demerit or be suspended from school.

8.12.4 The Senior Courtyard is open only to Seniors during the lunch.

8.12.5 During a student's flex period they are permitted to visita teacher's office hours, club meetings, mass, media center or other designated areas.

8.13 Parking and Driving

8.13.1 **Parking areas.** Specified parking areas are designated for students, and will be organized by the Dean of Students. Double parking is never permitted. Students not already parked in the senior parking lot during the school day will not be allowed to relocate vehicles in that area until after 3:00 p.m., Monday – Friday. Seniors who leave the Senior lot will not be permitted to return to the Senior lot until after 3:00 p.m.

8.13.2 **Parking Permits.** All student drivers must display a parking permit inside their car. Each student will receive one permit at the Book Fair, free of charge. Replacement permits are available and cost $5.00 each.

8.13.3 **Unauthorized Areas.** Students parking in unauthorized areas or not displaying parking permits will receive a detention for the first offense and be required to move their car. Students may have their cars towed at their expense if they parks in an unauthorized area a second time.

8.13.4 **Visiting Cars During the School Day.** Students are not permitted to return to cars during the day without specific permission from an administrator. An infraction in this area makes one liable to detention.

8.13.5 **Expectations for Parking in School and Church Lots**

A. All students are required to obey the reasonable and lawful requests of the school security officer and members of parish staff as well as school staff, such as displaying a Student ID Card or providing name and purpose for being in the parking lot.

B. Once students arrive at school, they should park their cars in the designated area, lock their cars, and proceed to class. If students arrive early to school, they should go to the cafeteria or the library for study and/or fellowship. Students are not to loiter in the parking lots or around their vehicles.

C. Students and parents are reminded that we share parking areas with Saint Cecilia's Catholic Church and that Bishop Verot is a Catholic school. Stickers, signs, flags, or other items visibly displayed outside or inside cars that are deemed inappropriate or offensive by school administrators will be banned from campus or church property. Students are responsible for appropriate language, dress, and conduct while in the parking lot.

D. Music should not be audible outside a vehicle at any time including after school events. Music deemed loud or offensive in the judgment of an administrator or faculty member is punishable by detention. Repeated violations may result in parking privileges being suspended or revoked.

E. Any student who repeatedly violates parking rules or drives recklessly on or around school or church property may have his parking privileges suspended or revoked. Students traveling through residential neighborhoods on their way to school should exercise caution and courtesy. They should leave early enough for school so that they do not have to exceed the speed limit to arrive at school on time.

F. Vehicles are not permitted to remain after school events or overnight. All vehicles left unattended for more than one hour after the conclusion of the day's activities is subject to being towed at the owner's expense. The school is not responsible for vehicles left unattended.

8.13.6 **Motor Vehicle Accidents on School Property**. Any student involved in a car accident, not matter how minor, must report the incident to the Dean of Students immediately. The Dean of Students will assist the student in notifying their parents and/or the other driver; and contact Law Enforcement.

8.14 Personal Injury and Accident.

An accident resulting in personal injury, no matter how minor, is to be reported to the Dean of Students immediately. An accident report will be completed and kept on file by the school nurse for future reference. Injuries sustained due to involvement in athletics must be reported to the Athletic Director within 72 hours of the injury occurring. Bishop Verot Catholic High School and its insurance carriers are not responsible for any bills incurred, medical or otherwise, relating to injuries not properly reported within 72 hours of the accident.

8.15 Phone Calls.

Calls by students during the school day should be made for serious reasons only, and must be made from a phone in the Clinic or Main Office. Calls should be made before school, after school, or during lunch periods. Students will not be excused from class to make or receive phone calls. Only calls of an emergency nature will be forwarded to students during school hours. Cell phone use during the day is not permitted, including contact to or from parents.

8.16 Reporting Misconduct.

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student. Policies and procedures for reporting misconduct are posted on our website at www.bvhs.org.

8.17 Department of Children and Families Investigations

The school will reasonable cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless the consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

8.18 Student Employment.

It is against school policy for a student to be employed at a business that is owned by a staff member and/or spouse of a staff member.

8.19 Student Records.

The parent(s) or guardian of record (with limited power of attorney) with whom the student lives shall have the right to access to their child's records throughout the duration of their attendance at Bishop Verot unless specified otherwise by court order or legal injunction.

8.20 Student Residence.

Students are required to live at home with a custodial parent or with a legal guardian (with limited power of attorney) for the duration of their attendance at Bishop Verot. This policy continues to apply after a student has turned 18.

8.21 Supervision.

No student may use any school facility or equipment unless under the direct supervision of a faculty or staff member. This includes the weight room and athletic facilities. Students using school facilities or equipment unsupervised or without permission may receive a detention or other punishment as warranted by the circumstances.

8.22 Technology.

This policy applies to students, staff, and other users of technology at Bishop Verot, and all equipment that is owned or leased by Bishop Verot or that has been added to the school's network. Inappropriate use of school equipment exposes Bishop Verot to risks including virus attacks, compromise of network systems and services, and legal issues. The intentions for publishing an Acceptable Use Policy are not to impose restrictions contrary to Bishop Verot's

established culture of openness, trust and integrity, but to protect students, faculty, and staff from illegal or damaging actions by individuals. Refer to the school website (**www.BVHS.org**) to view the full Acceptable Use Policy. (See Appendix G for 1:1 iPad Technology Agreement.)

8.22.1 **Internet/Intranet/Network systems**, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Bishop Verot High School. These systems are to be used for business purposes in serving the interests of the school, our students, our faculty, and our staff in the course of normal operations.

8.22.2 **Effective security** is a team effort involving the participation and support of every Bishop Verot High School member who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

8.22.3 **Privacy.** There is no expectation or guarantee of privacy for school computer use.

8.22.4 **Misuse of Technology.** The use of websites, IM's, e-mails, social networks, "apps", and any other computer-related forms of communication that are defamatory of faculty, school, or students, or that in any way negatively impact the learning environment at school, may result in an immediate withdrawal. Examples of such offenses include, but not limited to, pornography, naked pictures, and sexting.

8.22.5 **Social Networking Policy.** First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications. Students who participate in online interactions, which includes but is not limited to sharing, reposting, or in any other way assisting with the sharing of information, must remember that their posts reflect on the entire Bishop Verot community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

8.22.6 **BVHS Email Accounts**

All students enrolled at Bishop Verot will be given a BVHS email account, which they are expected to check daily for information from their teachers and/or administration. These email accounts will be used throughout a student's career at Bishop Verot. The email accounts of students who graduate from Bishop Verot Catholic High School will remain active until April 30th of the year following their graduation, at which point, the account will be deactivated. Notice will be sent approximately 30 days prior to account deactivation to remind graduates of this policy. Deactivated accounts will be deleted from the system after 30 days. The email accounts of students who depart from Bishop Verot Catholic High School prior to graduation will be deactivated immediately upon their departure or as soon as conveniently possible. Students may be provided access to the deactivated account at the discretion of the principal or assistant principal. Deactivated accounts will be deleted from the system after 30 days.

8.23 Transportation

8.23.1 Students transported in an activity bus are under the authority of, and responsible directly to, the head coach or moderator. The head coach or moderator shall be responsible for the orderly conduct of the students while they are on the bus.

8.23.2 With approval from the head coach or moderator students participating in an activity and not leaving directly from the campus of Bishop Verot may drive themselves to an activity within Lee County.

8.24 Visitors

8.24.1 **Visiting Campus**. All visitors are required to enter through the front entrance of the Main Building and check in at the Main Office when they arrive on campus. This includes all parents and volunteers. Visitors will be required to wear an ID badge at all times while on campus.

8.24.2 **Students from other schools or friends of Verot students** are not permitted anywhere on campus, including the parking lots, during the school day without the explicit permission of the Dean of Students or the Principal. Such permission is granted only in exceptional circumstances and only with the consent of the parents of the Verot student. After school, if on campus to provide a ride for a Verot student, visitors other than parents, guardians, or family members are to remain in vehicles and are not free to enter campus without the permission of administrators.

8.24.3 **Shadowing.** A student who wishes to "shadow" a Verot student for the day must have his/her parent contact the Admissions Office at 239-274-6760. An application for the student must be on file. Visiting students must dress appropriately. No shadowing will be allowed the day before or after a holiday or long weekend.

8.24.4 **Alumni** visiting campus are expected to check in at the Main Office and are not permitted to disrupt classes to visit with friends or teachers. However, they are always welcome at Bishop Verot.

IX. PARENT INVOLVEMENT AND SUPPORT OF BISHOP VEROT

9.1 Parental Involvement: A Key to a Successful School

Parents are an integral part of the Bishop Verot community. As members of the same community, parents and school staff should have high expectations of one another regarding timely communication, courteous and professional interaction, and mutual concern for the students. Parents, guardians and friends of Bishop Verot can further the mission of the school by taking an active role, attending and participating in school events, volunteering time and expertise, and providing financial support to the school to help meet expenses not covered by tuition. It is only in working together that parents and staff can achieve the educational ideals to which the school community is dedicated. Among the basic expectations for all parents:

9.1.2 **Attendance at Back to School Night and other parent events** gives school leaders and teachers the opportunity to welcome parents to a new school year, introduce policy changes, provide updates on topics such as educational trends or school safety, and address concerns or challenges being faced by the Verot community. After a presentation by administrators, parents will walk through their child's academic schedule, meet teachers, and get a feel for life on campus. Nothing can substitute for traditional face-to-face interaction between parents and teachers. This event gives parents the opportunity to meet all teachers in one evening, facilitating effective future communication if needed. Parents are expected to attend this important evening and are responsible for all information shared.

9.1.3 **Monitoring Academic Progress and Viewing Grades/Attendance Online.** Grades are available online and updated every two weeks by teachers. This resource provides parents with a window into student progress, but is not meant to discourage daily communication with students who are still learning responsibility and must balance study and work habits with social life, co curricular commitments, and family obligations. Attendance records are available to parents online. When academic concerns arise, parents are asked to contact teachers directly via phone or e-mail.

9.1.4 **Conferences with Teachers, Coaches, and School Administrators**. When complicated, delicate, or difficult issues arise, face-to-face meetings may be required with school staff. Parents are asked as a professional courtesy to always make an appointment with the teacher, coach, or administrator with whom the issue can be most directly addressed. Unannounced meetings with teachers or coaches may be unproductive, especially when there are issues to be resolved, and do not allow school staff to adequately prepare to address parental concerns. Similarly, approaching a school administrator without first addressing the staff person directly involved is strongly discouraged and rarely sheds light on the matter at hand. Parents that have not allowed a teacher or coach to address the concern first will be directed to do so before pursuing other options [see **Appendix A** for more details].

9.1.5 **Parent Meetings with Coaches.** Parents should refrain from discussing any game related concerns with coaches until 24 hours after the completion of a contest. Appointments may be made by contacting the school. Concerns related to a student athlete's progress are appropriate for discussion. Items related to coaches decisions or game management (i.e. playing time, play calling) are not to be discussed.

9.1.6 **Attendance at Religious, Cultural, and Athletic Events**. Parents are welcomed and encouraged to attend religious, cultural, and athletic events held on campus. Events held during the school day (assemblies in the theater, Mass at Saint Cecilia Church) may be subject to limitations regarding seating. Priority will always be given to students and staff members. Whenever visiting campus, particularly at events where large crowds may gather, parents are reminded that school staff, students, visiting teams, officials, and

other guests are to be respected at all times. Those unable to observe decorum appropriate to the event, conform to the expectations of a Catholic school community, or follow the directions of school administrators will be asked to leave school property and may not be permitted to return to future events without permission of the Principal. For events taking place off school property but in which Bishop Verot is being represented by students, all parents, family, and guests are required to adhere to the expectations described above. Any action brought by an individual that disgraces students, school personnel, or the reputation of Bishop Verot Catholic High School may not be permitted to return or participate in future events.

9.2 Volunteering at School

Parents are encouraged to volunteer their time is support of Bishop Verot teachers and staff. Volunteers help staff the school Bookstore, cover the front desk and nurse's office during lunch hours, assist in preparing mailings, and provide an extra hand at athletic or cultural events, to name a few. Parents interested in donating time in support of school staff are asked to call the Main Office at 274-6747. All parent volunteers must undergo background checks, fingerprinting, and safe environment training.

9.3 Parent Organizations

9.3.1 **The Bishop Verot School Board** is an advisory board that consists of capable adult leaders within the Bishop Verot community and of the community at large, who are dedicated to advising the Principal on matters pertaining to school policy and planning for continued growth and educational success. School Board planning efforts complement the daily work of the faculty and staff by lending experience in matters such as accounting, law, local civic affairs, marketing, fundraising, construction, public relations, planning, and other competencies that assist the school community. Members are appointed to three-year terms. Each year, standing members select new members that have submitted an application to the Principal.

Note: Specific concerns or questions regarding teachers and coaches, course or graduation requirements, admissions decisions, school calendar and schedules, disciplinary matters, and other day-to-day realities should be directed toward the appropriate school administrator and not to Board members.

9.3.2 **Viking P.R.I.D.E.** (Parents Recognizing, Inspiring, Developing, and Enhancing our Catholic high school community) promotes parental interest and involvement in school, offers support to teachers and school staff, and works to facilitate dialogue between parents and school leaders on issues of concern or interest. Committees assist the administration with staff appreciation events, organize the annual Book Fair, celebrate student academic achievement, encourage parent volunteerism, and promote several Home and School meetings each year. Viking PRIDE is open to all parents.

9.3.3 **Athletic Boosters.** The Athletic Boosters Club is a fundraising and volunteer organization in support of the athletic program. Boosters staff the concession stand at athletic contests and host annual fundraising events including an annual Golf Tournament. All proceeds from the Athletic Boosters help to subsidize the expenses of the athletic department.

9.4 Giving to Support the School

Bishop Verot Catholic High School, in keeping with Catholic teaching on social and economic justice and the longstanding tradition of Catholic education, seeks to provide educational excellence at a reasonable cost. The cost to operate the school is kept as low as possible without compromising educational excellence. The school depends on fundraising to offset the cost of a Bishop Verot Education not covered by tuition to provide funding for improvements and tuition assistance.

9.4.1 **Bishop Verot Annual Fund**. Each year, members of the Verot community are solicited for unrestricted gifts to the school. Funds raised are used to support a variety of school operating expenses including teacher salaries, student programs, and tuition assistance. It is important that parents understand that every gift counts. The goal that all participate is critical. This is a vote of confidence for the school and reflects well upon us when the school applies for grants. Most funding entities require high participation from parents before they will consider releasing funds in the form of a grant. We seek 100% parent

participation – all parents are expected to contribute some amount.

9.4.2 **Planned Giving**. The long-term financial health of the school is greatly supported by gifts to the Bishop Verot Foundation, from which interest can be drawn in support of tuition assistance, teacher salaries, and other worthy causes not completely covered by tuition. **Planned giving and bequests** to the school create a legacy in support of Catholic education and a strong future for Bishop Verot. Contact the Advancement Office at 274-6780 for more information.

9.4.3 **School facilities** are in constant need of maintenance and improvement. Those interested in supporting a current project, learning about pressing needs as identified by administrators, or inquiring about opportunities of interest to the donor can contact the Advancement Office with questions.

9.4.4 **Athletic Boosters Golf Tournament**. Each fall, the Athletic Boosters sponsor an annual golf outing as their primary fundraising event of the year.

9.4.5 **Other events** may be introduced to the community in the course of the school year. Most have been suggested by students, staff, or parents.

9.5 Solicitation & Donation Policy

It is the responsibility of the Bishop Verot Office of Institutional Advancement to coordinate all fundraising efforts. In order to maintain efficient donor records, a policy for solicitation and donations is necessary. The policy should assist in possible problems of "cross-solicitation" and avoid donor attrition. All fund raising efforts must be coordinated through and with the Department of Institutional Advancement. All persons soliciting funds must meet with the Director of Institutional Advancement for project approval, and if deemed necessary by the Director of Advancement, with the Principal. All fundraising events and efforts must be scheduled through the Advancement Department. All funds raised are required to be deposited into the school accounts. Pursuant to Diocese of Venice and Bishop Verot Policy only the school and it's authorized auxiliary groups may solicit and receive donations or operate fund raising activities.

9.6 Solicitations and Fundraisers

9.6.1 **Rationale.** It is the responsibility of the Advancement Office to coordinate all fund raising efforts. So that efficient records may be maintained and the donor is properly acknowledged, a policy for solicitation is necessary.

This policy has the following primary purposes:

1. Establish parameters around how fund raising efforts are evaluated and approved.

2. Provide for cooperation between the Advancement office and constituent groups within the school community thereby increasing the chances for fund raising activity success.

3. Ensure proper accountability of funds raised.

4. Ensure there is no cross solicitation of donors.

9.6.2 Policy. All fundraising activities within the community done by any BVHS organization using the name of the school must be approved by the Director of Advancement and Principal, **prior** to the commencement of any fund raising activity.All persons and organizations, including groups led by or consisting of high school staff, coaches, parents or students shall submit a fund raising project proposal and receive approval from the Director of Advancement.
In its deliberations, the Director of Advancement and Principal shall look favorably on fund raising activities that support the mission of the school, which is to advance the formation and education of each student in spirit, mind and body. These fund raising activities cannot interfere, undermine or replace ongoing efforts of the Advancement department to raise funds for the school.

The Bishop Verot Catholic High School Solicitation Policy is as follows:

1. No individual or business is to be solicited without the concurrence of the Advancement Office.

2. Solicited funds must be targeted to a specific project or event that has received prior approval of the Director of Advancement and Principal.

3. The school does not accept restricted or contingent donations. Restricted donations for the school may be accepted by the Bishop of the Diocese of Venice. Whenever possible, the school will attempt to utilize donations per the donor's intent.

4. Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contribution.

5. All donors should receive a written acknowledgement for the contribution within fifteen (15) days of the receipt. A copy of the letter must be filed in the Advancement Office on the day that it is mailed. The Advancement Office sends a second thank you note from the school.

6. In order to maintain a permanent record of donor history, the following must be provided to the Advancement Office:

    a. Name and address of donor and affiliation to school if applicable. (past or present parent, alumni, etc)

    b. Amount of donation (if applicable, indicate type of in-kind donation or item donated)

    c. Project or campaign in which donation was made

    d. Date of the donation

    e. Solicitor's name

7. In- kind donations, or gifts of property, which might incur additional expenses, must receive approval and permission from the Advancement Office and Principal.

9.6.3 Administration. The following procedures are required to be followed to obtain approval to and properly conduct a fund raising activity:

1. A Fund Raising Request Form shall be submitted to the Advancement Department, which must include the name of the organization, the date(s) of the fund raising activity, type of fundraiser, purpose, method, and contact person.

2. The Form shall be submitted no less than 30 days prior to the solicitation of funds. (If the activity is to be included on the school calendar, it must be submitted for approval by May 18 of the prior school year.)

3. The Director of Advancement and / or Principal shall either approve of or reject the request within one week of receipt of the Form by the Director of Advancement. No aspects of the fund raising shall commence until all necessary approvals have been received.

4. All funds collected and expended shall be documented through the use of reasonable records of account and conducted through the BV Finance Office under the supervision of the Director of Finance. The BV Finance Office is the custodian of all funds.

9.7 Use of BVHS Identity

A consistent identity is a vital part of the Bishop Verot Catholic High School's relationship with the public. Simple things like fonts, imagery and colors, when used consistently, make for a stronger brand and add to the public's ability to identify Bishop Verot.

The use of the school name, logo, initials and crest may only be reproduced or used with the written permission from the school's administration. This includes use of digital imagery or for promotional items.

The logo and crest are the cornerstones of the school's comprehensive visual identity program.

All use of the crest and logo must be reproduced from electronic files provided by the Advancement office. No changes to the logo or crest allowed including but not limited to colors and fonts.

APPENDIX A: **SCHOOL CONTACT INFORMATION**

The following is a review of common areas of concern or desired information and the staff members responsible for those areas. If more than one individual is listed, begin with the staff member listed first depending on the nature of the concern. Parents are welcome to contact Mrs. Suzanne Sim, Administrative Assistant to the Principal, at 239-274-6747 with any questions not addressed by this chart.

ISSUE	CONTACT PERSON(S)	DIRECT LINE
General School Number		**239-274-6700**
Attendance and Absences	Gina Fair, School Nurse, Jorge Fleitas, Dean of Students (Boys 9 – 11) Kate Hamstra, Dean of Students (Girls 9 – 11) John Nolan, Dean of Students (Seniors)	239-274-6700 239-274-6711 239-274-6702 239-274-6778
Student Safety, Disciplinary Concerns, or School Handbook	Jorge Fleitas, Dean of Students (Boys 9 – 11) Kate Hamstra, Dean of Students (Girls 9 – 11) John Nolan, Dean of Students (Seniors)	239-274-6711 239-374-6702 239-274-6778
Academic Performance	Classroom Teacher first, then Guidance Office, then Suzie O'Grady, Assistant Principal for Administration	See website 239-274-6790 239-274-6733
Concerns about Courses or Teachers	Classroom Teacher first, then Dept. Chair, then Suzie O'Grady, Assistant Principal for Administration	See website 239-274-6733
Problem Accessing Online Grades	Kim Murphy, Registrar	239-274-6791
Student Schedules	Guidance Office	239-274-6790
Learning Difficulties	Suzie O'Grady, Assistant Principal for Administration, or Karen Ward, Learning Resources, or Denise York, Academic Advisor	239-274-6733 239-274-6773 239-274-6744
Emotional/Behavioral Concerns	Guidance Office	239-274-6790
Medical/Health Concerns	Gina Fair, School Nurse	239-274-6700
Classroom/Campus Misbehavior	Classroom Teacher first, then Jorge Fleitas, Dean of Students (Boys 9 - 11) Kate Hamstra, Dean of Students (Girls 9 – 11) John Nolan, Dean of Students (Seniors)	See website 239-274-6711 239-274-6702 239-274-6778
Spiritual or Religious Concerns	Chaplain	239-274-6750

Christian Service Requirement	David Nelson, Assistant Principal for Student life Deanna Breen, School Counselor	239-274-6742 239-274-6735
School Activities	Suzie O'Grady, Assistant Principal for Administration, or Matthew Burbach, Director of Operations	239-274-6733 239-274-6729
Athletic Information and Schedules	Jessica Cole, Assistant Athletic Director	239-274-6755
Athletic Concerns	Program Head Coach first, then Jason Baumgardner, Athletic Director	See website 239-274-6712
Athletic Boosters	Jason Baumgardner, Athletic Director	239-274-6712
Alumni Events or Concerns	Patty Holmes, Director of Communications	239-274-6780
Alumni Contact Info	Patty Holmes, Director of Communications	239-274-6780
Fundraising, Donations, Receipts	Patty Holmes, Director of Communications	239-274-6780
Marketing and Public Relations	Patty Holmes, Director of Communications	239-274-6780
School Website	Patty Holmes, Director of Communications	239-274-6780
Changes in Parent Contact Info, Problems receiving E-Blasts	Kim Murphy, Registrar Patty Holmes, Director of Communications	239-274-6791 239-274-6780
Tuition Accounts, Payment Issues or Financial Concerns	Kathleen Houghton, Director of Finance	239-274-6703
Tuition Assistance	Kathleen Houghton, Director of Finance	239-274-6703
School Facilities Usage, Facilities Safety, Maintenance Concerns, Transportation	Matthew Burbach, Director of Operations	239-274-6729
Yearbook	Anthony Pierce, Yearbook Moderator, Clayton Atkins, Yearbook Moderator Mary Dakin, Yearbook Accounts and Senior Ads	239-274-6736 239-274-6725 239-274-6785
Volunteering at School	Suzanne Sim, Administrative Assistant	239-274-6747
Anderson Theater	Lisa Stevens, Theater Director	239-274-6786
SAGE Dining Services	Artur Ben	239-274-6765
Principal's Office	Suzanne Sim, Administrative Assistant	239-274-6747
General Information	Donna Gargano, School Receptionist	239-274-6701

2018-2019 BELL SCHEDULE

MONDAY				TUESDAY & FRIDAY				WEDNESDAY				THURSDAY			
REGULAR				**REGULAR**				**REGULAR**				**REGULAR**			
1	7:30	- 8:17	(47)	1	7:30	- 8:21	(51)	MTGS/PLC	7:30	- 8:30	(60)	1	7:30	- 8:58	(88)
2	8:21	- 9:04	(43)	2	8:25	- 9:11	(46)	2	8:35	- 10:04	(89)	3	9:02	- 10:26	(84)
3	9:08	- 9:51	(43)	3	9:15	- 10:01	(46)	4	10:08	- 11:34	(86)	Flex A/B	10:30	- 11:30	(60)
4	9:55	- 10:38	(43)	4	10:05	- 10:51	(46)	Flex A/B	11:38	- 12:38	(60)	5	11:34	- 12:58	(84)
Flex A/B	10:42	- 11:42	(60)	Flex A/B	10:55	- 11:55	(60)	House	12:42	- 12:57	(15)	7	1:02	- 2:30	(88)
House	11:46	- 12:01	(15)	5	11:59	- 12:45	(46)	6	1:01	- 2:30	(89)				
5	12:05	- 12:48	(43)	6	12:49	- 1:35	(46)								
6	12:52	- 1:35	(43)	7	1:39	- 2:30	(51)								
7	1:39	- 2:30	(51)												
LITURGY				**LITURGY**				**LITURGY**				**LITURGY**			
1	7:30	- 8:08	(38)	1	7:30	- 8:10	(40)	MTGS/PLC	7:30	- 8:30	(60)	1	7:30	- 8:40	(70)
2	8:12	- 8:45	(33)	2	8:14	- 8:50	(36)	2	8:35	- 9:40	(65)	3	8:44	- 9:51	(67)
3	8:49	- 9:21	(33)	3	8:54	- 9:30	(36)	LITURGY	9:44	- 10:44	(60)	LITURGY	9:55	- 11:00	(65)
4	9:25	- 9:58	(33)	4	9:34	- 10:10	(36)	Flex A/B	10:48	- 11:48	(60)	Flex A/B	11:04	-12:04	(60)
LITURGY	10:02	- 11:07	(65)	LITURGY	10:14	- 11:19	(65)	House	11:52	- 12:07	(15)	5	12:08	- 1:15	(67)
Flex A/B	11:11	- 12:11	(60)	Flex A/B	11:23	- 12:23	(60)	4	12:11	- 1:16	(65)	7	1:19	- 2:30	(71)
House	12:15	- 12:30	(15)	5	12:27	- 1:03	(36)	6	1:20	- 2:30	(70)				
5	12:34	- 1:07	(33)	6	1:07	- 1:43	(36)								
6	1:11	- 1:44	(33)	7	1:47	- 2:30	(43)								
7	1:48	- 2:30	(42)												
AM ASSEMBLY				**AM ASSEMBLY**				**AM ASSEMBLY**				**AM ASSEMBLY**			
1	7:30	- 8:09	(39)	1	7:30	- 8:14	(44)	MTGS/PLC	7:30	- 8:30	(60)	1	7:30	- 8:43	(73)
2	8:13	- 8:49	(36)	2	8:18	- 8:56	(38)	2	8:35	- 9:45	(70)	3	8:47	- 9:58	(71)
3	8:53	- 9:29	(36)	3	9:00	- 9:38	(38)	ASSEMBLY	9:49	- 10:39	(50)	ASSEMBLY	10:00	- 10:52	(50)
4	9:33	- 10:09	(36)	ASSEMBLY	9:42	- 10:32	(50)	Flex A/B	10:43	- 11:43	(60)	Flex A/B	10:56	- 11:56	(60)
Assembly	10:13	- 11:03	(50)	Flex A/B	10:36	- 11:36	(60)	House	11:47	- 12:02	(15)	5	12:00	- 1:11	(71)
Flex A/B	11:07	- 12:07	(60)	4	11:40	- 12:18	(38)	4	12:06	- 1:13	(67)	7	1:15	- 2:30	(75)
House	12:11	- 12:26	(15)	5	12:22	- 1:00	(38)	6	1:17	- 2:30	(73)				
5	12:30	- 1:06	(36)	6	1:04	- 1:42	(38)								
6	1:10	- 1:46	(36)	7	1:46	- 2:30	(44)								
7	1:50	- 2:30	(41)												
PM ASSEMBLY				**PM ASSEMBLY**				**PM ASSEMBLY**				**PM ASSEMBLY**			
1	7:30	- 8:09	(39)	1	7:30	- 8:11	(41)	MTGS/PLC	7:30	- 8:30	(60)	1	7:30	- 8:43	(73)
2	8:13	- 8:49	(36)	2	8:15	- 8:53	(38)	2	8:35	- 9:45	(70)	3	8:47	- 9:58	(71)
3	8:53	- 9:29	(36)	3	8:57	- 9:35	(38)	4	9:49	- 10:56	(67)	Flex A/B	10:02	- 11:02	(60)
4	9:33	- 10:09	(36)	4	9:39	- 10:17	(38)	Flex A/B	11:00	- 12:00	(60)	5	11:06	- 12:17	(71)
Flex A/B	10:13	- 11:13	(60)	Flex A/B	10:21	- 11:21	(60)	House	12:04	- 12:19	(15)	7	12:21	- 1:36	(75)
House	11:17	- 11:32	(15)	5	11:25	- 12:03	(38)	6	12:23	- 1:36	(73)	ASSEMBLY	1:40	- 2:30	(50)
5	11:36	- 12:12	(36)	6	12:07	- 12:45	(38)	ASSEMBLY	1:40	- 2:30	(50)				
6	12:16	- 12:52	(36)	7	12:49	- 1:36	(47)								
7	12:56	- 1:36	(40)	ASSEMBLY	1:40	- 2:30	(50)								
ASSEMBLY	1:40	- 2:30	(50)												

5/31/18

APPENDIX C: Bullying Form

Bullying Anonymous Reporting Form

If you have information regarding an incident that you believe may be considered bullying and would like to report this information anonymously, please fill out the following form to the best of your knowledge. Please note that this form is completely anonymous. (For the purpose of this form, bullying encompasses bullying, harassment, and discrimination, including cyber incidents.)

Date: _____

Victim Name:	Grade:
Accused Name:	Grade:

Where did the incident occur?

When did the incident occur?
Date(s):
_____
Time(s):
_____

Please describe, in as much detail as possible, what happened.

Do you know any witnesses involved? If so, please provide as much detail as possible about these people.

List any evidence of bullying, if any (i.e. letters, photos, texts, Facebook page, etc.—attach evidence if possible)

APPENDIX D:

Code of Conduct for the Use of Technology & Social Media

Purpose

The Code of Conduct for the Use of Technology and Social Media is designed to aid all school personnel within the Diocese of Venice in understanding appropriate usage, boundaries, best practices and to define specific standards of conduct when employing the use of information technologies and the internet. These technologies include, but are not limited to, computers, computer files, tablets, smart phones, software, email, telephones, voice mail, Internet and Intranet, and social media.

Policy Application

This policy is established by the Diocese of Venice and is issued through the schools within the Diocese of Venice.
All digital content produced by school personnel, as defined on page 7, must be consistent with the teachings and tenets of the Roman Catholic Church, of which the Bishop of the Diocese of Venice in Florida has responsibility and authority. Examples of content inconsistent with such teachings include anything considered to be inappropriate, false, derogatory, sexually suggestive, sexually explicit, defamatory, fraudulent, insubordinate, degrading, malicious, disrespectful, threatening, etc.

General Provisions

Technologies purchased or provided by a school within the Diocese, and all content used in the performance of school business and outreach, are the property of that school and are subject to reasonable inspection as outlined in this policy. Personnel who violate this policy may face suspension of privileges and/or other disciplinary action up to and including termination of employment or volunteer position, and other discipline as deemed appropriate. The decision to establish or maintain a web presence is to be made by the school's principal. In parishes where a Catholic school is present, the principal, in agreement with the Pastor/Administrator, makes such decisions. No web presence may be published without said agreement.

Unacceptable Use

The following is deemed unacceptable use of technology:

1. Disseminating confidential school information to persons, organizations or agencies outside of the Diocese without approval of the principal. Confidential information includes all internal information that is not generally available to the public, including but not limited to, financial information, personnel files, or any information deemed confidential.
2. Hacking or attempting to gain unauthorized or illegal access to secured or restricted sites.
3. Deliberately damaging or tampering with Diocesan or school computers, components or other technologies (tablets, phones, cameras, etc).
4. Violating copyright laws, including the acquisition, use or distribution of pirated software.
5. Downloading proprietary materials or information (e.g., contact lists, databases, trademark or patented materials, copyrighted music, etc.) without permission from the owner of the material or information.
6. Using someone else's username or password (except when authorized by the School principal).
7. Trespassing in another user's folder, files, or work, unless searching in another users' folder, files or work is authorized by the school principal, for purposes of obtaining information needed to conduct the business of the school.
8. Using school technologies or websites for commercial purposes, personal financial or commercial gains, commercial or private advertising, product advertisement or for the establishment of a personal webpage. Unauthorized personal "chat" or chain letter communication is also prohibited.
9. Intentionally introducing a virus, worm, Trojan horse or other code that will disrupt school business.
10. Downloading entertainment software or games, or playing computer games against opponents over the Internet.

11. Downloading images or videos not related to an explicit business purpose.
12. 12. Making political lobbying or making political or social announcements not directly connected with the School.
13. Removing equipment from the premises of a school within the Diocese without the express written permission of the school principal. Equipment designated for check out (e.g. multi-media projectors, laptop computers) is exempted.
14. Removal of printed paper-based confidential information from the premises of any school within the Diocese is not allowed without the authorization of the school principal. Confidential information in electronic format can be removed from the premises provided the documents are stored in such a way that it is protected against loss and potential unauthorized use, and the personnel has the authority to access the information.
15. Using school websites, technologies, or systems in a manner that would result in violations of other Diocesan or school policies.

Email

Using personal email accounts to send or receive information related to the business of the school is not permissible for school personnel who have a corporate email address available to them through the school or Diocese. Email communications between adults and minors require that the parent(s) or legal guardian(s) must be openly copied on all digital communication.

Personal Websites

Personal websites owned/managed by personnel should reflect Catholic values, and should not offend the faith, morals and teachings of the Catholic Church. Likewise such websites should not be offensive to the clergy. Furthermore, all personal websites must be in accord with the Diocese of Venice *Code of Conduct for Employees and Volunteers* and *Safe Environment Program* guidelines. No school personnel may maintain links on their personal website to a minor's website.
School personnel and volunteers are responsible for content they post to websites, including, but not limited to: Facebook, Twitter, YouTube, Google+, MySpace, blogs, vlogs, podcasts, wikis, forums and other social media. Content includes posts and comments, but is not limited to such. Personnel are responsible for positive or negative interest they express regarding another's content. An example of this would be to "Like" a Facebook status or WordPress blog post.

Despite privacy setting options, all content posted or communicated via any website will be treated as though it is universally or publicly available. Inappropriate messages communicated on these medias and networks may result in disciplinary action.

Use of New Media Technology

When a school provides a computer, smart phone, tablet, or other technological tool, they are provided for educational or ministerial use, and are not distributed for personal use. As such, these technologies should be treated with care, used appropriately and should be used for their intended business-related purposes. Likewise, technological tools used as part of one's employment or volunteering are distributed by that entity, and are the property of that entity.

Proper Relationships and Online Communication

School personnel must ensure that their use of online communication maintains a proper professional relationship, especially with minors, and does not create or give the appearance of an inappropriate relationship. Appropriate boundaries must be maintained between adults and minors at all times. Excessive familiarity of a purely social relationship between adults and minors is not appropriate. Being "friendly" and being "friends" with children are very different, and should not be confused by school personnel or adult volunteers. As such, personnel and volunteers should not communicate with minors through personal websites or accounts, but instead should communicate through approved school websites, and/or the school's email system.

APPENDIX E: 1:1 iPad Technology Agreement
Bishop Verot Catholic High School
1:1 Technology Policies, Procedures, and Information Guide

iPad Acceptable Use Policy

The iPad program at Bishop Verot is intended to provide students with individual access to the technology, tools, and resources available to support a 21st-century education. The iPads will support today's learners in the classroom and extend the learning process anywhere, anytime, providing the opportunity for students to achieve their full potential and become lifelong learners.Use of this technology carries a responsibility consistent with the expectations set forth in the student handbook. The policies, procedures and information within this document apply to all iPads and computers used at Bishop Verot Catholic High School. Teachers may set additional requirements for use in their respective classrooms.Above all, the iPad program at Bishop Verot is an academic program and the policies governing the use of the iPad support its academic use.

1) iPad Ownership

a) Student iPads are leased through Apple Corporation and thus are the property of Apple until the lease terms end. Following successful payment of all required technology and school fees and upon graduation from Bishop Verot, the iPad will become the property of the student.

b) Under the terms of the program agreement, students who transfer from Bishop Verot, do not complete four years, or do not graduate must return the iPad and all original equipment or pay for it in full or for any equipment not returned with the iPad.

2) iPad Accessories

a) Student iPads come with a power supply, sync cable, and a required custom protective case.

3) iPad Distribution and Care

a) Students are issued iPads during Freshman Orientation prior to the start of the school year. Students are responsible for the general care of the iPads they have been issued through the school. iPads that are broken or fail to work properly must be taken to the IT Department for an evaluation of the equipment.

b) Students must have the Bishop Verot approved iPad cases on the iPads at all times. Students may not remove screen covers on cases. Students may not decorate cases. If a case breaks, it is the students' responsibility to see the IT Department for a replacement at students' expense.

c) Students/parents are solely responsible for the care and safekeeping of student iPads. Any loss or damage to iPads, regardless of the cause, will be the strict financial responsibility of the students/parents. Students must immediately report damage or loss, including theft, to Bishop Verot. Students/parents are not permitted to repair, alter, modify or replace iPads without express authorization from Bishop Verot.

4) General Rules

a) Students come to school each day with their iPad fully charged. Electrical outlets for charging may not be available in all areas.

b) Students may not circumvent the Mobile Device Management system installed on their iPads. This includes removing restrictions or "jailbreaking" the devices.

c) iPads must never be left unattended, in an unlocked locker, unlocked car, or in any unsupervised area. While participating in co-curriculars after school, students must securely lock their iPads in a locked locker or in their locked vehicles.

d) Because Bishop Verot lockers are located outside in the humid conditions of Southwest Florida, iPads should never be left in lockers for any extended period of time.

e) Students may not alter names on iPad cases nor remove or alter asset tags on the iPad.

f) Students must transport and carry iPads appropriately on campus. They should be carried in their approved cases at all times. iPads should not be placed in athletic, school, or other bags.

g) Students are not allowed to bypass the wireless network with a personal 3G or 4G internet connection.

5) Sounds, Music, Games, Pictures, or Programs

a) Personal apps are prohibited on the iPads on school days. A list of approved personal apps (i.e. Netflix, Fifa, Madden, MLB) will be allowed for weekend use.

b) While in the classroomor any other quiet area sound on the iPad must be muted unless permission is obtained from a teacher. Students may use earphones in quiet areas or in the classroom with permission from a teacher.

c) Software and apps originally installed by Bishop Verot must remain on the iPad. From time to time the school may add software applications for use in a particular course.
d) Students may store their own photographs and music on the iPad (See additional rules); All school related software and apps take precedence over personal use items when space becomes an issue.
e) The viewing and/or playing of games is not permitted on school days, except as part of an assigned in-class activity or as directed by faculty or administration.
f) The school reserves the right to remove any app from a school iPad that is considered inappropriate or impedes the educational purpose of the iPad program.
g) Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the iPads or other devices.
h) Students whose grades fall below the acceptable minimum will have their iPads placed on separate restrictions giving them access to items only needed for education.

6) Prohibited Use

a) Peer to peer file sharing of copyrighted material without the express written permission of the author is prohibited.
b) During class time the use of chat and messaging programs is only allowed as part of classroom instruction with administration/teacher permission.
c) Illegal installation or transmission of copyrighted materials.
d) Any action that violates existing school rules or public law.
e) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material.
f) Sites selling term papers, book reports, and other forms of student work.
g) Spamming: sending mass inappropriate emails.
h) Gaining access to other students' accounts, files, and/or data.
i) Use of school internet/email for illegal activity.
j) Bypassing the Bishop Verot web filter through a web proxy.
k) Photographing or video recording on campus without the express permission of a teacher or consent of other parties for academic purposes or in support of a school program is prohibited.
l) Student sharing of passwords, addresses, or other personal information on the internet without authorization of a parent or Bishop Verot faculty member.
m) Using or possessing hacking software.
n) VPN or Virtual Private Networks
o) Personal Apps of any type on school days.
p) Social Networking Sites or Apps
q) Parents and/or students may not alter Restrictions and Guided Access on any iPad.

7) Cyberbullying and Social Networking

a) Cyberbullying by any student is prohibited and will not be tolerated. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
b) Social Networking during class and on the school network is prohibited.
c) Failure to follow school policies regarding the use of social networking sites and or in the event of a Cyberbullying event by a student, restrictions will be put on school devices which can include the removal of Safari, other web browsers, and the app store.

8) Privacy

a) There should be no expectation of privacy when using the school's network or electronic devices.

9) iPad Use Outside of Bishop Verot

a) Students may be required to turn in their iPads for a brief time period over the summer in order for the school to carry out routine maintenance and update the operating system.
b) Families are responsible for providing wireless internet service at home for students to complete coursework.
c) It is up to parents to set the acceptable use policy for the home such as where the device can be used and for how long as well as provide any filters on content.

10) BV Webmail

a) Bishop Verot utilizes Gmail for student and faculty webmail service under the domain name bvhs.org. The Gmail app and other related Gmail services, such as Google Drive, will be automatically downloaded to student iPads. All students must check their Gmail accounts daily and respond to emails in a timely fashion.

11) iPad Policy Enforcement

a) The school reserves the right to enforce appropriate consequences for the violation to any section of this agreement. This includes the right to examine or inspect any iPad program, device, or personal device. Consequences could include loss of privileges on iPad or other devices, fines, disciplinary action, and possible legal action.

b) This policy applies to students participating in the iPad program at the school, students using the school's iPads off campus, and to students using their own devices on school networks or school grounds.

c) Any iPad with illegal or inappropriate software or materials on it will be reformatted. The student will be subjected to disciplinary action.

d) Students are to report any known violations to appropriate administration or members of the IT Department.

e) Random checks of student iPads will be conducted by faculty and administration to ensure compliance with the policy.

f) The School takes no responsibility for activities or materials found on the iPads. The student will be responsible for providing hard copy materials if any privileges are revoked.

g) Personal Apps of any type should NOT be downloaded on a school day on or off campus. An approved list of personal apps can be downloaded for weekend use beginning at 3pm on the last school day of the week to 7am on the first day of the following week. Violations to this policy will result in loss of iPad privileges including, but not limited to the loss of the App Store for a given amount of time.

h) Disciplinary action for violation of any policy will include the following:

- A detention at minimum will be issued.
- App Store will be removed along with other restrictions being placed on the device at the discretion of Deans of Discipline.
- Other disciplinary measures may be deemed necessary by the administration depending on the seriousness of the violation

2018-2019 SCHOOL HANDBOOK
STUDENT-PARENT AGREEMENT

Students should return the bottom portion of this page to their English teacher (through Canvas) on or before Wednesday, August 15, 2018.

We acknowledge both parents and students are strongly encouraged to read the 2018-2019 School Handbook in its entirety, and are responsible for the content therein.

We understand that we are expected to support and adhere to the policies, procedures, and philosophies stated in the School Handbook. If the administration determines that it is necessary, we understand that changes to the School Handbook may occur during the school year.

Student Name: _____ Grade: _____

Student Signature: _____

Parent Name: _____ Date: _____

Parent Signature: _____