

Class of 2020



Senior Parent Guide

June 2019

Dear Senior Parents,

I hope this letter finds you in the midst of a restful summer. It is hard to believe that your child has arrived at their senior year! Please know that our administrators, teachers, and support staff will continue to serve your child as they begin their journey to the finish line.

This letter contains useful information to make your child's last year at Bishop Chatard a successful one. Your child's final year will be filled with numerous experiences that are unique to their final year. This guide has been prepared from the questions and suggestions of senior parents who have come before you. A great deal of information about your child's senior year can also be obtained by visiting the Senior Page on the website at www.BishopChatard.org/seniors. This content will be updated regularly, so please visit the page often!

As you work toward helping your child choose a college and prepare for the many exciting yet challenging moments that senior year brings, please know that your sons and daughters will be remembered throughout the year in the prayers of the entire Bishop Chatard community. We pray for their safety, for their continued dedication to develop their God-given gifts and talents, and for their ability to make responsible choices throughout the school year.

Please do not hesitate to contact me should you have any questions.

God bless,

Joe Hansen, Principal
Bishop Chatard High School

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Senior Activities

Senior Parent Meeting

Day/Date: Monday, August 19, 2019
Time: 6:30 p.m.
Place: Bishop Chatard Cafeteria

This meeting will go over all important information needed for senior year. It is strongly encouraged that one parent attend this meeting.

The Living Rosary

Day/Date: Wednesday, October 2, 2019
Time: 8:30 a.m.
Place: Bishop Chatard Gymnasium
Dress: See page 6

In the history of the school, the Living Rosary is the oldest traditional ceremony enacted by the senior class, and it represents the formal beginning of senior year in prayer to Mary, the patroness of Bishop Chatard High School. Seniors are not required to participate; however, all seniors, including those who are not Catholic, are encouraged to join in this celebration.

Senior Mass with the Archbishop

Day/Date: Monday, December 2, 2019
Time: 10:00 a.m.
Place: St. Malachy
Dress: Uniform

The class of 2020 will celebrate Mass with other seniors from the Archdiocese of Indianapolis. This is a required day for seniors. They will be dismissed once they return to BCHS.

Senior Grandparents Mass

Day/Date: Wednesday, March 25, 2020
Time: 9:00 a.m.
Place: Bishop Chatard Gymnasium
Dress: See page 6

Junior-Senior Prom

Day/Date: Saturday, April 25, 2020
Time: 7:00 – 11:00 p.m.
Place: TBD

BCHS juniors and seniors in good standing may attend the prom. Freshmen are not allowed to attend, even as guests.

Graduation Practice

Day/Date: Thursday, May 14, 2020
Time: 1:00 p.m. (until around 2:00 p.m.)
Place: Bishop Chatard Gymnasium

Any senior who wishes to participate in the Commencement Ceremonies must attend the practice unless excused by an Administrator of the school.

Baccalaureate Mass

Day/Date: Thursday, May 14, 2020
Time: 6:30 p.m.
Seniors must be at school with their gown (**no cap**) by 5:45 p.m.
Place: Bishop Chatard High School
Dress: See page 6

The Baccalaureate Mass marks the end of high school in prayer and thanksgiving to God, to parents, to the administration, faculty and staff, and to the students themselves. Any senior who wishes to participate in the Commencement Ceremonies must attend the Mass, unless otherwise excused by the Principal and/or President.

Commencement Ceremony

Day/Date: Sunday, May 17, 2020
Time: 2:30 p.m.
Seniors must be at school with cap and gown no later than 1:45 p.m.
Place: Bishop Chatard High School
Dress: See page 6

Participation in the Commencement ceremonies is a privilege. Students who earn this privilege have completed the work required and conducted themselves in a way that befits the values promoted by the school.

Admission to Commencement is by ticket only. The number of tickets that each senior will receive is determined by the size of the class and the capacity of the facility. For the Class of 2020: Each student will receive 7 tickets. The school does not provide extra tickets; if a senior needs additional tickets, he/she may talk with other seniors and obtain tickets from classmates who are not using their full complement. The tickets are given to the senior at graduation practice, and it is up to him/her to work out arrangements where there are custodial and non-custodial parents.

Graduation Announcements

In mid-October, Bishop Chatard's diploma company, Herff-Jones, will contact you with information regarding graduation announcements and other keepsake items that may be purchased. Orders for these items are placed in early November. **These items are not included in the graduation fee**, and there is no obligation to purchase them. The announcements are not invitations to the Commencement ceremonies. Graduation announcements are typically sent to out-of-town relatives and friends who would not attend the Commencement ceremonies, but may like to send a congratulatory note or gift to the senior. The school chooses the style of the announcements, and name cards personalized for the graduating senior can be purchased to insert inside the announcements. The company also offers items such as photo albums, picture frames and thank you notes. Again, all of these items are optional and there is no obligation to purchase them.

Graduation Fee

The graduation fee of \$150 will automatically be billed to you as part of the tuition and fees for senior year. The fee is used for the following:

- Diploma covers and printing of diploma inserts;
- Rental of caps and gowns;
- Program printing for the Baccalaureate Mass;
- Decorations and program printing for the Commencement ceremonies.

Caps and Gowns

Bishop Chatard rents the graduation gowns. Seniors are responsible for the reasonable care and return of the gown. Seniors may keep their caps as a keepsake. **Any senior who does not return his/her gown will be billed \$250 for the replacement cost.** Following Commencement graduates should return these items in the auxiliary gym after they have had time to take pictures with friends and family. **Tables to return these items are set up in the auxiliary gym.**

Dress Code for Senior Dress Up Days

Includes Living Rosary, Grandparent's Mass, Baccalaureate Mass, and Commencement. Any questions about the appropriateness of attire for senior dress up days can be brought to Mr. Hansen prior to the event.

Living Rosary

Boys:

- Solid white shirt and tie, (sports jacket or suit jacket is worn only for the Living Rosary) dark (blue, black, charcoal) dress pants with a belt, dark colored socks, and dress leather shoes. Boys should be groomed and clean-shaven; no facial jewelry.

Girls:

- **Option A:** A dark solid (blue, black, or charcoal) dress with sleeves or wide straps- no strapless, spaghetti straps, plunging necklines or backless dresses. No dresses that have large slits (a 2-3 inch slit is fine), uneven hem lines or are too tight/form fitting. The hem of the dress must extend to the top of the kneecap
- **Option B:** A white loose-fitting (not transparent) or a black top/blouse and dark slacks. No Capri or tight-fitting slacks or yoga pants or leggings

- **Option C:** A white loose-fitting (not transparent) or a black top/blouse and classic A-line dark solid skirt. The skirt must not be tight-fitting. The hem of the skirt must extend to the top of the kneecap. A small slit (2-3 inches) is acceptable.

Hair should be well-groomed. No facial jewelry or large dangling earrings. Dress shoes are required. Shoes should be dark or neutral in color. Open-toed shoes are acceptable. No flip-flops, clogs or boots. **Flat/low heeled shoes are required for Living Rosary.**

Baccalaureate and Commencement

Boys:

- Solid colored shirt and tie, dress pants with a belt, dark colored socks, and dress leather shoes. Boys should be groomed and clean-shaven; no facial jewelry or earrings. No shorts allowed.

Girls: no facial jewelry

- **Dress pants:**
All solid colors
No denim, jeans, or skinny pants
- **Skirts and Dresses:**
Length must be no shorter than 2 inches above the top of the knee
Must not be skin tight or form-fitting; no more than 3 inch slit
- **Shirts:**
No cleavage
No sheer or transparent
No skin-tight or form-fitting tops
- **Shoes:**
Flats, Low heeled, comfortable shoes required - Please be sensible

Dress Up Days

Please observe modesty when dressing up for Senior Masses.

Boys:

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

Girls:

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

If you are in doubt with what is appropriate or acceptable, please consult with administration or a teacher before Mass. Students who do not follow this outline run the risk of losing future dress-up privileges. Administration will be holding separate meetings for Senior girls and Senior boys to discuss expectations.

Those meetings are:

Tuesday, Jan. 15-Boys Meeting during Homeroom (Hansen, Reilly) Aux. Gym

Tuesday, Jan. 15-Girls Meeting during Homeroom (Taylor, Brogan, Barnes) Gym

Senior Pictures

We are pleased to have Sarah Shields of Sarah Shields Photography (sarahshieldsphotography.com) offer her services as our senior photographer. All students in the Class of 2020 MUST have their yearbook photo taken by Sarah Shields. Those photos will be scheduled in blocks of time Aug. 22 -24 as well as during the school day Aug. 26 and will be taken at BCHS. Details will be sent to parents and seniors the first week of school to sign up for their senior yearbook portrait. Additionally, students can also sign up for a complete senior portrait session if they so choose. There is a \$30 sitting fee for the yearbook portrait. More detailed information about the yearbook photo and portrait packets will be distributed once school starts.

Students must follow the school dress code when taking their yearbook picture.

Girls: Please wear dresses, sweaters, or blouses. Strapless, low necklines, and spaghetti straps are not permitted. Any colors are allowed, but bold prints take away from the student's portrait.

Boys: Please wear a dress shirt, tie, sport coat, or suit and be clean shaven. No facial hair or earrings.

Campus Ministry

Additional information can be found on the website at <https://www.bishopchatard.org/ministry/senior-retreats/>

Christian Awakening Retreat

Dates: Oct. 22-25, Nov. 5-8, Jan. 14-17, Feb. 18-21, Mar. 10-13

Cost: \$250

Introduction

The Senior Christian Awakening retreat is a three and one half day retreat experience. This retreat allows seniors to reflect on their relationship with themselves, others and God. It is a spiritual highlight of their four years at BCHS and the culmination of their high school retreat experience. The details of the retreat are kept confidential so as to maximize the experience for each senior. This retreat has been offered at Bishop Chatard for over 38 years. Any help with keeping details of the retreat quiet from other seniors, younger siblings and younger students is greatly appreciated. is a significant point in the lives of these young men and women. The retreat is offered on several dates throughout the course of the senior year to accommodate busy schedules. The Senior Christian Awakening retreat is a worthwhile experience. All seniors should take advantage of the opportunity to attend.

Each student is assigned to one of the retreats. Please check the BCHS website, under Faith/Service, then retreats for your child's assigned senior retreat. If your child cannot attend the assigned retreat, contact Steven Patzke immediately, spatzke@bishopchatard.org.

A packet of confidential information will arrive approximately 2-3 weeks prior to the student's assigned retreat. Please open and read thoroughly. If you have any questions, don't hesitate to contact Steven Patzke.

Cost

The school helps subsidize the overall cost of this retreat, but the retreat involves more extensive room and board costs because of the length of time spent at Our Lady of Fatima Retreat House. The fee of this retreat is \$250 and is added to tuition. We do not want anyone to miss the opportunity to participate because of financial concerns. If a parent needs help with the cost, please contact Steven Patzke, Director of Campus Ministry at spatzke@bishopchatard.org.

Senior Retreats begin on Tuesday at 5:15 p.m. and end on Friday around 5:00 p.m. They are held at Our lady of Fatima Retreat House.

Academics

Diploma Requirements

Requirements

In order to receive a diploma from Bishop Chatard High School, students are required to:

- complete a total of 8 semesters in high school,
- pass the ISTEP+ Assessment in Math and English/Language Arts or qualify for a waiver, and
- successfully complete the academic requirements for either a Core 40 or Core 40 with Academic Honors diploma

Clarifications

Any student who does not pass all required courses will not be permitted to participate in Commencement ceremonies. As soon as the school receives official notification that the work has been successfully completed, the school will send a diploma.

If a student completes all of the necessary requirements, but is involved in any major violation of the school rules, he/she may not be permitted to participate in the Commencement ceremonies. Any such decision will be made by the administration after recommendation from the Discipline Board. The student is entitled to a diploma if he/she completed the requirement, however he/she does not have the right to participate in Commencement.

Unless excused by the principal, any senior who does not attend the graduation practice may not participate in the Commencement ceremonies. He/she may attend the Baccalaureate liturgy with the approval of the administration.

All tuition and fees must be paid to receive a diploma and final grades.

We realize that it is a heart-wrenching experience for a senior not to be able to participate in Commencement, but these policies were developed in justice to those many seniors who have worked long and hard towards graduation. Bishop Chatard reserves the right to establish policies concerning a student's participation.

PowerSchool

Bishop Chatard uses PowerSchool as its student management system. PowerSchool is a web-based student information system that creates a collaborative environment for parents, teachers, and students. PowerSchool provides parents and students with anytime, anywhere access to student progress, enabling students to take more accountability for their own learning and overall academic performance.

College Planning

Important Dates

Thursday, August 1, is the first day that seniors can submit applications and request transcripts. Students must make the request through Parchment or Common Application. Parents: Do NOT register your student! Students must register themselves. You must request a transcript to each school to which you are applying.

August-October, watch priority deadlines for university applications very carefully during the fall semester. Almost all universities, including IU and Purdue, have priority deadlines in the fall.

Tuesday, October 1, is the first day you can begin filing your FAFSA (free application for federal student aid). The sooner you apply, the better.

Wednesday, October 2, is the Living Rosary. Many seniors take this opportunity to visit nearby colleges after dismissal from the Rosary.

Wednesday, October 16, is Campus Visit Day for seniors. It is PSAT testing day for all other students. Admissions offices tend to receive many requests for campus visits on this day. Call and schedule your student's visit early.

Friday, October 18, is the final request date for all E-transcripts, ESSR, and scholarship applications to be processed prior to November 1. You must also request test scores to be sent to each school directly from ACT/College Board.

Tuesday, October 29, there will be a parent/guardian college financial aid information session at BCHS in conjunction with Progress Report Night.

Sunday, December 1, is the priority date for filing your FAFSA (free application for federal student aid). Your student must file in order to be eligible for both Indiana and Federal Student Aid.

Friday, May 1, is National College Decision Day. You must submit a deposit to your school of choice to hold your spot in the incoming class.

SAT 2019-2020 dates www.collegeboard.com **BCHS code: 151654**

<u>Test Dates</u>	<u>Register By</u>
August 24	July 26
October 5	September 6
November 2	October 3
December 7	November 8
March 14	February 14
May 42	April 3
June 6	May 8

ACT 2019-2020 dates www.act.org **BCHS code: 151654**

<u>Test Dates</u>	<u>Register By</u>
July 13	June 14
September 14	August 16
October 26	September 20
December 14	November 8
February 8	January 10
April 4	February 28
June 13	May 8
July 18	June 19

Applying for College

Essays

Not required for all applications. Specifics for essay topics will be on the application. Take your time to write a great essay with **ABSOLUTELY NO GRAMMATICAL OR SPELLING ERRORS!** Ask your English teacher or counselor to proofread it.

The Common Application -www.commonapp.org

Many colleges, but not all, accept the common application. Specific college websites will let you know; there is also a list of schools on the common app website. You complete the common application online, then send to as many schools as you like. A recommendation letter and essay are required.

Counselor recommendation forms & ESSRs

Some colleges require their own form. Read the instructions and forward requests to Mrs. Nixon

SATs/ACTs

Colleges require test scores be sent directly from the testing company. Check to make sure you know the policy for each application you are sending. If you entered the BCHS school code when you registered for the tests (151654), your scores were sent here and we put them on your transcript. Very few colleges accept test scores from your transcript, and it's your responsibility to send them from the testing service. Check the **Important Dates** on page 11 for SAT/ACT testing dates.

******Note** - If you are retaking the SAT/ACT this fall and you have already applied to colleges in August, send your new scores directly to those colleges. When you register for your retest make this request through act.org (ACT) and collegeboard.org (SAT).

If you qualify for an SAT/ACT waiver (free/reduced lunch), you also qualify for college application fee waivers. See Mrs. Nixon for a fee waiver.

NCAA

Potential division I or division II athletes must register at ncaa.org. Test scores must be sent directly to the NCAA from the testing companies. To register and for more information go to <https://web3.ncaa.org/ecwr3/> Our NCAA code is 9999.

Financial Aid - FAFSA - www.fafsa.ed.gov

There is no fee for completing and submitting the FAFSA. Make sure you go to fafsa.ed.gov for more detailed information. The FAFSA will be available October 1. Please use the data retrieval tool for your 2018 taxes. It is recommended that you complete FAFSA by December 1. College Financial Aid Info Night for BCHS senior parents will be held in conjunction with Progress Report Night on October 29.

Check the website often at <https://www.bishopchatard.org/academics/school-counseling/> or the Senior Page at <https://www.bishopchatard.org/seniors>. Don't forget the counseling blog, <https://counseling.bishopchatard.org/>, for scholarship information, college rep visits, local college fairs and other useful information for your college search!

Follow College Counseling and scholarship news at <https://twitter.com/BCHSCollege>

BRING YOUR **ACCEPTANCE** LETTERS TO THE GUIDANCE OFFICE! BRING YOUR **SCHOLARSHIP AWARD** LETTERS TO THE GUIDANCE OFFICE!

If you have any questions, please visit the Guidance Office or contact, Pam Nixon, College Counselor by email at pnixon@bishopchatard.org.

Areas of Responsibility - College & Scholarships

Student

- Visit your school counselor often to keep them up-to-date with your plans.
- Check the Bishop Chatard website under **Academics** for link to **College Counseling and the Senior Page**, and the websites of those colleges that interest you throughout the year for information on deadlines, scholarship opportunities, visit days, open houses, etc.
- Complete all scholarship and college applications online and in a timely manner. Allow 10 full working days for the processing of e-Transcripts, Electronic Secondary School Reports (ESSR), and recommendations.
- Know your deadlines and be courteous! Always request letters of recommendation from teachers in advance, at least 10 full working days.
- Bring documentation of scholarships and college acceptances to the guidance office.
- Visit the Guidance Office for helpful information on colleges, majors, careers, and college rep visits to BCHS.

Parent/Guardian

- Visit the Bishop Chatard website often under **Academics** for up-to-date information concerning your student and senior activities.
- Remind your student of approaching deadlines! Help your student keep track of college and scholarship applications. Do not complete applications for them.
- Provide credit card information, if necessary, for online applications.
- Encourage your student to write “thank you” notes to teachers who provide recommendations.
- Remind your student to bring documentation of scholarships and college acceptances to the guidance office.

College Counselor

- Provide advice and direction on post-secondary options.
- Post and update information on rep visits, colleges, scholarships, and deadlines on the Bishop Chatard website.
- Process transcripts, ESSR, and letters of recommendation when requested by the student. Process within 10 working days.
- Post all scholarship and college acceptance information at the end of each grading period.

Health

Meningococcal Vaccine Requirement

It is a state requirement to have both the Meningococcal vaccine as well as the booster documentation on file before the start of the 2019-2020 school year. Please provide proof of the immunization to the Bishop Chatard High School Nursing Office. Records may be faxed to 317-251-3648 or emailed to vlorenzano@bishopchatard.org. Thank you for helping to keep your student healthy!