PREFACE

Bishop Denis J. O’Connell High School was founded in 1957 by six parishes in Northern Virginia under the direction of the Bishop of Richmond, Peter L. Ireton, to offer a Catholic secondary education to the young people of the area.

Bishop O’Connell High School admits students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in administration of their educational and admission policies, and athletic and other school-administered programs.

Bishop O’Connell High School, ever mindful of parents’ responsibility to see to the education of their children, was established by the Catholic Church to offer to parents a choice of education not then available to them. It is working to fulfill the Church’s mission to spread the good news of the Gospel by bearing witness to the local community as a Catholic institution, by offering programs of religious instruction, liturgical celebration and other spiritual exercises, and by offering the best academic program possible, suffused by these moral and religious principles.

THE SCHOOL SHIELD

Center: Bishop O’Connell Coat of Arms
Upper Right: School Knight
Lower Right: Sister Servants of the Immaculate Heart of Mary, founding community
Lower Left: Brothers of the Christian School, founding community
Upper Left: Shield of the Diocese of Richmond, indicating our founding as a part of that diocese
Upper Center: Shield of the Diocese of Arlington

The school is named for The Most Reverend Denis J. O’Connell, D.D., the seventh Bishop of Richmond (1912 – 1926).

School Nickname: “Knights”
School Colors: Royal Blue and Silver Gray

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations...
Teaching them to carry out everything I have commanded you.

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person. The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

1 Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service and integrity.

SCHOOL MISSION STATEMENT/PHILOSOPHY

MISSION STATEMENT

Bishop O’Connell High School is a Catholic college preparatory school committed to providing students with an education rooted in the life of Christ and fostering the pursuit of excellence in the whole person.

BELIEF STATEMENTS

We believe that our Catholic high school is an evangelizing community of students, teachers, staff, and parents, providing our students an education rooted in the life of Christ and directed toward a personal relationship with Him.

We believe that our school is a great gift to our church and community, which carries out the mandate of teaching given to us by Christ to proclaim the gospel, and which celebrates the Catholic faith through worship and service to others.

We believe in the full development of the human person, including the spiritual, intellectual, social, emotional, and physical aspects of one’s being. Commitment to academic excellence is an integral part of our identity as a Catholic school.

We believe that students learn best when they are actively engaged in the learning process, and when each student has appropriate opportunities for success.

We believe that student self-esteem is enhanced by positive relationships and mutual respect among and between students and faculty; that students thrive in a supportive yet stimulating climate which affirms the dignity of all persons; and that we are called to educate students of diverse economic, cultural, religious, racial, and ethnic backgrounds.

FACULTY STANDARDS OF PROFESSIONAL EXCELLENCE

• We are a community of faith.
• We believe that meaningful and respectful interactions between teacher and student are essential to the spiritual formation and education of students.
• We believe education is a student-centered process where we empower students to achieve academic success.
• We believe it is necessary to create an engaging, stimulating learning environment.
• We believe in being life-long learners and positive role models.
• We believe we can differ in viewpoints and still work together in open, honest, and respectful dialogue.
• We believe in a collegial, collaborative, and supportive environment among teachers, administrators, and staff.
• We believe that our presence with students at events and activities outside the classroom is important and allows for learning opportunities.
• We believe faculty has a significant role in developing, reviewing, and implementing academic policies and programs.

Developed and Presented by the Academic Council
Endorsed and Adopted by the Administration
March 6, 2012

STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Office of Catholic Schools policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Office of Catholic Schools, the Office of Catholic Schools policies guidelines or regulations shall be of controlling force and effect.

PARENTAL ROLE

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent’s support of the school’s philosophy, policies and regulations.

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child’s teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the assistant head of school may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the head of school (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent’s access to school or parish property; dismissal of the parent’s child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent’s conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school’s celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home and active involvement in the school's Parent-Teacher Organization.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies (except for reception on Eucharist), retreats, other religious functions and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

RESERVED RIGHTS

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where
moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

II. SPIRITUAL DEVELOPMENT

All liturgical functions or devotions or meetings must be approved and scheduled through the Chaplain. All liturgical activities are celebrated in accord with the Directives of the Diocese and according to the Universal Church.

SPIRITUAL AND RELIGIOUS LIFE

Jesus Christ is the reason for the existence of Bishop O’Connell High School. He is the living heart of our school. In addition to the academic, physical and social formation of our students, we also endeavor to enhance their spiritual life as well. To attain this end, a religious education program is the core of the curriculum. This program offers a systematic study of the Catholic Church’s moral teachings and the Mysteries of the Faith. The ultimate purpose of this study is to provide our students with a proper understanding of the Catholic Faith and to lead them into a personal relationship with Jesus Christ. The fruit of this personal relationship with Christ is to draw them into a deeper and more abiding love for God and neighbor, which in turn will help them to grow in wisdom, grace and knowledge leading to true happiness both in this life and the next.

SPECIAL SACRAMENTAL/CONVERT COURSES

Courses are available for those Catholic students who, for some reason, have not received one or more of the sacraments. Instruction is also available for students who are not Catholic who desire to be received fully into the Church. Complete information may be obtained from the Chaplain.

ST. PAUL CHAPEL

The Blessed Sacrament is reserved in the Chapel. The students are, therefore, encouraged to develop their devotion to our Lord truly present in the Eucharist by making visits there during lunch, Knight Time or before or after school.

Students are encouraged to use the Chapel regularly. The Chapel is to be used only for prayer, spiritual exercises and devotions. Group prayer or any spiritual activity in the Chapel must be approved and scheduled through the Chaplain’s Office. Students are reminded to be reverent when entering and leaving the Chapel. A genuflection is the normal reverence for the Eucharistic Lord.

THE SACRAMENT OF RECONCILIATION

The Sacrament of Reconciliation is always available and students are encouraged to make regular use of this sacrament. Please note that a priest will be in the confessional during all lunch periods on most Tuesdays and Fridays. The Sacrament of Reconciliation is also available at any time for students who wish to make an appointment with the Chaplain.

SPIRITUAL DIRECTION AND COUNSELING

The Chaplain is also always available for individual direction and counseling. Appointments are made by contacting him directly.

SCHOOL MASSES

School Masses are part of the school program for every student. Respect and reverence must always be displayed. Catholics express special reverence for the Eucharist by fasting for one hour from everything except water. (This includes chewing gum.) All students who are not Catholic are asked to respect the Church’s requirement of full communion with the Catholic Church as a prerequisite for receiving Communion. All students are reminded that Christ is present and their behavior should be respectful. Masses are celebrated every day in the Convent Chapel and on assigned days in the St. Paul Chapel. In addition, Mass with the entire school community is celebrated in the auditorium on holy days and at various times throughout the year.
All liturgical functions or devotions or meetings must be approved and scheduled through the Chaplain. All liturgical activities are celebrated in accord with the Directives of the Diocese and according to the Universal Church.

**PRAYER LIFE**

Prayer is a part of the daily schedule of Bishop O'Connell. Each day begins and ends with the whole school community praying together. Each class begins with a prayer. The students ask God's blessing together before lunch and are encouraged to give thanks afterwards. Students are also taught to integrate prayer in their other activities.

Exposition and Adoration of the Blessed Sacrament on most Tuesdays and Fridays and other appointed days are sources of special grace for our school. Parents are invited to participate in Eucharistic Adoration on days when it is offered in St. Paul Chapel. Arrangements should be made through the Chaplain’s Office.

**RETREATS**

The Chaplain’s Office organizes and runs retreats for all students enrolled at Bishop O’Connell High School. Retreats are designed to give students a chance to examine their faith relationship with Jesus Christ. There are on-campus day retreats for members of the freshman and sophomore classes. The junior class participates in a day retreat which is held off-campus. Members of the senior class choose to participate in one of two overnight off-campus retreats. All students are required to participate in these special days.

**CHRISTIAN SERVICE PROGRAM**

Service is integral as we identify ourselves as Christians to our local and global community. The Christian Service program at Bishop O'Connell reflects the fundamental principles upon which the school was built. Our mission is to spread the Good News of the Gospel of Christ to brothers and sisters in our local and international communities. We integrate and practice the methods in accordance to Catholic Social Teaching to help students prepare for missions throughout the world. The Christian Service Program is designed to meet the following objectives in Catholic education:

1. To provide an opportunity of service in which the students can explore their own giftedness and ways in which they can share them with others
2. To provide an opportunity of service in which the students will make choices about areas of deep human need with which they will become involved.
3. To provide an opportunity of service in which the students can discover the joy that comes with responding to others in need and to plant a life-long commitment to service beyond high school.
4. To provide an opportunity of service in which students are challenged to broaden the scope of their involvement.
5. To provide an opportunity for reflection through writing and sharing with others. The students are encouraged to integrate their service experiences with their religious, academic, athletic, and spiritual formation.

Each year students are expected to perform service in the school, local, national, or global community. Approved service sites and guidelines for each grade level are outlined on the school website. Students who would like to serve with an organization that is not listed as approved and/or does not fall within the service guidelines should submit an Intent to Serve Request to the Christian Service Office before completing service. Any additional information in regard to the Christian Service project can be found on the school website or by contacting the Christian Service Coordinator directly.

**IMPLEMENTATION OF FAMILY LIFE PROGRAM**

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood and religious life.

**THEOLOGY OF THE BODY**

This six week seminar is designed to introduce the freshman and sophomore student to the teaching of Theology of the Body based on the 129 Sermons of Blessed John Paul II.

In this curriculum, "Theology of the Body for Teens," students will discover the beauty and purpose of sexuality and why it is such a major part of our ability to love. The students will learn that the Church actually teaches and believes that human sexuality is really important, and good, and beautiful. It is actually meant, in a sense, to point us to heaven.

In the curriculum of Theology of the Body, the students will gain the tools to help them figure out how to express their sexuality properly without repressing it. Through this material, they will finally understand more about the meaning of their life, God's plan for their sexuality, and a course of action that leads to freedom and happiness. (TOB for Teens)
III. ACADEMICS

CURRICULUM

The secondary school curriculum is to continue and expand the basic skills and attitudes developed at the elementary level. A program which continues to be Christ-centered and academically well-balanced will enable students to choose wisely from the options that are available.

Planned courses for credit in grades 9, 10, 11, and 12 shall be required for graduation of all students according to or in excess of the standards of the Virginia Catholic Education Association and the Commonwealth of Virginia. Additionally, all students are required to complete a semester of religion class for each semester of their attendance.

SCHOLASTIC REQUIREMENTS

GRADUATION REQUIREMENTS: Bishop O'Connell High School offers a curriculum that is designed to prepare students for admission to leading colleges and universities. For the most adequate college preparation, it is recommended that students follow the sequence of courses indicated by the asterisk (*). For graduation, Bishop O'Connell High School requires a minimum of 26 credits for the current senior class to be distributed as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits, * 4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits, * 4 credits</td>
</tr>
<tr>
<td>World Languages</td>
<td>2 credits, * 4 credits</td>
</tr>
<tr>
<td>Social Studies, History</td>
<td>4 credits</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2 credits</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>.5 credits</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>.5 credits</td>
</tr>
</tbody>
</table>

Credit earned in the eighth grade for subjects normally taken in grades 9 – 12 (e.g., algebra 1, foreign language 1, etc.) may be counted toward fulfillment of the required courses after a qualifying test has established proficiency, but will not reduce the overall requirements of twenty-six credits for graduation from Bishop O'Connell High School.

Students are required to complete each course that they begin. The only change allowed will be the one recommended by the subject teacher and/or the school counselor with the approval of the department chairperson and the dean of academics. In the event that it is necessary for a student to change the level of a class at the end of a given grading period, quality points earned in the course for the year will change to the quality points equivalent of the new class level.

The curriculum for all courses taught at Bishop O'Connell is developed by the members of each academic department, and then approved by the dean of academics, assistant head of school and the Office of Catholic Schools. The curriculum is revisited/revised annually, and a brief description of each course is published in the Course Selection Guide annually. Textbooks and supplemental materials are published with each year’s class schedule.

The head of school shall have the right not to certify the student’s graduation or provide transcripts of the student’s graduation or provide transcripts of the student’s academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract, such as failure to meet financial obligations.

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GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation of the student’s daily work, class participation, effort and performance on teacher prepared assessments (to include but not be limited to tests, projects, portfolios and other methods of evaluation).

The purpose of report cards is to alert the parents and present to them an assessment of their student’s achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

Report cards are issued quarterly and dates are posted on the school calendar. Parents should be aware of these dates and the dates for the interim progress reports. Students must take their report cards home to be discussed with their parents. Midway through each quarter, a progress report will be issued to those students who are in Danger of Failing (IDF) or who are at the point of Failing (FQ) a course or courses. The progress report must be signed by a parent and must be returned to the subject teacher by the date indicated.

No senior may receive a diploma if there is a subject failure or incomplete on his/her record or if his or her library, student life and financial obligations to the school have not been fulfilled.

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LETTER GRADE      COLLEGE PREP       HONORS       AP

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>COLLEGE PREP</th>
<th>HONORS</th>
<th>AP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A +</td>
<td>97 - 100</td>
<td>4.3</td>
<td>4.8</td>
<td>5.0</td>
</tr>
<tr>
<td>A</td>
<td>93 - 96</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>A -</td>
<td>90 - 92</td>
<td>3.7</td>
<td>4.2</td>
<td>4.7</td>
</tr>
<tr>
<td>B +</td>
<td>87 - 89</td>
<td>3.3</td>
<td>3.8</td>
<td>4.3</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
<td>3.0</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>B -</td>
<td>80 - 82</td>
<td>2.7</td>
<td>3.2</td>
<td>3.7</td>
</tr>
<tr>
<td>C +</td>
<td>77 - 79</td>
<td>2.3</td>
<td>2.8</td>
<td>3.3</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
</tr>
<tr>
<td>C -</td>
<td>70 - 72</td>
<td>1.7</td>
<td>2.2</td>
<td>2.7</td>
</tr>
<tr>
<td>D +</td>
<td>67 - 69</td>
<td>1.3</td>
<td>1.8</td>
<td>2.3</td>
</tr>
<tr>
<td>D</td>
<td>65 - 66</td>
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<td>1.5</td>
<td>2.0</td>
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<tr>
<td>F</td>
<td>below 65</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

FAILURE: A grade below 65% constitutes failure.

HONOR ROLL: Distinguished Honors: A – or better in every subject
First Honors: B + or better in every subject
Second Honors: B – or better in every subject

Requisites for Honors are listed on the report cards.

The senior with the highest Grade Point Average (GPA) at the end of the third quarter of senior year will be designated as the valedictorian. The senior with the second highest GPA at the end of the third quarter of senior year will be designated as the salutatorian.

Students eligible to be the class valedictorian and salutatorian at graduation must have attended and completed all eight semesters at Bishop O’Connell High School before the determination of the valedictorian and salutatorian for the respective year of graduation.
PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily.

- The successful completion of a required course is mandatory.
- Teachers will notify parents in a timely manner if their child is not progressing satisfactorily toward a passing grade in the course.

CONTINUED ENROLLMENT AND RE-ENROLLMENT

Enrollment at Bishop O’Connell High School is on an annual basis. Enrollment of a student in any academic year does not create a right or entitlement to the re-enrollment in any subsequent years. Re-enrollment of any student requires the joint agreement of the student, the parents, and the school administration. The agreement may be withheld by the student, the parents, or the head of school either with or without stated cause. Enrollment during a school year is subject to termination at the discretion of the head of school.

The annual re-enrollment/registration process requires that parents/guardians sign a FACTS contract and deposit a registration fee. Students reregister by obtaining teacher recommendations for course selection, meeting with their school counselors, and submitting course requests. Parents indicate their approval by submitting a sign course request form.

COURSE PLACEMENT

The school reserves the right to place students in a class that is consistent with the results of the student’s prior academic records and any admission testing.

PROMOTION TO UPPER GRADES

1. Failures must be made up in summer school in order for a student to return to Bishop O’Connell High School.
2. Students must receive a passing grade in all courses. Students with two or more failures at the end of the first semester may be asked to withdraw from Bishop O’Connell at that time.
3. No student may repeat the year.
4. Students with three or more failures at the end of the year will normally be asked to leave Bishop O’Connell.
5. Students with a GPA below 2.0 at the end of the year may be asked to leave Bishop O’Connell.
6. Students will not be permitted to move to the next level if their tuition account is delinquent.
7. Students may not be permitted to attend classes beginning September 1st if any requirements from the prior year, such as Christian service projects and failure make-up classes, have not been completed.
8. Seniors must pass all courses taken in order to receive a diploma regardless of number of credits completed.
9. Seniors with final failures will receive a diploma when failures have been resolved.

ACADEMIC INTEGRITY

Students are expected to evidence the qualities of honesty and integrity in all areas of school life. Students demonstrate academic integrity by:

- representing their own work honestly and accurately;
- giving full credit to others who have helped them or influenced them, or whose work has been incorporated into their own;
- collaborating with other students only as specifically directed and authorized by the classroom instructor; and
- reporting breeches of academic integrity to a teacher, counselor, or administrator.

Academic integrity violations may occur on any type of assessment. Students are responsible for maintaining a clear understanding of each teacher’s policy regarding collaboration, particularly on small group assignments. Homework is assumed to be an individual assignment unless an explicit direction otherwise is given by the teacher for a particular assignment.

Any violation of academic integrity is serious and will be subject to both academic and disciplinary consequences to include a required remediation program, or, when deemed necessary, suspension or expulsion. Any school leadership position and membership in Honor Societies may be affected by Academic Dishonesty.

Teachers are required to report all violations of academic integrity to the Student Life office.

TESTING

The school’s testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students’ strengths and weaknesses and to aid in revision of the curriculum and planning of instruction.

Mid-term and final examinations are scheduled by the Studies Office. Semester examinations are 20% of the semester grade.

All students enrolled in an Advanced Placement class are required to take the AP exam.

STANDARDIZED TESTING

All students in grades 10 and 11 are required to take the Preliminary Scholastic Aptitude Test (PSAT). All students in grade 9 are required to take the ACT Aspire. The ACT Aspire provides valuable information to help students plan high school courses, prepare for the ACT, or choose a career direction.

Testing days for the PSAT and ACT Aspire will be included in the school year calendar.

O’Connell provides the opportunity for students to take the SAT and ACT on weekends throughout the school year.

HOMEWORK

Learning requires spending significant personal time and effort working beyond the scheduled hours of class. In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Homework helps to clarify and reinforce what is presented in classrooms and textbooks. It also enables the student to broaden his/her knowledge beyond what is required and to discipline his/her mind to continue learning beyond high school.

Homework usually includes a daily program of reviewing and previewing each class, completing all assignments and reviewing for tests. This should require at least two (2) hours per school day, in addition to what is done during free periods in school.

Bishop O’Connell’s policy on homework recommends a time allotment of 30 minutes in each subject area nightly. Lengthier assignments may be given over a longer period for projects, term papers, etc. Students should learn to budget their time to be prompt in handing in/studying daily assignments, and to set long term goals and appropriate target times for lengthier assignments.

Parents should monitor students’ assignments, making certain that all work is done by the students, and is handed in on time. All work should be done only by the student unless the project is a group assignment. Late assignments are accepted only for legitimate reasons, and may be penalized by lower grades.
STUDENT-TEACHER COMMUNICATION

Students must use Edmodo and their Bishop O’Connell email accounts for communication regarding classwork and all other school-related matters, including athletics and other extracurricular activities.

PARENT-TEACHER COMMUNICATION

- PowerSchool is Bishop O’Connell’s school management system. Parents are encouraged to monitor student academic progress on PowerSchool. Parent codes for PowerSchool will be sent home with students at the start of the school year.
- Bishop O’Connell uses Edmodo (www.edmodo.com) as the teacher-student interface for each individual class. At the beginning of the year parents will receive instructions on how to access information for individual classes in Edmodo.
- Parent-teacher conferences, in addition to the fall Parent-Teacher conference day, can be scheduled throughout the school year if necessary.
- Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration. Teachers are available to parents throughout the school year. Email is the best means of communication with teachers.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Parents are encouraged to attend the annual fall Back-to-School Night to learn from subject teachers what is expected of students in various classes. A parent-teacher conference day is scheduled for early November each year so that parents and guardians may meet with teachers individually regarding their student’s progress.

Parents of a student who has failed in one or more subjects for the first and/or the second quarter will be required to have a parent-teacher conference at the end of the grading period. Parents of students with multiple academic failing deficiencies may also be required to meet with the student’s counselor and/or the dean of academics. Parents of a student who has a failing average in one or more subjects for the semester will be required to participate in a conference establishing an academic plan for the remainder of the school year.

FLEXIBLE INSTRUCTIONAL TIME

On anchor days students are scheduled for a period of flexible instructional time during Knight Time designed to provide for learning experiences beyond the classroom. On a regular basis, students will participate in grade level programs such as study skills, theology of the body and college readiness. Students are to use this time for research, study, small group collaboration, and consultation with teachers. From freshman to senior year, work becomes increasingly self-directed and less structured in format. Thirty minute lunch periods are also scheduled within Knight Time.

COUNSELING

The Bishop O’Connell High School counseling program is a collaborative effort benefitting students, parents, faculty, administrators and the overall Bishop O’Connell community. School counselors and college counselors are available to confer with students regarding college, career, personal, social, emotional, spiritual and academic counseling. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration, or other authorities.

Freshmen and sophomores are assigned a counselor according to alphabet and will have the same counselor for those two years. The focus will be in assisting students to make a successful transition into high school and assist in personal, emotional and academic growth and college readiness.

Juniors and seniors will have a college counselor with the focus on students’ transitions out of high school. Counselors will assist in personal, emotional and academic growth and guide students in making appropriate post-secondary plans.

The counselors are committed to working with students as they mature personally and academically during their high school years. This mission is accomplished by fostering with each student a one-on-one counseling relationship grounded in trust and confidentiality. Small group counseling and classroom guidance are also part of the delivery of services.

By implementing appropriate counseling methods and programs, students are provided the opportunity to enhance their personal, intellectual, social, and emotional development. Most importantly, the work of the department supports the school’s mission in providing students an education rooted in the life of Christ and fostering the pursuit of excellence in the whole person.

Counselor change requests are considered only under extenuating circumstances. Parents/Guardians must submit a letter to the dean of student services if a change is requested.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

New and used textbooks and supplemental materials may be purchased through the school’s vendor (MBS). Purchases can be arranged either online or by phone, using the Bishop O’Connell website at www.bishopoconnell.org. The PTO also operates a used book sale each summer.

All students are expected to have required text materials for class.

Secondary school books and/or resource materials, to include DVDs and/or videos, chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs and/or videos that contain profanity, inappropriate sexual references and other immoral information would be in violation of this policy. If it is questionable whether the book, DVD and/or video chosen meets this standard, then the administration must be consulted for discussion/approval.

In cases of unforeseen financial difficulty for a family, the school will endeavor to provide assistance in obtaining required learning materials for students.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Two failures at the issue of progress reports or report card in any of the four quarters render the student ineligible to participate in any extracurricular activity.

1. Ineligibility at Progress Report: Ineligibility becomes effective if any student is failing two or more courses at the time progress reports are distributed. (These progress reports are issued four times a year at the mid-quarter.) This ineligibility remains in effect for 14 days beginning the day after progress reports are issued.

2. Ineligibility at Report Cards: Ineligibility becomes effective on the day report cards are distributed. This ineligibility remains in effect until the next issuance of progress reports.

3. Students who are on academic probation may not participate in sports or extracurricular activities.

4. Students who are on academic probation will be required to attend mandatory study hall during Knight Time.

ACADEMIC ASSISTANCE

When students are having difficulty in a course, teachers will work with the student to establish a plan for additional instruction and study. If the student does not attend the extra instruction or is otherwise neglectful of his/her responsibilities, the teacher will contact the parents to establish a plan. If this process does not yield results, a conference with the dean of academics, the teacher, the school counselor, the student and the parents will be held to determine and document challenges and to map a way forward for the student’s success.
NATIONAL HONOR SOCIETY (NHS) SELECTION PROCESS

At the end of the first semester, qualified juniors and seniors are considered for membership in the National Honor Society. To be eligible for membership considerations, students must have a cumulative grade point average of 3.75. Additionally, potential members must meet high standards of character, leadership, and service. National Honor Society candidates are screened by a faculty council consisting of five members of the faculty, chosen by the head of school.

Once inducted into the Bishop Russell Chapter of the NHS at Bishop O’Connell High School, students must continue to uphold the standards expected (see below). NHS members are required to maintain a GPA of 3.75, to complete a minimum number of service hours each quarter, and to maintain an exemplary disciplinary record.

With specific regard to academic performance, the 3.75 cumulative GPA must be maintained. If a student’s cumulative GPA falls below 3.75 after induction, he/she will be notified that their membership is probationary and he/she will be advised of the requirement to bring the cumulative GPA back up to 3.75 or higher. Students whose cumulative GPA falls below 3.75 after six semesters will be dismissed from NHS if they do not raise their cumulative GPA to 3.75 after the first semester of their senior year. Students whose cumulative GPA falls below 3.75 after seven semesters will be dismissed from NHS if they do not raise their cumulative GPA to 3.75 by the end of the third quarter of their senior year.

National Honor Society students provide hundreds of hours of service to the school, most particularly through freshman mentoring and peer tutoring.

The following information is taken from the NHS Policy Handbook.

Scholarship: Selection to the NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to be used by the local selection committee to support their candidacy for membership. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. Leadership, service, and character will be carefully included in the selection process.

Schools that select members solely on the basis of scholarship violate the NHS Constitution and place their charters in jeopardy.

Leadership: The leadership criterion is considered highly important for membership selection. Leadership in both the school and community may be considered, provided they can be verified.

Service: Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

Character: A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

All potential candidates for the National Honor Society must fulfill those requirements set forth by the Bishop O’Connell National Honor Society selection committee.

IV. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

Requirements for Admission

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of exact dates of immunization
4. Records from previous school, including standardized test scores
5. Proof of custody where applicable
6. Completed Diocesan Elementary or High School Application Form
7. Current Certification of Immunization
8. A non-refundable application fee
9. If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

General Conditions of Admission

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student’s disabilities provided that information does not discriminate (automatically prohibit a student from applying).

International Students

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

a. Meets Diocesan admission requirements as stated in Policy 601.2;

b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;

c. Resides at the same U.S. address as the guardian;

i. Guardian cannot house more than two international students;

d. Pays tuition in full upon school admission;

i. There is no refund given for registration, tuition or other related fees;

1. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school’s requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a
ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

This section outlines Diocesan attendance policies. Please refer to the section below for Bishop O'Connell specific policies and procedures.

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school is normally in session not less than 180 days per academic year.

• Once a student is enrolled in the school, the head of school/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
• The school adheres to the attendance guidelines below to determine when academic credit may not be given.

DIOCESAN POLICIES FOR ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.

2. Students in grades nine through twelve who miss ten or more class periods in any one semester-long class or miss 20 days for a year-long class may fail that class for the year. Certification of an absence by a physician is an exception to the limit. However, satisfactory completion of required work is expected. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

3. Except in cases of emergency as determined by the head of school/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the head of school/administration.

TARDINESS

This section outlines Diocesan attendance policies. Please refer to the section below for Bishop O'Connell specific policies and procedures.

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy, as determined by local policy, should report to the attendance office. A student who arrives late with an excused reason (i.e. doctor’s note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the assistant head of school so that the parent may be contacted.

ABSENCES FOR OTHER REASONS

This section outlines Diocesan attendance policies. Please refer to the section below for Bishop O'Connell specific policies and procedures.

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is not under any obligation to provide a tutor, make-up work or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

BISHOP O’CONNELL ATTENDANCE/REPORTING PROCEDURES

School Attendance Policy

If a student is absent in excess of seven days from class or school, he/she will receive a cautionary letter from the director of student life. Twelve absences will require a meeting of the student and his/her parents with the director of student life. If the student acquires fifteen absences, a mandatory meeting with the student, parents and the dean of academics will be necessary. Twenty absences may result in loss of credit for the course(s).

Students are permitted up to four days for college visits. Visits must be approved with documentation submitted to the Attendance Office. All others are unexcused.

SCHOOL ABSENCE POLICY AND PROCEDURES

Absence from school without a legitimate reason is a serious matter and is cause for disciplinary action. All absences from school are a part of a student’s attendance record. The administration has the latitude to declare certain absences as excused and therefore not subject to penalty under certain extraordinary conditions. Any absence is a handicap to the student in his/her schoolwork; therefore, Bishop O’Connell will not excuse a student’s absence for any reason other than extreme emergencies. Parents and students should bear in mind that the attendance record is a part of the student’s permanent record. Prompt attendance and participation in classes is of primary importance. Therefore, parents must make every effort to make a student’s medical and dental appointments and vacation plans outside of school time.

Anticipated Absence

When parents anticipate taking their student out of school for a number of days during school time for medical and/or personal reasons, parents must contact the dean of academics. While exceptions will be made in the event of serious illness or death in the family, teachers are not required to provide make-up work or special testing schedules for the student. The administration has the sole discretion to determine the conditions and terms governing such absences.

On the day of the absence, the parent must call the Attendance Office between 7:45 a.m. and 10:00 a.m. at 703-237-1408 to report the student’s absence. When leaving a message, please SPELL the student’s last name, identify yourself, provide contact telephone number, and give reason for the absence. A follow-up call will be made when deemed necessary.
When a student has been absent he/she must bring a note to the Attendance Office containing:

1. Student’s full name and section.
2. Date(s) of absence.
4. Signature of parent.
5. Home/office telephone number(s).

A student who is absent from school or reports to school after 10:45 a.m. may not participate in any after-school activities. A student arriving after 10:45 with a doctor note may participate in after school activities.

Only serious illness will be a reason to miss exams.

**CHRONIC ABSENCE**

Regular prompt attendance is an important part of a student’s educational experience. Every effort will be made to work with students who have chronic and serious medical conditions; however, Bishop O’Connell does not provide homebound instruction. All exceptions to the general attendance policy must be coordinated with the dean of academics and the dean of mission in advance of the student reaching the mark of twenty (20) absences.

**BISHOP O’CONNELL SWIPE POLICY**

Bishop O’Connell uses the Swipe system to record student’s morning attendance in the building and admission to various building locations during the day. Students also receive important notices through the Swipe system and are expected to address these notifications in a timely fashion during their personal time in the school day or as indicated in the notice. It is imperative that all students swipe in when they get to school in the morning; when students fail to swipe in, it becomes a safety and security concern. *For this reason, students who fail to swipe into school will receive a public detention.* Students should be sure to check that their swipe attempt is recorded by checking the screen to ensure their name appears after they swipe.

The school has five easily accessible Swipe stations around the school. We have two located on the second floor in the Trinidad and Underwood lobbies. We also have three stations located on the first floor; one at the front entrance, one at the attendance office, and one in the cafeteria. If for some reason a station is not where it normally is, students should go to the Attendance Office because that is a permanent Swipe station. Students are also reminded that they should arrive with enough time to swipe and then reach their first class on time. Students must be physically present in class when the bell rings to be considered on time to school and to class.

**BISHOP O’CONNELL TARDINESS POLICY**

The student who arrives after 7:45 a.m. must obtain a tardy pass at the entry door or at the attendance office. Failure to obtain a tardy pass will result in a public detention.

Students and parents are reminded that regular prompt attendance is of primary importance and every effort should be made to schedule appointments outside of school hours. We recommend that all students plan to arrive 15 minutes before the first bell to avoid being tardy due to heavy traffic or other routine transportation delays.

When a student is tardy to school and arrives before 8:05 a.m., the student will be marked tardy to the first class of the day (usually 1st). If as student receives more than three tardy slips during the year, the fourth and all subsequent tardies will merit a public detention. Additionally, four late arrivals to any class during the day, including those that result from tardiness to school, will constitute an unexcused absence for the course. Please refer to section below on “Unexcused Absences” for further information. Unexcused tardies will result in public detentions every time a student is late to class. Students who are persistently tardy may be subject to more serious disciplinary consequences.

**Unexcused Absences**

An “Unexcused Absence” is defined as an absence without proper documentation. Five (5) unexcused absences over the course of the school year may result in loss of credit for a course(s). Four (4) unexcused tardies to class equal one (1) unexcused absence, therefore, twenty (20) unexcused tardies would result in loss of credit for a course. If a student misses more than 25 minutes from a period, an unexcused absence from that class will be given.

Parents will be notified by the subject teacher after four tardies. The student will be warned by the director of student life after the 8th tardy or 2nd unexcused absence that he/she is in jeopardy of losing credit for the course and of needing to attend summer school. Parents will be notified by the director of student life after the 12th tardy or 3rd unexcused absence and a conference may be scheduled at that time. The student and his/her parents will be required to conference with the director of student life after the 16th tardy or 4th unexcused absence. If the student accumulates 20 tardies or a 5th unexcused absence, the director of student life, in cooperation with the dean of academics will notify the student and his/her parents that he/she has lost credit for the course(s).

**Medical Excuses**

For absences of five or more consecutive days, a doctor’s certificate is required.

**RELEASE OF STUDENTS**

Students who must leave school before the end of the academic day for authorized reasons must report to the Attendance Office with a note from their parent containing the following information:

1. Student name and date.
2. Reason for leaving early.
3. Time leaving campus.
4. Whether the student will be returning to school that day.
5. Parent signature.

Once the note is received, an off-campus pass will be issued for the student allowing him/her to leave school at the appropriate time.

Students will not be released from school to pick up materials that they may have forgotten at home or for off-campus lunch, even with a parent’s permission. This applies at all times during the school day, including Knight Time.

**TRUANCY**

Truancy is unauthorized absence from school. This includes leaving school property after arrival in the morning or during school time without prior permission from a parent and appropriate check-out through the attendance office. An effort will be made to notify the parent by telephone when the school becomes aware truancy has occurred. The parent and student must have a conference with the director of student life to review the attendance policy and the consequences if truancy continues. Truant students will receive a zero for work missed since the absence is unexcused. In most cases, truancy will result in an in-school suspension.
TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. All fees and tuition MUST BE PAID prior to the release of the student’s records.

ARRIVAL & DISMISSAL - BELL SCHEDULE 2014 – 2015

The regular school day begins at 7:45 a.m. and ends at 2:55 p.m.

Most Mondays, Tuesdays and Fridays, students follow a standard schedule, known as the Anchor Schedule, where they attend all seven periods for 43 minutes each.

In addition to their class periods, students have an assigned "Knight Time" on every Anchor day. Knight Time includes allocated time for lunch, advisory and some flexible instructional time. Students will learn more about managing their Knight Time in the first weeks of school.

On most Wednesdays, students follow the B1 Schedule, where they attend periods 1, 3, 5 and 7 for 85 minutes each.

On most Thursdays, students follow one of two B2 Schedules, where they attend periods 2, 4 and 6 for 85 minutes each. Some B2 days have an AM block for a school gathering, and some B2 days have a PM block. Those days have different time schedules (see below).

In case of a 2-hour delayed opening, students will follow a special schedule designed for the delay.
Special Schedules

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Two Hour Delay

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V. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the head of school/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (head of school, Assistant head of school, and those to whom they extend access) within a given year.

The school administration may elect to provide at cost photocopies of a student’s educational records to parents, but documentation is to be stamped “unofficial.”

TRANSFER OF RECORDS

Schools may disclose a student’s cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student’s confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its head of school shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students’ cumulative files.
**RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- IEP/ISP or 504 Plan
- Student Assistance Plan
- Eligibility Minutes
- Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

- Application
- Counselor notes
- Discipline notes
- Court Documents
- Psychological reports

**SCHOOL VISITORS**

All persons other than school staff and currently registered students must first report to the sign-in desk immediately upon entering school grounds, sign in and wear an identification tag when visiting the school.

Prospective Students: Normally, only students considering attending Bishop O'Connell will be permitted to visit the school. To set up a "shadowing" opportunity, the parent of a prospective student must make arrangements with the Office of Admissions in advance of the visit.

Visitors: A student wishing to sponsor a visitor to Bishop O'Connell must obtain an official Visitor Request Form from the Student Life Office two days in advance of the visit. Requests for visitors will only be approved under special circumstances.

Visitors must dress in good taste. All unscheduled visitors must report to the attendance office at the main entrance to obtain a guest pass.

Local public school authorities have requested that Bishop O'Connell students have written authorization from their assistant head of school to visit. Additionally, Bishop O'Connell students may not visit other schools without obtaining prior permission from that school's Administration. Exceptions to this policy must be approved by the director of student life.

**LIBRARY**

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form and submit it to the school assistant head of school. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

Joseph and Eleanor Koons Library:

Library passes are required from 7:45 a.m. to 2:55 p.m., except during Knight Time. These are to be taken by the student from study hall or class to the library and returned to the proper teacher before the end of the period, with the correct time stamped on the pass. At all times students are expected to Swipe in and out of the library with their ID card. No eating or drinking is permitted in the library.

- If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the Head of school or his/her designee.
- Students are to work quietly in the library at all times. Library hours are 7:15 a.m. to 4:30 p.m. From 7:45 a.m. to 2:55 p.m. the library is reserved for scheduled classes and students who need to use library materials. Textbook assignments are to be prepared in the study halls, advisory or work rooms.
- During Knight Time the library is for silent study and library research only.
- The borrowing period is three weeks for books, three days for magazines and overnight for DVDs. Library materials may be renewed. All materials are to be checked out at the circulation desk. Failure to check out materials will lead to disciplinary action.
- The fine for overdue materials is ten cents per school day. The fine for overdue DVDs, reserve and reference books is ten cents per class period. All fines are to be paid when the material is returned. If fines are not paid when overdue materials are returned the fine at the end of the semester will be $2.00 per book.
- Failure to return books or periodicals, or the return of damaged material, makes the student responsible for the cost of replacement. Students are not to write, draw, underlining or highlight in library materials.
- All library materials must be returned and fines paid before a student may take mid-term, AP and/or final exams.
- Students have access to a photocopying machine with a 15 cent per page charge. Printing from the computer is 10 cents per page after 5 pages.

**FIELD TRIPS**

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- A student is expected to meet deadlines for assignments in all classes when participating in a field trip.
- In the event private automobiles/vehicles of students, parents or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the Head of school/administration for review and approval prior to the use of such vehicles. The Head of school/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip.
- Cell calls and texting are not permitted while driving.
- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip. It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- School-sponsored ski trips are not permitted.
- Teachers and other school employees should not drive students in their personal vehicles.
OVERNIGHT TRIP INFORMATION
Teachers and other school employees should not drive students in their personal vehicles.
All field trip policies apply to overnight trips.

MARCH FOR LIFE POLICY
Students are offered varied opportunities to participate in activities that promote the sanctity of life.
Based on the head of school/administration’s decision, students may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed.
Students who accompany parents or parish group on the March for Life will not be marked as absent for that day.

GRADUATION REQUIREMENTS/CEREMONIES
The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in grades 9, 10, 11, and 12 as required for graduation according to the standards of the Virginia Catholic Education Association and the Commonwealth of Virginia and comply with all school regulations and policies. Additionally all students are required to complete a semester of religion for each semester of their attendance.

- High school graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- A celebration of the Eucharist should be held for the graduates close to the date of graduation.
- Baccalaureate Mass and graduation practices are mandatory for all seniors.

PARENT ORGANIZATIONS
Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted the head of school/administration for approval prior to implementation and/or distribution.
All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with school/administration for approval prior to implementation and/or distribution.
Persons nominated to serve as a PTO board member must receive the approval of the administration.
1. Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the head of school/principal regarding advancement of the school’s mission and legislative issues concerning the school as directed by school leadership.
2. Every school should have a representative on the Diocesan Council of PTOs.

The parent organization should strive:
1. to support and promote quality Catholic education at the school;
2. to encourage Catholic values of family life;
3. to share with teachers the values that parents are attempting to develop with their children at home;
4. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children.

FUNDRAISING
Any program of fundraising at the school must have the approval of the administration through the director of activities. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school.

TRANSPORTATION/PARKING
BUS TRANSPORTATION
Bishop O’Connell High School provides bus transportation for students living in many of the outlying areas. Our transportation system is expanded when a clear need is indicated.

Bus Regulations: The following minimum rules apply to all students riding buses, whether on school routes or school field trips:
1. The bus driver is in charge and has the authority to assign seats on the bus. The driver must be obeyed at all times.
2. Unscheduled friends may not ride the bus without prior notice, in writing, from the school office.
3. No smoking, drinking, eating or chewing gum is permitted on buses.
4. Students are not to extend any part of their body outside the bus at any time, whether on school grounds or off, and are to remain seated, facing forward at all times. Once seated, students must stay in their seats until the bus arrives at school or at the bus stop. Students may not change seats at any time.
5. Students must talk quietly on the bus.
6. Students should be at the bus stop at least five minutes early.
7. Oversized boxes or science projects that would block the aisle or emergency exits are not allowed on board. Projects that can be held on one’s lap are permitted.
8. No animals of any kind are permitted on the buses.
9. Profane language will result in the loss of ridership privileges.
10. Vandalism will result in the immediate loss of ridership privileges, as well as damages being charged to the student.

AUTOMOBILES AND PARKING
Student vehicle parking on school grounds is by registration only with the displaying of the school parking sticker on the inside rear window on the side of the driver seat. Motorcycles display the sticker on the left fork. Students must purchase permits for a fee of $30 per year from the Student Life Office, and park on a first-come, first-served basis. There are no reserved spaces for underclassmen. Students must park on school grounds or on Little Falls Road directly adjacent to the school. The lot by the baseball field (Trinidad Street side) is reserved only for seniors who exhibit a special sticker with their parking permit. Cost for this special sticker is $5.00 (in addition to the $30 fee) and will be sold on a first-come, first-served basis.
Any vehicle parking illegally (in posted zone, yellow curbing, driveway, walkway or numbered faculty spots) will be fined $25. Likewise, a $25 fine will be imposed for failing to display the school parking permit. Continued violations will result in the vehicle’s being towed (at owner’s expense) from school property.
Reckless driving on school grounds will result in the loss of parking privileges.
VI. TECHNOLOGY

DIOCESAN TECHNOLOGY POLICY

TECHNOLOGY – ACCEPTABLE USE

Proper use of technology, especially the Internet, is an important consideration. There is no expectation or right to privacy or right to freedom of speech when using the school’s computer resources, which are the school’s property. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Diocese of Arlington Office of Catholic Schools. Using school facilities for Internet and email is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action.

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for the Internet and email are:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that electronic mail (email) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
5. Any attempt to log onto the Internet or the school’s network/system as a systems administrator by someone other than the systems administrator may result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school’s computers, networks and/or systems.
6. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
   a. Messages to others shall be polite and shall not be abusive.
   b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
   c. Use of the network shall not disrupt use of the network by others.
7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user’s risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
8. Examples of Unacceptable Uses – Users are not permitted to:
   a. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
   b. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
   c. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual’s parent, and the head of school.
   d. Create any site, post any photo, image, or video of another except with express permission of that individual, individual’s parent, and the head of school.
   e. Attempt to circumvent system security.
   f. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
   g. Violate license agreements, copy disks, CD-ROMs or other protected media.
   h. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
   i. Breach confidentiality obligations of school or school employees.
   j. Harm the good will and reputation of the school or school employees.
   k. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
9. Users must immediately report damage or change to the school’s hardware and/or software.
10. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
11. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
   • Loss of use of the school network, computers, and software including Internet access.
   • Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school’s image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

SCHOOL SPECIFIC INFORMATION TECHNOLOGY POLICY

Digital tools are a valuable means to the desired end of a robust and rigorous college preparatory education for our students. Bishop O’Connell has invested in high-speed Internet access, integrated wireless technology, as well as classroom-based and mobile computer labs in order to ensure that teachers are able to integrate the use of web-based resources to enrich the curriculum. In addition, the school’s “Bring Your Own Device” (BYOD) policy is in place to support the use of student-owned web-enabled tools in the classroom when authorized by the teacher (these policies are elaborated below).
INFORMATION TECHNOLOGY RESOURCES

There are two computer labs available for academic use by students from 7:30 a.m. to 3:30 p.m. The John B. Walsh Memorial Computer Lab is equipped with 25 computers and is available for use by classes and individual students during the day. The English Writing Center, room 325, is equipped with 29 computers and is available for use by English teachers and their students to enhance students’ writing and research skills. In addition, the library is equipped with 25 computers running the library catalogue and other general data bases. Students may utilize these labs provided there is space available and they have the required permission to be working in the lab. Passes are required from 7:45 a.m. to 2:55 p.m. except during Knight Time. Students must swipe in and out of Microsoft Surface labs that teachers can bring to class to enhance instruction.

Definitions:

c. The student is responsible for the condition of the device brought to school, including updates, antivirus software and repair.

INFORMATION TECHNOLOGY RESOURCES

Computer administrators are required and morally obligated to investigate any suspicious activities occurring on school computers.

INTERNET USAGE

Bishop O’Connell’s use of the Internet is for educational purposes and should not be used for personal communications. Precautions are taken to restrict access to inappropriate materials. However, the school shall not be held responsible should any of this material be accessed, either advertently or inadvertently by a student.

LIMITED ACCESS TO THE INTERNET

Limited access to the Internet will be available through the computer lab. In order to insure proper network etiquette, safety and security, the following rules must also be observed:

1. Users must always refrain from inappropriate behavior. This would include use of defamatory remarks, caustic comments, indecent materials, or ethnic, religious, racial, or sexual harassment.
2. Never give out a home address or phone number. If a fax number or an address must be given to receive something, please consult with lab supervisor before using O’Connell’s fax or address.
3. No masquerading (pretending to be someone else is strictly forbidden). This includes sending out email in someone else’s name as a joke.
4. Do not give out passwords.

In addition, Bishop O’Connell High School has the following policy:

Internet sites, such as Facebook, Twitter, and YouTube are in the public domain, available to the general public. Any postings, pictures, messages or other activities by students that are about Bishop O’Connell High School, the Catholic Diocese of Arlington, the Roman Catholic Church or those affiliated with these organizations is subject to the provisions of this Handbook. Specifically, postings which are contrary to the philosophy, teachings, policies, or procedures of these institutions are subject to disciplinary action as may be appropriate by the School.
Students and families affiliated with Bishop O'Connell are subject to these provisions at all times, to include materials which demean or embarrass others in the school community, suggest illegal activities or promote hurtful, threatening, dangerous, or illegal behavior or messages. Students are prohibited from using any school resources, including email addresses, to access or utilize websites that host these sites. Any references between a student and the school community and its employees must be consistent with the policies of this School. As with other activities that may bring embarrassment or scandal to our School community, inappropriate activities of any sort at any time on the Internet may be grounds for disciplinary action, including, but not limited to, dismissal or expulsion from the School.

Students continuously represent Bishop O'Connell whenever and wherever they use online communications (both at school and at home). To that end, any electronic communication or online activity that has the potential for direct impact on the school and/or the behavior violates the spirit, philosophy, and code of conduct of the school. Disciplinary action will be taken in accordance with policies outlined in this handbook.

BISHOP O'CONNELL EMAIL ACCOUNT

Students must use their Bishop O’Connell email accounts for email communication regarding classwork and all other school-related matters, including athletics and other extracurricular activities.

GENERAL ELECTRONIC EQUIPMENT USE POLICIES

Laptops, tablets, smart phones, and other personal computing technology can be distracting and disruptive in the school community when not utilized as a part of a specific curriculum under our BYOD policy. If a student otherwise requires the use of an electronic device during school hours because of a documented accommodation, the student must contact the Student Life Office to obtain written permission to use the device during the day. If the student does not have written permission from Student Life, the device may be confiscated following the policy outlined below.

Cell phones, smart phones, and other electronic devices must not be visible during the same hours, except under the direct supervision of a teacher under the BYOD policy. Students may use these devices during Knight Time when not conducting Advisory business. On B1 and B2 days, students may use their devices for educational purposes in the cafeteria only. Students are not permitted to make phone calls or send text messages on personal devices AT ANY TIME unless they go to one of the school offices and request permission. See “Telephone Use” below. Any instance of violation of this policy will result in a public detention. Teachers have the right to confiscate a student’s electronic device for the duration of the class period whenever a violation occurs or they deem continued possession of the device to be disruptive to the learning environment. Repeated offenses will result in referral to the Student Life Office, more serious disciplinary consequences and potential loss of BYOD privileges.

SCHOOL MANAGEMENT SOFTWARE: POWERSCHOOL AND EDMODO

Bishop O’Connell uses PowerSchool Premier as its school management system. This web-based software package allows various components of the student information system to be viewed online by parents and students using a personal (PC) or Macintosh (Mac) computer. The data that can be accessed includes, but is not limited to, attendance data and course grades. Updates are real-time, meaning the information is updated as soon as it is entered in the computer by the teacher or administrator. Teachers use Edmodo (edmodo.com) as an online classroom management tool.

SCHOOL COMMUNICATIONS

All materials prepared by parents for release to the school community must be approved by the head of school or his/her designee.
**PHOTOS AND OTHER MEDIA**

Parents may opt out their children from participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the Waiver/Right to Object form. All student or parental publications are subject to review and approval by the school administration prior to publication.

Bishop O’Connell High School may produce or participate in videotape, audio recording, website or still photograph productions that may involve the use of students’ names, likenesses, and/or voices. Bishop O’Connell and its respective agents and licensees have the unrestricted right and license to use a student’s likeness taken in connection with any school activity. Any parent who objects to this usage must complete the Waiver/Right to Object form and submit it to the Director of Communications no later than 30 days upon matriculation. The form can be found at www.bishopoconnell.org/forms.

**VII. FINANCES**

**Need-based Assistance (Financial Aid) for all grades**

**Bishop O’Connell offers two types of need-based aid:**

1. **Diocese of Arlington Tuition Grant Program**

   **Application Process & Requirements**

   a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.

   b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:

      • A baptized Catholic or convert officially received into the Church
      • Family resides within the boundaries of the Diocese of Arlington
      • Family is registered and an active member of a parish
      • Student attends or is accepted by a Catholic school in the Diocese of Arlington

   c. The deadline for submitting applications to the contracted vendor is determined annually. Bishop O’Connell will post the submission and due dates for aid applications under the Parents section of the school website. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

   d. Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.

   e. The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

2. **Bishop O’Connell Financial Aid Award**

   **Eligibility requires that the student must:**

   • Attend (or be accepted for admission by) Bishop O’Connell High School; and
   • Demonstrate financial need
   • Note: International students are not eligible for financial aid.

   Consideration for either type of aid requires submission of an application form and required fee to FACTS Tuition Aid. The financial aid application is located under the Parents section of the school website. Applicants will be guided through the online process by prompts. Note that students may only receive one of these awards.

   The deadline for submitting applications to FACTS Tuition Aid is determined annually. Bishop O’Connell will post the submission and due dates for aid application under the Parents section of the school website. Applications received after the stated due date will be considered for tuition assistance only if funds are still available. Please note that families who enroll their student(s) at Bishop O’Connell must reapply for financial aid every year.

   After Bishop O’Connell has reviewed the completed aid applications, each applicant will receive a letter or email from Bishop O’Connell indicating the aid decision and the amount awarded, if eligible. Because aid awards are based on demonstrated financial need, not all applicants will be eligible for assistance. Bishop O’Connell will credit the tuition accounts for those families who have been approved to receive aid for that school year.
SCHOOL TUITION POLICIES

The tuition payment (including the yearly PTO fee; graduation fee for each senior; and Muller Academic Services program fee for each enrolled student) can be made either by prepaying the full amount in advance by the June 2nd deadline or by enrolling in the FACTS Tuition Management Program. Families enrolling with FACTS will have their payments automatically deducted from their designated accounts monthly for a ten-month period beginning in July and ending in April. Late charges will be applied each time FACTS unsuccessfully seeks collection according to the agreed upon schedule.

ALL TUITION MUST BE PAID IN FULL WITH THE APRIL PAYMENT.

Accounts that are more than one month in arrears will receive a warning notification. If an account is 60 days behind in payments, the school may begin withdrawal procedures. The student will not receive a diploma nor will transcripts or report cards be released if accounts are not paid up-to-date. If an account is not paid in full by May 31st of the current school year, the student will not be permitted to return for the following school year. Failure to resolve outstanding tuition balances by May 31st of the current school year may result in your account being forwarded to a collection agency.

After June 30th before the start of the school year, if the student is withdrawn from Bishop O’Connell for any reason (other than a family relocation) tuition will be pro-rated on a semester basis. This means if the student has committed to attend Bishop O’Connell and then withdraws, the person in charge of the tuition payment is responsible for the entire fall semester’s tuition. If the student has attended class for one day of the second semester, the person in charge of the tuition payment is responsible for the entire spring semester’s tuition. Full payment of the tuition balance will be due at the time of withdrawal unless alternative payment arrangements are made. Students entering the school for the fall semester will be required to bring tuition current from July through the month of enrollment. Students enrolling at the beginning of the second semester will pay one half of the yearly tuition rate, with two months due and payable at the start of the second semester and the remaining three months due from February through April.

TUITION AND OTHER FEE SCHEDULES

Bishop O’Connell High School Tuition Rates
School Year 2014 - 2015

<table>
<thead>
<tr>
<th>Faith</th>
<th>One Student</th>
<th>Second Student from same family</th>
<th>Third student from same family</th>
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</thead>
<tbody>
<tr>
<td>Catholic</td>
<td>$13,390/year</td>
<td>$11,190/year</td>
<td>$ 8,990/year</td>
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<table>
<thead>
<tr>
<th>Faith</th>
<th>Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students of Other Faiths</td>
<td>$15,495/year</td>
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<tr>
<td>International Student</td>
<td>Per Student</td>
</tr>
<tr>
<td></td>
<td>$17,475/year</td>
</tr>
</tbody>
</table>

Student enrolled in the Muller Academic Services Program: Add $2,800 per student per year to tuition amount listed above.

Fee Schedule

<table>
<thead>
<tr>
<th>Fee</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTO Fee</td>
<td>$ 90 per family</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$ 295 per graduating senior</td>
</tr>
</tbody>
</table>

VIII. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school’s academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys’ football and/or wrestling activities.

Prior to athletic participation in secondary school programs, all students shall provide the athletic department with a current, completed Virginia High School League Athletic Participation Consent and Physical Examination (obtained from http://www.vhsl.org) or comparable form. This medical evaluation form is required for each school year.

When a student is requesting a waiver from participating in Physical Education classes, parents are required to submit a written statement from their child’s physician that states any activity restrictions with regard to participation in Physical Education classes. The statement is expected to include a specific time frame for the activity restrictions.

EXTRACURRICULAR ELIGIBILITY

In order to be eligible for extracurricular activities, students must meet the specific conditions below.

1. Students must meet all academic requirements for eligibility (See III. Academics).
2. Students must remain in good disciplinary standing. Specifically, students on disciplinary alert status will not be permitted to participate in extracurricular activities, including athletics.
3. Students who are absent from school or arrive at school after 10:45 a.m. may not participate in any extracurricular activities on that day.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

All athletic teams that travel to an off-campus site for practices or games must use transportation approved by the school.

No students may use their own transportation unless approved by the Athletic Director. Students must have written permission from their parent submitted to the Athletic Office to travel to an off-campus event using their own vehicles. Verbal permission is not acceptable.

No students may take other students with them unless they have the written approval of all parents involved. Students may not have more people in the vehicle than the law allows them to have.

Students who travel to off-campus sites must return to the school via school transportation. Parents may take their children home with them from an off-campus site after informing the coach or moderator. Any other students who ride with them must have the written permission of their parents.

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity (such as athletics or theater).
Before-School Supervision: The building will be opened and supervision will be provided in the cafeteria area at 7:00 a.m. Students dropped on the school property before 7:00 a.m. will not be admitted into the building and are on the grounds at their own risk.

After-School Supervision: The cafeteria is supervised for student use from 3:10 p.m. to 6:00 p.m. daily. The library is open and staffed until 4:30 p.m. daily. After school hours students must be in a supervised area or under the direct supervision of a teacher or coach. The building will close at 6 p.m. All students are expected to be respectful and respond to the direction of any faculty or staff member.

Half-Day Supervision: On days when students are dismissed at 12:00 p.m., supervision will be available in the cafeteria until 2:00 p.m.

Closing the Building: After school hours students must be in a supervised area or under the direct supervision of a teacher or coach. Students must remove any needed possessions from their lockers immediately after school. They will not have access to these areas later in the afternoon or on weekends without the direct supervision of a teacher or coach. Students not engaged in a supervised activity must leave the building when it closes at 6 p.m.

IX. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

1. will be honest and committed to integrity.
2. will be respectful and courteous toward all teachers and adults.
3. will refrain from harassment of any kind.
4. will use appropriate language.
5. will speak respectfully to and about others.
6. will complete all assignments and participate fully in class.
7. will respect all school and personal property (Care of School Property).
8. will refrain from any deliberate disruption in the school.
9. will adhere to the school’s cell phone policy.
10. will comply with the Internet Acceptable Use Policy.
11. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
12. will be present for all required activities unless officially excused by the administration.
13. will adhere to the dress code (Dress Code).
14. will not give or receive unauthorized assistance on tests, quizzes or assignments.
15. will not leave school grounds during the school day for any reason without permission from the Head of school/administration.
16. will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (Substance Abuse/Weapons and Inappropriate Materials).
17. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (Substance Abuse/Weapons).
18. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
19. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations include student use of the Internet.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the Head of school/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.
**SUBSTANCE ABUSE/WEAPONS**

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

2. If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement will be contacted (see also Policy 615).

3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers–Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

4. A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, lasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school’s academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

5. For further clarification, possession is considered to be on the person, or in the student’s wall locker, gym locker, backpack, car, or other personal property.

**DISCIPLINE**

**GENERAL RESPONSIBILITIES**

The Administration is ultimately responsible for the proper environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments and take action, as required, about inappropriate dress, behavior, etc., in order to maintain this environment.

The faculty shares with the Administration the obligation of providing a wholesome atmosphere for a good learning experience and the moral and spiritual development of each student. We emphasize that every faculty member has authority over each student in the matter of discipline and has the responsibility of seeing that the good order of the school is maintained.

A student comes to Bishop O’Connell High School in order to learn and prepare himself/herself for life. It is his/her responsibility to give Christ-like witness. Students experiencing academic, disciplinary or personal difficulty which may directly affect the good order of the classroom or school may be required to seek outside help, such as tutoring or counseling, in order to remedy the situation. Students refusing to seek such help may be asked to leave the school.

**GENERAL RESPONSIBILITY CLAUSE:**

Because it is impossible to foresee all problems which arise, this clause empowers the faculty and Administration to take disciplinary action for any behavior which violates the spirit and philosophy of the school even though not specified.

Injustice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

**USE OF DISCIPLINARY ACTION**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the Head of school/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences but there is no requirement for progressive discipline.

On occasion, Bishop O’Connell is made aware of negative incidents occurring outside of the immediate school community. When this occurs, each situation is evaluated to determine what actions may need to be taken by the school. In all cases, the school will make parents/guardians aware of the information. Whenever the outside incident has the potential for direct impact on the school and/or the behavior violates the spirit, philosophy, and code of conduct of the school, disciplinary action will be taken in accordance with policies outlined in this handbook.

**DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion
**SPECIFIC DISCIPLINARY POLICIES**

PRIVATE DETENTION: With one day’s notice, any member of the faculty may require a student to stay after school due to a classroom rules violation or classroom misconduct.

REFERRAL: A teacher or any staff member may refer a student to the Student Life Office for any student misbehaviors or disruptive behaviors. The Director of Student Life will investigate and determine consequences which could include warnings, public detention, Saturday detention, suspension or other disciplinary action.

PUBLIC DETENTION: Out of uniform violations and other student transgressions of school rules arising from teacher referrals may result in a public detention. Public detentions are served with one day’s prior notice, from 3:00 – 3:45 p.m. in an assigned classroom. Silence will be strictly maintained and students must observe all posted rules for detention. No electronic devices are permitted to be used or visible once the student has entered the detention room. Students who are late will not be admitted. Rescheduling of public detention will only be permitted in the event of a confirmed medical appointment with the permission of the administration. Failure to report will result in the assignment of an additional public detention. Repeatedly failing to report may result in additional serious disciplinary consequences.

SATURDAY DETENTION: Saturday detention is awarded by the administration for accumulations of public detentions and for more serious violations of school regulations. They are served from 9:00 a.m. until 12:00 p.m., in uniform, in the school cafeteria. Occasionally, students will be offered the opportunity to perform service work for the school during the detention period. At the conclusion of which they must return to the detention room until dismissal at 11:00 a.m. Students who are late will not be admitted. Failure to report will result in the assignment of an additional Saturday detention. Repeatedly failing to report may result in additional serious disciplinary consequences.

LOSS OF KNIGHT TIME PRIVILEGES: Violation of school policies may result in the loss of Knight Time privileges. Students would be required to remain in advisory or to report to a specified silent study location for the duration of flexible instructional time.

DISCIPLINARY ALERT: Students who repeatedly violate school policies or commit more serious violations of school regulations may be placed on alert status for a specified period of time. Students on disciplinary alert status must leave school property at 3:10 p.m. unless they have been assigned detention or academic assistance. Students on alert may not participate in any extracurricular activities and events, including athletics. Disciplinary alert may be assigned in conjunction with other consequences as deemed appropriate by the administration.

**SUSPENSION**

Suspension may be imposed as determined by the administration. Once the administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

Suspension may be assigned by the administration for accumulations of detentions and for more grievous violations of school regulations, including but not limited to smoking, fighting, disrespect for authority, stealing, cheating, truancy and vandalism. Suspended students will be separated from school for a period of one to three days depending on the nature of the offense. Before the suspended student is allowed to return to class, the parent must confer with the administration. Classes missed are considered unexcused absences. Three suspensions during the course of the year will normally result in the student being asked to withdraw.

Students and parents must be aware that most college applications, including the Common Application, require both the student and the student’s counselor to disclose information about significant disciplinary violations.

**EXPULSION**

Expulsion may be resorted to when one or all of the following are present:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
4. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

Expulsion will be considered for the following offenses:

1. Possessing, using or selling alcoholic beverages on school property. *
2. Possessing, using or selling drugs on school property, at school activities, or within 1,000 feet of school. *
3. Possess or threaten to use any weapon (e.g., knive, etc.) or firearm (e.g., firecrackers or explosive devices, etc.) on school property or at school activities.
4. Stealing – Theft of another student’s property or of school property. *
   a. Theft is a direct violation of the integrity of the school community. Any item found on school property is assumed to belong to a member of the community and students are expected to turn found items into a member of the school staff immediately. If a student is discovered to be in possession of another person’s property without that person’s permission, the situation will be treated as theft.
5. Repeated or serious violations of academic integrity.
7. Damaging, defacing, or destroying school property. *
8. False alarms and bomb threats. *
9. Repeatedly communicating verbal or written falsehoods to a staff member or administrator.
10. Any severe disruption of the school day.
11. Insolence, insubordination, verbal abuse, or any serious breach of school decorum.
12. Truancy.
13. Any conduct which damages the good name of Bishop O'Connell High School.
14. Physical violence toward another person.*
15. Misuse of Internet or computer privileges or other.
16. Bullying.

If the head of school/administration believes it necessary to expel a student, the head of school/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the head of school/administration.

Students who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

ACADEMIC INTEGRITY

Any violation of academic integrity is serious and will be subject to both academic and disciplinary consequences. Teachers are required to report all violations of academic integrity to the Student Life Office. Except in rare cases, remediation will be mandated in addition to other disciplinary consequences. For examples of academic integrity violations, please see “Academic Integrity” under Section III. Academics.

SEXUAL HARASSMENT--STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

1. No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.
2. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
3. Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the head of school/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or head of school/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official.
4. No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.
5. In adherence to the Charter for the Protection of Children and Young People, schools will offer the “Safe Environment Program” endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

BULLYING

Bishop O'Connell High School is a community that depends on mutual respect and healthy relationships. We owe it to one another to ensure that the high school experience is a positive experience for everyone. All students have a shared responsibility in this regard. It is up to everyone to ensure that there is no bullying at Bishop O'Connell High School.

All students will participate in a school-wide bullying intervention program to raise the level of awareness among students about the problem and to work to reduce bullying behaviors.

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying; “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include but are not limited to:

a. Physical intimidation or assault
b. Extortion
c. Oral or written threats, including text messaging
d. Teasing
e. Putdowns
f. Name calling
g. Threatening looks
h. Gestures or acts of aggression (Overt and Covert)
i. Cruel rumors & false accusations
j. Social Isolation
k. Cyber-bullying

*Cyberbullying is carried out through a variety of digital means, including, but not limited to email and other web-based social media outlets (Twitter, Facebook, Formspring, Instagram, etc). It can be done from one individual to another directly or indirectly or by organizing a group to carry out the bullying.

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. assistant head of school, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school assistant head of school for further investigation.

In cases of reported bullying, the assistant head of school or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

1. Consequences for students who bully others shall depend on the results of the investigation and may include:
   a. Counseling
   b. Parent conference
   c. Detention
   d. Suspension and/or Expulsion

2. Depending on the severity of the incident(s), the assistant head of school may also report incidents of bullying to law enforcement if appropriate.

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ALCOHOL, DRUGS AND TOBACCO

ALCOHOL AND DRUGS: Students who use, possess, or sell drugs or alcoholic beverages on school property will normally be expelled.

Students who are found on school property or at school-sponsored activities under the influence of alcohol or drugs consumed away from school property will typically face the consequences below. Specific circumstances, including a repeated offense, may dictate that expulsion be considered in a particular situation.

1. Suspended from school.
2. Evaluated by qualified personnel.
3. Required to participate in additional substance abuse education or testing as assigned.
4. Placed on behavioral contract and considered for probation.

TOBACCO: Students are not permitted to use or possess cigarettes, chewing tobacco or any tobacco products anywhere on school property or within 1,000 feet of school property. Use of tobacco products will result in serious disciplinary consequences up to and including suspension.

OTHER RESPONSIBILITIES AND RESTRICTIONS

STUDENT RESPONSIBILITIES

Failure to comply with the rules below is considered disrespectful and disobedient and will result in disciplinary action.

Students are expected to help keep school property clean and in good order, reporting observed damage to the director of student life. A student must absorb the cost of repairs or replacement for damage for which he/she is responsible. Trash should be placed in the containers that are provided. Chewing gum is not allowed on school property. Students may not loiter or congregate on school property after hours. Students may not go to parking lots or cars during school hours without a pass from the administration. Students are not permitted in the faculty lounge at any time.

Courtesy: Respect for teachers, staff, other students and visitors is a tradition of our school. Courtesy is demonstrated by using proper titles, e.g., Father, Sister, Mr., Mrs., Miss, and by acknowledging the requests/directions of school personnel, including custodians and cafeteria workers.

Dances: At school-sponsored dances, students are expected to behave properly and to dress in an appropriately modest manner. Inappropriate dancing is not permitted at Bishop O’Connell High School. Students must remain respectful of each other, event chaperones and moderators at all times. Excessive contact, groping, inappropriate touching, and sexual simulations are not acceptable behavior in our school. These actions will be cause for any or all of the following: removal from the dance area, removal from the dance, contacting the student’s parents, and disciplinary action. Smoking is not permitted in the school building or on school property.

ID cards are required for both O’Connell students and guests. Guest forms must be completed by the guest’s school and submitted prior to the dance. No one will be admitted during the last half of the dance. During the dance, students are to remain within the designated area of the building; once having left the dance, students may not return and are to leave school grounds promptly.

Deliveries: Deliveries of items from outside the school will not be given to students during school hours. This would include, but not be limited to, flowers, balloons, food items, etc.

Identification (ID) Cards: Students are required to possess identification cards. Failure to carry ID cards may result in disciplinary action. This card will be used for the Swipe system and is to be shown for admittance to dances, drama presentations, concerts, athletic events, library checkout and cafeteria debit card. Lost ID cards are replaced through the Director of Activities at a cost of $1.00.

Lost and Found: Students are personally responsible for their own books and other belongings. Lost articles may be claimed in the school store during the student’s lunch period.

Passes: Any time a student is out of the classroom, study or lunch room, he/she is expected to carry a properly signed pass. Only one student per pass is allowed.

The normal passing time between classes is five (5) minutes. Students are expected to be in their seats and ready to begin classes within this period of time. Students will be given an additional five (5) minutes to report to the cafeteria at the beginning of their lunch period and are expected to remain in the cafeteria or a designated area during their entire lunch period.

Posters, Leaflets: Students are not permitted to distribute or post literature without permission of the director of activities and appropriate moderators. After receiving permission, materials may be put in designated spaces. All postings must be removed within 24 hours after the event.

Study Halls: Students assigned study halls are to observe the same rules of conduct that apply in class. Failure to attend study hall is considered truancy. Study halls are to be silent. A maximum of three students at one time per study hall may be allowed passes to other areas of the school.

CAFETERIA RESPONSIBILITIES

The cafeteria is an area where the Bishop O'Connell student community meets daily to share the lunch time meal. In order to promote the general welfare of the school and the cafeteria in particular student are required to conform to the expectations below.

- Each lunch period begins with Grace. Students are to be attentive and respectful while Grace is being offered.
- Students are to follow directions and defer to cafeteria moderators and lunch room staff.
- Students will not cut in line, nor are they allowed to hold someone's place in line.
- Students are not allowed to borrow or use any other student's ID card to buy lunch for any reason. If a student wishes to buy another student lunch, he/she must be present.
- Students will throw away their trash and leave their area clean. Students who do not clean up after themselves will be subject to disciplinary action which may include cleaning all cafeteria tables after lunch.
- Students will not throw food or trash.
- Students are to remain in the cafeteria area throughout the entire assigned lunch period. Exceptions are to go to the chapel, clinic or to a classroom with a prewritten pass from a teacher.
- Students will only attend their assigned lunch period. Students in the cafeteria outside their assigned lunch period will be subject to disciplinary action.
- The courtyard is reserved for seniors only and lunch in the courtyard is granted as a senior privilege if requested by the senior class. Underclassmen are not allowed to eat in the courtyard. This is a privilege for seniors and will be rescinded if the area is not kept clean.
- Electronic devices are allowed to be used in the cafeteria for educational purposes. Headphones are not allowed.
**CARE OF SCHOOL PROPERTY**

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the head of school/administration.

Auditorium: The auditorium is off limits for students except when in use for formal school activities in which they are participating.

Cafeteria/Food in Classrooms: Generally speaking, eating and drinking in class is disruptive. While certain exceptions may be necessary, for example students who have a lab period during lunch, food and beverages should only be consumed in the cafeteria. Individual students may work with their school counselors to address specific situations that may require an exemption from this policy. Students violating this rule may have their food or drink confiscated.

Gymnasium: The gymnasium, weight room and locker rooms may not be used unless a gym instructor, coach or other faculty member is present. Gym shoes only are permitted on the gym floor.

Restrictions

1. Public displays of affection are strictly prohibited.
2. Harassment in all forms is strictly prohibited.
3. Loitering inside school in an unsupervised area before or after school will not be permitted.
4. Chewing gum is not permitted on school property.
5. Energy drinks (such as Monster, Red Bull, etc.) are not permitted on school property per Diocesan Wellness Policy. If seen by faculty and/or staff such drinks will be taken and discarded.
6. Skateboards and roller blades are prohibited on school property.

**STUDENT REGULATIONS AND PROCEDURES**

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

**STUDENT AND STUDENT PROPERTY**

**Searches**

The head of school/administration or his/her designee has the right to protect the health, welfare and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property (e.g., automobiles, etc.) or at school activities may be conducted by the head of school/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

**Interrogation of Students**

Unless provided with a court-issued warrant, the pastor (or head of school if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The head of school the Assistant head of school, the assistant principal or the head of school’s designee shall be alerted.
- The police officers shall report to the Assistant head of school’s office.
- Permission from the student’s parent/guardian, either by phone or in person, prior to questioning must be acquired.
- The Assistant head of school or a school representative shall be present.
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

**Students and Student Property**

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

**SCHOOL LOCKERS AND DESKS**

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has vis-a-vis other students exclusive use of the locker or desk but has no proprietary rights versus the school.

Lockers are provided to all students. Since they are the property of the school, these lockers may not be shared and must be kept securely locked at all times; they are subject to periodic inspection. Locks must be purchased at the school store. Students may not go to lockers during class or study hall without permission. Students going to lockers to pick up lunch should go during the first five minutes of the lunch period. After that time, students are not permitted to go to locker during lunch to minimize class disruptions. The school is not responsible for losses from a locker. The student must exercise responsibility to make sure the locker is secure at all times. A minimum fine of $25 will be assessed for damage or defacement of assigned lockers.

**DRESS CODE**

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the head of school/administration.

**UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION**

The dress code at Bishop O’Connell High School encourages neatness and good order among the students, measures self-discipline, instills school pride, renders a financial savings to the parents, and is a symbol to the community of the mission of this school. In this light, students must be properly dressed, observing school dress regulations from the time the first bell rings until the end of the school day. The dress code is to be observed on field trips unless otherwise announced by the administration. Unless otherwise indicated, all parts of the uniform must be purchased from the uniform company that serves the school. Gym uniforms are necessary for physical education classes and may be purchased at the school. Torn or tattered items of the school uniform are not acceptable.

Students who come to school wearing sneakers, sandals, or other type of non-uniform shoes and claiming medical reasons must have a doctor’s note explaining the problem. If the student did not have time to go to the doctor, he/she must go to the school nurse in the clinic immediately upon arrival to school. The school nurse will then determine if the student does indeed have a legitimate reason for not wearing the proper school shoes and will issue the student an appropriate note that is **good for one day** to allow time for a doctor’s note to be obtained. The student must carry this note at all times while in school.

Flynn and O’Hara is the only uniform company authorized to sell our school uniform. Uniforms purchased from any other vendor are unacceptable. Exception: White or light blue oxford shirts (winter uniform) do not bear the school logo and do not need to be purchased through Flynn and O’Hara. The Flynn and O’Hara website is www.flynnohara.com. The Bishop O’Connell school code is VA-252.

NOTES ON THE UNIFORM FOR ALL STUDENTS

1. All uniform items must be worn in the manner they were designed to be worn (e.g., oxford collars buttoned).
2. All girls must wear the new skort available from Flynn and O’Hara. The hem of these new skorts must rest at the top of the knee.
3. All boys’ golf shirts must be purchased long enough to be neatly tucked in at the waist. Boys must wear solid black or brown belts. Shirts must be tucked in at all times and not bloused.
4. Girls are not required to tuck in their polo shirts for the fall/spring uniform. Shirts should be fitted to fall comfortably and neatly at the hip. White undershirts must not be visible from beneath the hem of the polo shirt.
5. Students may wear their own official school Varsity Letter Jackets throughout the year. All other pieces of the uniform must be worn with the Letter Jacket, including the sweater vest. The jacket may be purchased through the school store only. Please see the section on Varsity Letter Jackets following the outline of uniform requirements for more details.
6. No sweater vests or jackets are acceptable other than those described above or indicated in the dress code below. Other sweaters or jackets must be in lockers or backpacks during the day. They may not be carried in the halls or worn during the school day. They will be subject to confiscation.
7. Shoes: The recommended shoe is the light brown Sperry Top-Sider leather boat shoe (available at Flynn and O’Hara) or similar style. Any style shoe considered as formal or more formal than the recommended shoe is acceptable provided it has a closed heel, closed toe, low top below ankle and is a solid brown or black tone dress-type shoe. Pictures of acceptable and unacceptable footwear are posted in the uniform section of the website.
8. As examples, appropriate shoes DO NOT INCLUDE high platforms, clogs, tennis, gym, Adidas, athletic type, flip-flops, shower shoes, Maos, moccasins, slippers, plastics, hiking boots, cowboy boots, work shoes and boots, thick-soled shoes, etc.
9. Slacks are to be worn at the waist and fit properly. Boys’ trousers must reach the top of the shoe with a slight break; “puddle pants” are not allowed. The length of boys’ slacks must not extend below the heel of the shoe.
10. Hats and bandannas are not to be worn in the building at any time. This includes lunch periods and all dress holidays. Hats and bandannas will be confiscated.

FALL/SPRING UNIFORMS

From the first day of school until October 31 and from March 17 until the end of the school year, the uniform listed below is mandatory for ALL STUDENTS:


BOYS
- Slacks: uniform khaki slacks with Bishop O’Connell monogram; must wear belt
- Shirt: navy golf shirt with Bishop O’Connell monogram, solid white short-sleeved undershirt only
- Socks: white sock or neutral solid color dress sock
- Belt: solid black or brown
- Pullover: The O’Connell officially designated royal blue class pullover is the only accessory authorized to be worn over the golf shirt when students are cold. These pullovers are sold through the school store.

GIRLS
- Skort/Slacks: uniform khaki skort or uniform khaki slacks with Bishop O’Connell monogram
- Shirt: navy golf shirt with Bishop O’Connell monogram, solid white short-sleeved undershirt only
- Socks: white crew socks with monogram, navy blue or gray knee socks with monogram
- Tights: solid navy blue tights may be worn in cold weather*
- Pullover: The O’Connell officially designated royal blue class pullover is the only accessory authorized to be worn over the golf shirt when students are cold. These pullovers are sold through the school store.

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BOYS
- Slacks: uniform khaki slacks with Bishop O’Connell monogram; must wear belt
- Shirt: white golf shirt with Bishop O’Connell monogram, solid white short-sleeved undershirt only
- Socks: white sock or neutral color dress sock
- Belt: solid black or brown
- Pullover: The O’Connell officially designated royal blue class pullover is the only accessory authorized to be worn over the golf shirt when students are cold. These pullovers are sold through the school store.

GIRLS
- Skort/Slacks: uniform khaki skort or uniform khaki slacks with Bishop O’Connell monogram
- Shirt: white golf shirt with Bishop O’Connell monogram, solid white short-sleeved undershirt only
- Socks: white crew socks with monogram, navy blue or gray knee socks with monogram
- Tights: navy, gray or white tights may be worn in cold weather*
- Pullover: The O’Connell officially designated royal blue class pullover is the only accessory authorized to be worn over the golf shirt when students are cold. These pullovers are sold through the school store.
WINTER UNIFORM

From November 3rd to March 12th, the following is mandatory for ALL STUDENTS:


**BOYS**

- **Slacks:** uniform khaki slacks with Bishop O’Connell monogram; must wear belt
- **Shirt:** white or light blue short or long sleeve oxford, solid white undershirt only
- **Vest:** gray sweater vest with Bishop O’Connell monogram must be worn if not wearing a class pullover
- **Tie:** navy blue and gray striped tie (Note: Classes of 2016 and 2017 may continue to wear the maroon and navy stripe school tie)
- **Socks:** white crew sock with monogram, navy blue or gray knee socks with monogram
- **Belt:** solid black or brown
- **Pullover:** The O’Connell officially designated royal blue class pullover is the only accessory authorized to be worn over the oxford dress shirt when students are cold. These pullovers are sold through the school store.

**GIRLS**

- **Skort/Slacks:** uniform khaki skort or uniform khaki slack with Bishop O’Connell monogram
- **Shirt:** white or light blue short or long sleeve oxford, solid white undershirt only
- **Vest:** gray sweater vest with Bishop O’Connell monogram must be worn if not wearing a class pullover
- **Socks:** white crew socks with monogram, navy blue or gray knee socks with monogram
- **Belt:** solid black or brown
- **Pullover:** The O’Connell officially designated royal blue class pullover is the only accessory authorized to be worn over the oxford dress shirt and tie when students are cold. These pullovers are sold through the school store.

**WINTER UNIFORM**

Class of 2015

**BOYS**

- **Slacks:** uniform khaki slacks with Bishop O’Connell monogram; must wear belt
- **Shirt:** white or light blue short or long sleeve oxford, solid white undershirt only
- **Vest:** navy sweater vest with Bishop O’Connell monogram must be worn if not wearing a class pullover
- **Tie:** white sock or neutral color dress sock
- **Belt:** solid black or brown
- **Pullover:** The O’Connell officially designated royal blue class pullover is the only accessory authorized to be worn over the oxford dress shirt when students are cold. These pullovers are sold through the school store.

**GIRLS**

- **Skort/Slacks:** uniform khaki skort or uniform khaki slack with Bishop O’Connell monogram
- **Shirt:** white or light blue short or long sleeve oxford, solid white undershirt only
- **Vest:** navy sweater vest with Bishop O’Connell monogram must be worn if not wearing a class pullover
- **Socks:** white crew socks with monogram, navy blue or gray knee socks with monogram
- **Belt:** solid navy blue ties may be worn in cold weather
- **Pullover:** The O’Connell officially designated royal blue class pullover is the only accessory authorized to be worn over the oxford dress shirt and tie when students are cold. These pullovers are sold through the school store.

* Tights for girls must cover the toes and have no patterns or designs of any kind or color.

**VARSITY LETTER JACKET**

The school has a program to recognize students for their contributions to the school and to encourage school spirit by allowing students to wear a school letter jacket. This jacket is something that the student has earned through his/her own participation in an approved extra-curricular activity or athletics. The jacket may be purchased through the athletic department only.

Eligibility for students involved in the athletic program is the receipt of a varsity letter for their participation in a sport. Students involved in other school-sponsored extracurricular activities such as band, chorus, honor society, It’s Academic, SCA, yearbook, Visor, drama, etc., may also be eligible to wear the letter jacket if the activity moderator does the following:

1. Prepares proposed eligibility criteria for that activity.
2. Submits criteria for approval to the head of school via the director of activities and dean of mission.
3. Provides a list of eligible students to the director of activities as needed.

Any student who chooses to purchase and wear the letter jacket during school hours is required to wear the school sweater vest underneath.

**Team jackets:** Team jackets will be allowed for varsity athletes on special occasions when prior approval has been secured from the director of athletics and director of student life. Team captains must coordinate with their coach and the director of athletics to have specific games approved in advance. Teams lose this privilege if jackets are worn on unapproved days.

**GROOMING**

**BOYS**

- **Hair:**
  - Boys’ hair must be clean and neatly trimmed and should not extend below the top of the collar.
  - Sideburns should not extend below the earlobe, nor long hair cover the ears or extend below the eyebrows.
  - Boys are not permitted to wear their hair in a pony tail.
  - Boys must be clean shaven; no facial hair, including mustaches and beards, is permitted. Unshaven students will be sent to Student Life where a razor will be provided. If they are unwilling to shave they will be sent home.

**Jewelry**

- Boys’ jewelry may consist of a watch, a ring and a chain. This chain must extend in enough length that it will be worn under the uniform shirt.
- Earrings, nose rings, eyebrow rings, lip rings, tongue rings or any form of body piercing are not uniform and should not be worn or displayed in school.
- The same guidelines apply on dress holidays.

*Hairstyles and jewelry judged eccentric by the administration will be forbidden.*
Additional Information

- Caps and bandannas are not to be worn in the school building at any time (this includes all lunch periods). These items will be confiscated.
- Tattoos are not authorized and must be covered. Students with tattoos visible in the fall/spring uniform will be required to purchase a long-sleeve uniform polo from Flynn and O’Hara.
- Long chains attached to belts or wallets are not permitted.
- Sunglasses will not be worn inside the school building at any time.

GIRLS

Hair

- Hair must be clean and neatly styled.

Jewelry

- Girls’ jewelry must be conservative and tasteful.
- Nose rings, eyebrow rings, lip rings, tongue rings or any form of body piercing are not uniform and should not be worn or displayed in school.
- The same guidelines apply on dress holidays.

Additional Information

- Girls may wear cosmetics which are lightly applied and in good taste.
- Sweat pants, thermals, boxer shorts, etc., may not be worn under skorts.
- Tattoos are not authorized and must be covered. Students with tattoos visible in the fall/spring uniform will be required to purchase a long-sleeve uniform polo from Flynn and O’Hara.
- Sunglasses will not be worn inside the school building at any time.
- The administration reserves the right to require girls who persistently violate the policy on skort length to purchase and wear the uniform pant.

Any student who has a medical issue that prevents them from wearing the appropriate uniform or otherwise following the dress code must make a written request for exemption to the Director of Student Life. This request must be signed by a parent and be accompanied by appropriate documentation from a medical professional as requested by the Director of Student Life. Requests related to chronic conditions must be renewed at the beginning of each school year.

The administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the administration reserves the right to make judgments about inappropriate dress, behavior, etc., in order to maintain this environment.

DRESS HOLIDAYS

Good taste should be the arbiter of dress on these days. Students should consult with the administration prior to the dress holiday about any questions they may have concerning proper attire. Immodest clothing of any type is not permitted.

When dress holidays are granted, the following dress code is to be followed:

Bermuda shorts may be worn by boys and girls. Cut-offs, ripped jeans, camouflage pants, sweat pants, kilts, pajamas, flip-flops or shower shoes may not be worn. Shirts with negative or otherwise inappropriate comments or advertising are not permitted.

Boys: Socks must be worn.

Girls: Backless garments, halter, tank or tube top, spandex type leggings and bike shorts are not permitted.

THE PENALTIES

Students not conforming to the above regulations will be assigned a public or Saturday detention. Students will be required to purchase the missing parts of the uniform or they may be sent home by the Director of Student Life and not readmitted until they are properly dressed. If this occurs, each day missed will count as an unexcused absence.
X. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY & WELFARE

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,

- must comply with applicable reporting and other requirements of state and local law;
- must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services Agency and the head of school who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the Code of Virginia, (Section 63.2 – 1518) Authority to Talk to a Child or Sibling, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian or other person standing in loco parentis or school personnel.”

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the head of school/administration or the head of school/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the head of school, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

BISHOP O'CONNELL HEALTH CLINIC

The Bishop O'Connell High School clinic is staffed by one full-time and one part-time registered nurse for short-term assistance to students who have become ill or have been injured in school.

We stress the importance of notifying the school of phone number changes of parents/guardians (this includes home, work, and cell numbers). Valuable time is often lost trying to reach parents. Parents should also notify the clinic if they are going out of town and leaving their student in someone else’s care.

IN-SCHOOL ILLNESS

Parents please do not send sick students to school. No student should be sent to school who has had a fever of 100 degrees or higher in the previous 24 hours, has been vomiting and/or having diarrhea in the previous 24 hours, or who has an undiagnosed skin rash. Any student who comes to the clinic with a temperature of 100 degrees or higher, who is vomiting or having diarrhea, or who has a skin rash will be sent home.

Before coming to the clinic, the student must obtain a pass from his/her current teacher. No student is admitted to the clinic without a pass unless it is an emergency situation. If it is deemed necessary for the student to go home, the parent will be contacted to come to the clinic and sign the student out (in cases where the student drives to school, the school nurse may obtain verbal permission from the parent to allow the student to drive if it is agreed that the student can safely drive home). No student is permitted to leave the school until the above procedure has been followed. Sick students will not be permitted to walk home or use public transportation. Under special circumstances a taxi may be called with parent permission and the ability to pay the fare.

Calls to parents by students regarding in-school illnesses must be made in the clinic. Students are not permitted to use pay phones, cell phones, or phones in other school offices for this purpose.

ADMINISTRATION OF MEDICINE

Parents and guardians must provide and transport medications to and from the school. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child’s proper dosage.

All prescription medication (except as set forth in subsection 8 below) may only be administered during the school day under the following conditions:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
2. After the first dose of any medication has been given at home;
3. When a parent or guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a physician's written order signed by the parent or guardian requesting the school to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student.
the dosage and method of administration prescribed by a physician. It is the parent’s or guardian’s responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate administration of medication form has been completed and signed by the parent or guardian;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel.
8. When the medication is epinephrine, school employees are permitted to administer Epi-pen injections when:
   a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
   b. parents of students requiring such injections provide a doctor’s letter attesting to the life-threatening allergy;
   c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen.

At the end of the school year parents are responsible to pick up all medications. All medication left in the clinic/school office will be disposed of at the end of the school year.

A student shall be permitted to carry and use a medication inhaler for asthmatic conditions or self-administer an epinephrine injection during emergency situations when the student's physician and parent/guardian have completed the Authorization to Administer Inhaler or Epi-Pen Form and a copy is on file in the clinic/school office. Only Epi-Pens shall be accepted for use in school for epinephrine injections.

All non-prescription medications (e.g., Advil, Aleve, Tums) are to be kept locked in the clinic/school office and dispensed by the school. All medications must be brought to the clinic by a parent or guardian. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child’s proper dosage. No non-prescription medication will be dispensed unless the school has received a signed copy of the Prescription & Non-Prescription Medication Administration Form. Non-prescription medications do not require a physician’s signature.

It shall be the student’s responsibility to come to the clinic/school office at the appropriate time for medication unless a physician, dentist or parent indicates in writing that the student cannot do this.

**PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY**

When a student is requesting a waiver from participating in Physical Education classes, parents are required to submit a written statement from their child's health care provider that states any activity restrictions with regard to participation in Physical Education classes. The statement is expected to include a specific time frame for the activity restrictions.

**BISHOP O’CONNELL HIGH SCHOOL MEDICAL REQUIREMENTS:**

1. A complete immunization record. State law requires that immunizations be kept up to date and recorded in the school clinic. Exact dates must be furnished.
2. Students new to Bishop O’Connell who have been attending a school located outside of Arlington County MUST have a tuberculosis screening done by a licensed medical professional within 12 months of starting school. *
3. A completed medical history and emergency care form must be on file of ALL students and must be updated yearly.
4. A physical examination dated April 1 or later is required for all students who wish to participate in sports.

**CHRONIC MEDICAL CONDITIONS OF STUDENTS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school head of school administration and name in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

**LIFE THREATENING ALLERGY**

The Diocese of Arlington Office of Catholic Schools’ Life Threatening Allergy Policy (2009) aims to minimize the risk of student exposure to known allergens during the school day. All schools will provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will recruit and train teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform the head of school and school health personnel of any allergies and provide schools with fully executed Diocesan documents, including but not limited to: allergy action plans (F-4A), medication administration forms (F-6), inhaler administration forms (F-3) and Epinephrine administration forms (F-4). Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus driver, and janitorial staff.

**INFECTIOUS/COMMUNICABLE DISEASES**

**Disease**

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

No secondary student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).

Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

School health personnel will follow the Virginia Department of Health guidelines as posted on the Communicable Disease Chart, which is located in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for exclusion or readmitting a student.

* Bishop O’Connell High School must abide by Arlington County government policy regarding tuberculosis screening of students which states that students new to schools located in Arlington County must have a TB screening done by a licensed health care provider prior to beginning school. Based on the screening results, a TB skin test may or may not be done.
The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

**LICE**

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

**BLOODBORNE DISEASE**

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV to provide a safe environment for students, staff members and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/precautions.

**BISHOP O'CONNELL HIGH SCHOOL PANDEMIC FLU PLAN**

According to the World Health Organization (WHO):

"An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several, and simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world."

Influenza, commonly called "the flu" is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). Influenza usually spreads from person to person when an infected person coughs, sneezes, or talks, and the virus is sent into the air. Influenza can cause illness in all ages, and it is more likely than other viral respiratory infections, such as the common cold, to cause severe illness and life-threatening complications. Annually, more than 200,000 people are hospitalized from influenza. Approximately 36,000 people die from the flu and its complications every year. Should an influenza pandemic occur, the incidence of illness and death from influenza will likely dramatically increase worldwide.

Pandemics cause economic and social disruptions such as school and business closing, travel bans, and canceling of community events. The best way to help combat the effects of a pandemic is to have a plan; therefore at Bishop O'Connell High School we will implement the following measures.

1. The school nurse will work closely with Arlington County Public Health Officials to help monitor and identify a potential pandemic and communicate relevant information to the school administration and to the Diocesan Office of Catholic Schools.
2. Should a pandemic be identified local public health guidelines will be followed. Parents will be notified by email and automated phone messaging system.
3. If schools are to remain open, students with symptoms will be screened in the clinic and sent home as necessary. No student will be allowed in school with a temperature of 100 degrees or higher, cough, and muscle/body aches. Students will be instructed to stay home until symptom free for 24 hours without fever reducing medications.
4. An isolation area will be established in the auditorium balcony where ill students will be sent from the clinic to await parent pick up. This area will be supervised by an assigned faculty or staff member.
5. If schools are requested to close parents will be notified by email and automated phone messaging system and assignments will be communicated via PowerSchool.
6. The school will have on hand a supply of non-latex gloves, masks, hand soap and water (or waterless hand sanitizer), and tissues to be distributed to faculty and staff.
7. School housekeeping staff will be instructed in additional cleaning measures that will be necessary using chlorine bleach based cleaning solution or other approved cleaning solution.
8. The school nurse will post flyers in multiple places throughout the building (such as restrooms, cafeteria, locker rooms, and classrooms) showing proper hand washing procedures and proper way to cover coughs and sneezes.

**Supplies stored in the clinic:**

- Masks
- Tissues
- Hand sanitizer
- Approved surface cleaning products

This plan was prepared in part from information contained in the Virginia Department of Education Pandemic Influenza Plan Guidelines for Virginia Public Schools, published February 2007.

**FIRE/EMERGENCY DRILLS**

**FIRE AND EMERGENCY EVACUATION PLAN**

Each classroom/area of the school has evacuation instructions posted for all to see. During the first week of school, students are instructed to locate the emergency sign in each of their classrooms and to follow the evacuation plan implicitly. Teachers will adhere to the following guidelines:

**EVACUATION PLAN**

Fire/Explosion/Gas Leak/Hazmat release in the school
1. Evacuate the building using the fire exit routes.
2. Close all doors and windows, turn out the lights and take the attendance book when exiting.
3. Be prepared to use secondary exit routes if necessary.
4. Move students to designated areas.
5. Reassemble the class and take roll.
6. Report any missing students to the Assistant head of school or designee.
7. Identify any students in need of medical attention.
8. DO NOT release any students to their parents until notified to do so (if notified – maintain a record of any students released to parents).
9. In the event of a drill or false alarm, return to the classroom only after the “all clear” is given.

**LOCK DOWN**

Hostage situation/Threatening person with a weapon or Intruder/Bio-Chem Threat
If necessary:

1. If odors/vapor clouds.
   Shelter-in-Place may come from public safety officials, the Office of Catholic Schools, or local staff who
   notices unusual conditions.
2. Remains quiet.
3. DO NOT take any further action until contacted by the head of school or police.

In a shooting, use the same procedure as stated above plus:
- If gunfire is heard, advise students to drop to the floor. Keep students as calm as possible.

**POWER OUTAGE**
1. Remain in classroom until notified to move.
2. DO NOT allow students to leave classroom.

**SHELTER-IN-PLACE**
Shelter-in-Place is used for threats of exterior chemical exposure or in situations where local law enforcement has informed the school of a potential threat in the surrounding neighborhood. People will still be in the endangered area, but will be protected by the barrier created by the shelter and the short-term protection of its indoor atmosphere. The notice to Shelter-in-Place may come from public safety officials, the Office of Catholic Schools, or local staff who notices unusual odors/vapor clouds.

If necessary:
1. An announcement over the PA to Shelter-in-Place is made, encouraging all to remain calm.
2. All staff and students outside the building proceed indoors.
3. If teaching in a classroom, keep students in the classroom until directed otherwise by the administration.
4. All teachers that do not have a class are to report to the main office for assignment.
5. The Crisis Management Team is activated and is to report they are standing by, over the radio, at the exits.
6. The schools heating, ventilation and air conditioning (HVAC) system, exhaust and roof ventilators will be shut down by maintenance personnel. This will create a neutral pressure and help prevent outdoor air from entering the facility.
7. Depending on the threat, maintenance and custodial personnel will towel and tape external door thresholds.
8. Signs will be placed on all external doors making notification of a Shelter-in-Place Emergency.
9. Outside doors will not be opened until public safety officials arrive or an all clear is sounded.
10. Directions will be given from the PA system.
11. Maintenance will establish a decontamination position by the loading dock.
12. If the duration of the Shelter-in-Place becomes extended, information on bathroom procedures, food/water delivery, and other contingencies will be passed over the PA system.

**PREGNANCY/ABORTION**

**Pregnancy**
Any student who becomes pregnant during the time she is enrolled in school will be given every opportunity to continue and/or complete her education in a Catholic school. If a pregnant student chooses to leave and/or the doctor recommends she leave, she will be considered as homebound for the duration of her pregnancy. The student, her parents and the school share jointly in the decision for her to attend classes or to pursue a specially formulated homebound program.

Upon learning of a student pregnancy, the school should demonstrate its support for the student(s):

- a. Inform the school chaplain or parish priest, so he can provide additional support to the student(s);
- b. Meet with the student(s) and parent(s) to discuss the need for counseling (i.e. services available through programs such as Gabriel Project);
- c. Inform the school nurse to insure adequate prenatal safety and guidance.

**ABORTION**
A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. Formal cooperation in an abortion constitutes a grave offense.

1. If the school has reason to believe that a student underwent or helped to procure an abortion, the school will use reasonable means to determine whether there is any basis for such information.
2. If there is sufficient credible evidence to support the school’s suspicion(s) that the student did have or procured an abortion, the school will schedule a conference with the student and the parent(s). If the individual remains a student, the family must agree to set up a counseling program which must include spiritual direction. Counseling is also required for the aborted child’s father and/or any student who has helped procure the abortion, if a student at the school.
3. If this plan is rejected by the student(s) and parent(s), then this lack of cooperation by the student(s) would indicate that the presence of the student in the school would no longer be beneficial to either party.

**ASBESTOS MANDATORY YEARLY NOTIFICATION**
In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every year, Bishop O’Connell High School conducts inspections to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The Bishop O’Connell High School Asbestos Management Plan has several on-going requirements.

It is the intention of Bishop O’Connell to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. Community members are welcome to review a copy of the asbestos management plan at the school during regular business hours.
XI. STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is a condition for negating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student’s confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Students with disabilities are expected to follow the school’s policies and honor code.

Parents of a student with special educational needs must submit proper documentation to the Counseling Office before requesting accommodations for the student.

Documentation requesting special need accommodations for testing or otherwise must meet the stated criteria:

1. State specific disability, as diagnosed.
2. Be current (in most cases the evaluation should be completed within three years of the test date).
3. Provide complete educational, developmental and relevant medical history.
4. Describe the comprehensive testing and techniques used to arrive at the diagnosis of the disability (including evaluation dates and test results with subtest scores from measures of cognitive ability, current academic achievement, and information processing).
5. Describe the specific accommodations requested and state why the disability qualifies the student for such accommodations.
6. Establish the professional credentials of the evaluator, including information about license or certification and area of specialization.

Compliance with the above regulations fulfills the College Board eligibility requirements for special consideration on standardized testing such as the SAT I, SAT II, and the PSAT.

PLEASE NOTE: It is a parent’s responsibility to ensure that proper documentation for a student is on file in the school’s Counseling Office. A student is not granted special testing arrangements unless documentation meets all of the above requirements.

XII. DIOCESAN FORMS

The following forms are available on the school website on the Parent Forms page under the PARENTS tab. They can also be downloaded directly from the Office of Catholic Schools website at:


- Permission for Emergency Care Form
- Confidential Health History Update
- Virginia School Entrance Health Form
- Virginia School Entrance Health Form Instructions
- Inhaler Authorization Form
- Asthma Action Plan
- Epipen/Twinject Authorization Form
- Allergy Action Plan
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia
- Diabetes Medical Management Plan
- Medication Authorization Form
- High School OTC Medication Authorization Form
- Athletic Participation/Parent Consent/Physical Exam Form
- Waiver Information/Right to Object Form
- Parent Permission Form for School Sponsored Trip Participation
- Academic Intervention Plan
- High School Handbook Agreement Form Acceptable Use Policy and Agreement
ACCEPTABLE USE POLICY AGREEMENT

This BYOD agreement and the acceptable use policy and guidelines found on pages 29-32 of the handbook will apply to the following device(s) under the BYOD program:

Device________________________________ Serial #_____________________________

Device________________________________ Serial #_____________________________

Device________________________________ Serial #_____________________________

___  My child will not be bringing a device to school at this time.

I, the undersigned, as a student of Bishop O'Connell High School, have reviewed the Acceptable Use policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

Student Name_________________________________________________ Date___/___/___

Signature____________________________________________________________________

I, the undersigned legal guardian, have reviewed the Acceptable Use Policy for Bishop O'Connell High School. My child _______________________ is also aware of the terms and conditions, and has reviewed the additional information about digital citizenship.

Parent/Guardian Name__________________________________________ Date___/___/___

Signature____________________________________________________________________

Please detach this form and return to the advisory teacher within the first two weeks of school.
PARENT/GUARDIAN:
I have received a current copy of the Parent/Student Handbook. I acknowledge and agree to the policies contained therein, and will require my son/daughter to comply with the policies which apply to students.

I also realize during my son/daughter’s enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child’s enrollment at the school.

STUDENT
I have read the Parent/Student Handbook and agree to observe all school regulations.

Advisory #______________
This form must be returned to your Advisory Teacher within the first two weeks of school.