

BISHOP CONNOLLY HIGH SCHOOL STUDENT/PARENT HANDBOOK 2011-2012



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All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The *policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policies, procedures, programs or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.

*These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720.

**** REVISED 8/23/2011**



TABLE OF CONTENTS

ACCREDITATION.....	5
MISSION STATEMENT	5
STUDENT EXPECTATIONS	5
ADMINISTRATION.....	7
MEMBERSHIPS.....	7
INTRODUCTION & GENERAL INFORMATION.....	8
Computer Network and Internet Acceptable Use Policy	9
Acceptable Use.....	9
Internet Etiquette and Privacy	10
Services	10
Security	10
Termination of Computer Privileges	11
Vandalism.....	11
ACADEMIC REGULATIONS:.....	11
Graduation Requirements.....	11
Typical Four Year Plan	12
Grading System	13
Academic Eligibility for Co-curricular Activities.....	14
Bi-weekly Performance Reports.....	14
Cheating/Plagiarism	14
Class Rank & GPA	14
Community Service Requirements.....	14
Course Changes.....	15
Course Offerings.....	15
Course Selections	15
Course Work.....	15
Transfers.....	15
Exams	16
Homework.....	16
Honor Roll	16
National Honor Society	16
Parent-Teacher Conferences.....	17

Progress/Deficiency Reports	18
Report Cards.....	18
Summer Reading	18
Year Failures.....	18

SCHOOL ENVIRONMENT..... 18

Courtesy	18
Morning Procedures	19
Assemblies	19
Cougar Store	19
Attendance Policy	19
Absences	19
Absenteeism on Test Days	19
Visiting Colleges/College Fairs.....	20
Truancy	20
Absence from Class (Unexcused)	20
Cafeteria.....	20
Student Council.....	20
Deliveries to Students during School Day	20
Automobiles.....	21
Detention	21
Work Detention	21
Dismissal from Class.....	21
Dismissal from Bishop Connolly High School	22
Dress Code/Grooming Code.....	22
General Dress Code Regulations for All Students	22
Unusual Hair Styles	23
Public Displays of Affection.....	23
Drug/Alcohol Policy.....	23
Early Dismissals	24
Field Trip Policy/Permission Forms	24
Fire Drill/Emergency Plan Directions	24
Gum Chewing.....	24
Inclement Weather (Early Dismissal)	24
Cancellation of School Announcements	24
Academic Achievement Center	25
Library Books	25
Off Limits Areas.....	25
Locker Use.....	25
Gym Lockers.....	25
Medical (School Nurse)	25
Medical (Medication Policy)	25
Medical (Physicals).....	26
Use of Cell Phones, MP3 Players, ect.....	26
Security	27
Senior Privilege	27
Smoking	27
Suspension	27
Saturday Work Suspension	27
Tardiness (to Class)	27
Tardiness (to School).....	27
Threats to School Safety	28
Weapons.....	28
Harassment Policy.....	28
Visitors	29

ATHLETIC HANDBOOK.....	30
Mission Statement	30
Chemical Health	30
Code of Conduct.....	30
Eligibility	30
Eligibility (Academic Eligibility for Athletes).....	30
Physicals	31
Loyalty to the High School Team.....	31
One Sport per Season.....	31
Training Rules for All Athletes	31
Transfer Students	32
Hazing.....	33
Appendix S6: Bullying Prevention and Intervention Plan.....	35
 TUITION INFORMATION: 2011-2012 SCHOOL YEAR.....	 39
 STUDENT/PARENT HANDBOOK CONTRACT PAGE 2011-2012.....	 40

Accreditation

Bishop Connolly High School is accredited by the New England Association of Schools and Colleges, Inc. (NEASC). NEASC is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by N.E.A.S.C. indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available all the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Mission Statement

Rooted in the teachings of Jesus Christ, Bishop Connolly High School supports and develops students holistically to be not only hearers but doers of the word.

Beliefs of Bishop Connolly High School

We believe that:

- All students can come to know and have a personal experience with Jesus Christ and the Catholic Church.
- All students can learn provided they are given the appropriate contextual support.
- Critical thinking can be taught and nurtured.
- All students learn best in an environment that is safe, secure, and accountable.
- A Catholic, holistic approach to education facilitates the development of lifelong learners who become Christian moral leaders in a secular world.
- All families are a vital component of the school community.
- Personal integrity, respect for diversity, and multiculturalism should permeate the entire school community.
- The effective and appropriate integration of technology enhances teaching and learning.
- There exists an obligation to attend to the health and well-being of members of the school community.
- Each member of the school community has the obligation to live out the gospel value of love and service to others.

Student Expectations

Students will be able to:

- Develop a loving, personal relationship with Jesus Christ.
- Demonstrate knowledge of the teachings and traditions of the Catholic Church.
- Make morally responsible decisions based upon the teachings and traditions of the Catholic Church.
- Develop a culture of Christian Service to the neighbor.
- Acquire, integrate and apply essential knowledge.
- Access information from a variety of sources.
- Communicate effectively through reading, writing, speaking, active listening, computing, artistic expression, and technology.
- Think critically.

- Problem solve effectively.
- Develop skills for life-long learning.
- Demonstrate moral, personal, social and civic responsibilities.
- Actively participate in, and contribute to, their church and civic communities.
- Demonstrate respect for diversity in a global society.

Administration

- E. Christopher Myron.....*Principal*
- Justin Shay.....*Assistant Principal*
- Kelly Rezendes.....*Director of Guidance*
- Anthony Ciampanelli.....*Director of Admissions/Alumni*
- Frank Sherman*Athletic Director*
- Shannon McGuire.....*Director of Media and Technology*
- Shawna Keavy.....*Business Manager*

Memberships

Bishop Connolly High School holds membership in the following organizations:

- New England Association of Schools and Colleges
- National Catholic Educational Association
- Massachusetts Secondary Schools Administrators’ Association
- Massachusetts Interscholastic Athletic Association
- Mayflower Athletic Conference
- National Association of College Admissions Counselors-ASCD-NASSP-MSSPA
- World Language Honor Society (Spanish, Portuguese, French)

Introduction & General Information

This handbook has been prepared to provide you with important information about Bishop Connolly High School. It also serves to delineate the school's rules and regulations which are contracted by the school, the students and the parents.

Rules are established for the greatest good of all. They exist to establish and promote a safe, orderly environment so that each student can proceed with the serious business of learning with as few interruptions and problems as possible. All should understand that no handbook is all encompassing. Situations not specifically mentioned in the handbook arise that will require disciplinary action as determined by *administration* at Bishop Connolly High School. For this reason, Bishop Connolly High School reserves the right to change and/or amend the handbook for just cause. Changes to the school's rules and regulations may be oral or written notices to students and parents.

Please note the "Contract Page" at the end of the handbook. Student and parent(s) must sign and date this page as an indication that they understand the contents of the handbook and are willing to comply with the rules and regulations as set forth in the handbook. The contract page must be returned to the *Assistant Principal* within one week of the opening date for school.

Bishop Connolly High School does not discriminate on the basis of color, race, gender, religion or national origin in its educational program, activities or admissions policies. However, since Bishop Connolly High School is a Catholic school, all students, regardless of their religious beliefs and practices must take and pass four years of Religion as a graduation requirement and complete a service requirement in grades 9, 10, and 11.

All members of the Bishop Connolly community are responsible for creating and maintaining a school climate based on Gospel values and characterized by an atmosphere of respect for the rights and dignity of others. Self-respect and respect for others are essential for both learning and living. Students who violate any of the regulations stated in the handbook are subject to disciplinary action ranging anywhere from personal/school detention to dismissal from *Bishop Connolly High School*.

Students *shall* act and speak in a respectful manner at all times. Disrespect shown to a teacher, member of the staff or fellow student will not be tolerated and the student guilty of such an infraction will be subject to serious disciplinary action by the *administration*.

Bishop Connolly High School students should be aware that they represent the school at all times— before or after school, on or off the school grounds, and at any school sponsored activity. Therefore, proper conduct and decorum are the expectation of the school. Students will be held responsible by the school administration for any conduct that violates school rules, common decency or civil laws. The *administration* will be the final judge as to the acceptability of a student's conduct or academic performance.

Parents and students must understand that, as a private institution, Bishop Connolly High School retains the right to terminate a student's attendance at any time when, in the opinion of the school, his/her conduct becomes disruptive to the maintenance of good order and proper atmosphere of

the school or when a student's academic performance is seriously deficient. Excluded students are not allowed on school grounds.

Much time and money are expended in maintaining the school building and property. Every student has the responsibility to cooperate in maintaining the cleanliness and order of the classrooms, desks, lockers, corridors, gym, cafeteria, stairways, drinking fountains, bathrooms, and locker rooms. Destruction/damage to school building and/or property will result in serious disciplinary action including asking the student to leave *Bishop Connolly High School*. The student will be responsible for making restitution. Accidental damage should be reported immediately to the classroom teacher, homeroom teacher, coach or member of the administration.

As a courtesy to the student body and their families, the Administration may decide to open the cafeteria and other areas after school for general use. Access to the cafeteria and other areas after school is, therefore, a privilege and may be withdrawn by the Administration at any time at its discretion. Students, who are in the cafeteria or other areas after school, are reminded that all school policies and regulations governing decorum and behavior are in effect even though school is "over" and that they must comply with any and all reasonable requests by the After School Proctor.

All students must participate in all religious, social and educational experiences directed by the school. Students are required to respect the principles and values explicitly and implicitly conveyed by the Roman Catholic Church, legitimate civil authority, and the duly appointed authorities of the school. A parent may not excuse a student from observance of the rules and policies of Bishop Connolly High School.

Computer Network and Internet Acceptable Use Policy

Bishop Connolly High School strongly believes in the educational value of the Internet and recognizes its potential to support and enrich the curriculum and student learning processes. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Bishop Connolly High School will make every effort to protect users from any misuses or abuses as a result of their experiences with the Computer Network and through it, the Internet. It is impossible for the school to restrict access to all controversial materials.

Use of the Computer Network and through it, the Internet, is a privilege and not a right. Listed below are the terms of this contract to which you must agree before you have access to, or use of, the computer and/or the Computer Network. If any user violates any of these terms, access to the Computer Network will be denied, and the user may be subject to disciplinary action. Students should understand that the Network Administrator may view the content of any student folder during the normal business of running the network.

Acceptable Use

Use of the Internet must be in agreement with not only the educational goals and objectives of Bishop Connolly High School as stated in the school's Mission Statement but also with the Diocese of Fall River's Acceptable Use Policy. Students are responsible for following these guidelines at all times when using the Computer Network/Internet and "other technologies".

- The use of any material in violation of any United States legal code or any state legal code is prohibited. This includes but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- The sale of any commercial product or service is prohibited.
- The listing of any product advertisements or political lobbying materials is prohibited.
- Illegal activities of any kind are strictly forbidden.

I am aware that the inappropriate use of the Internet can be a violation of local, state and federal laws, and that I can be prosecuted for violating those laws.

Internet Etiquette and Privacy

The user is expected to follow the generally accepted rules of Internet etiquette. These rules include, but are not limited to, the following:

- Be polite.
- Never send or encourage others to send abusive messages.
- Use appropriate language. The user is a representative of Bishop Connolly High School.
- Privacy; users should never reveal their names, home addresses, and personal phone number nor the names, addresses, and phone numbers of any other person.
- Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities must be reported to the Director of Media & Technology.
- User must not disrupt the computer network in any way, i.e.; removal of equipment or parts of equipment, software, power sources, network connections, etc.
- User shall not post anonymous messages.
- User shall not access, create, or distribute harassing, defaming, discriminatory, abusive, pornographic, fraudulent, obscene, racist, sexist, or threatening material or imagery.
- User shall not attempt to access blocked Internet sites.
- User shall only use school approved, licensed software and shall not use other programs or applications or download any information without the permission of the head of school.
- User shall not use the account or password (if the school assigns one) of another user or attempt to impersonate any other person.
- Confidential information should not be transmitted over the Internet.
- User shall report any known or suspected misuse of the computer system and/or Internet to the head of school. User shall not make any false complaints against any other user.
- User shall not access any "chat room" unless access has been approved by the head of school.

Services

Bishop Connolly High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained through the Internet is at the user's own risk. The school will not accept any responsibility for the accuracy of information obtained through the Internet.

Security

Security on any computer network is a high priority because there are so many users. If a user identifies a security problem, he/she must notify the Director of Media & Technology at once,

without discussing it or showing it to another user. The user must not use another individual's account nor may a student divulge his/her password to anyone except the Director of Media & Technology. If your password is compromised, you must report it to the Director of Media & Technology. Any user identified as a security risk will be denied access to the Computer Network.

Termination of Computer Privileges

Bishop Connolly High School has the sole right at any time for any or no reason to terminate any user's access to and the use of the Computer Network and/or the Internet.

Vandalism

Vandalism includes any attempt to tamper with or destroy the computer system, the hardware, the software, or the data of another user or any other agencies or networks that are connected through the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the immediate loss of computer services, school disciplinary action, and a referral to appropriate law enforcement agencies.

Academic Regulations:

Graduation Requirements

In order to earn a diploma from Bishop Connolly High School, students earn at least 25 course credits, complete exit requirements in Community Service, and fulfill all summer reading requirements for each year students are enrolled in Bishop Connolly High School. **Unfulfilled course and exit requirements must be satisfied in an approved summer program before the student can be officially promoted to the next grade level.**

Graduation requirements include the following course requirements:

Religious Education	- 4 credits
Mathematics	- 3 credits (4 credits starting with the Class of 2015)
English	- 4 credits
World Languages	- 2 credits (3 credits strongly recommended)
Science	- 3 credits (must include two lab sciences)
Social Studies	- 3 credits (must include 1 credit World History & two years of U.S. History)
Physical Education	- 1 credit
Fine Arts	- 1 credit
Electives	- 4 credits

Exit requirements include:

Community Service (grade 9)	20 hours of work for the family
Community Service (grade 10)	20 hours of work for the school
Community Service (grade 11)	20 hours for the larger community

Typical Four Year Plan

(A minimum of 6 credits is required for each year of study)

Courses are offered on the College Prep, Honors, and Advanced Placement levels.

Grade 9

Course	Credit
Religion I	1
English I	1
Algebra I	1
World History	1
World Language I	1
Biology	1
Total credits	6

Grade 10

Course	Credit
Religion II	1
English II	1
Geometry	1
US History I	1
World Language II	1
Chemistry	1
Fine Art	1
Total credits	7

Grade 11

Course	Credit
Religion III	1
English III	1
Algebra II	1
US History II	1
World Language III	1
Science Elective	1
Total credits	6

Grade 12

Course	Credit
Religion IV	1
English IV	1
Pre-calculus	1
<u>Electives: (Select 3)</u>	<u>3</u>
Total credits	6

In addition, all students must receive 1 credit in Physical Education to complete the graduation requirement.

Advanced Placement Program

Advanced Placement courses may be selected only with teacher recommendation and the permission of the Department Chair. *The following AP courses are offered:* AP English, AP US History, AP Biology, AP European History, AP Chemistry and AP Calculus (AB & BC).

Grading System

Bishop Connolly High School will be using the following numeric grading system. Each quarter grade will count as twenty percent (20%) of the full year, which totals 80% of the year's grade. The student's midterm and final course exam each count for 10% of the student's final grade, totaling 20% of the year's grade. The yearly grade is an average of the four quarters and the two semester exams. Averages of 64 or below are considered failing and receive no credit without remediation.

The numerical grading system is as follows: (100-65 Grade Range)

GRADE	COLLEGE PREP	HONORS	AP
100	4.5	5.0	5.5
99	4.4	4.9	5.4
98	4.3	4.8	5.3
97	4.2	4.7	5.2
96	4.1	4.6	5.1
95	4.0	4.5	5.0
94	3.9	4.4	4.9
93	3.8	4.3	4.8
92	3.7	4.2	4.7
91	3.6	4.1	4.6
90	3.5	4.0	4.5
89	3.4	3.9	4.4
88	3.3	3.8	4.3
87	3.2	3.7	4.2
86	3.1	3.6	4.1
85	3.0	3.5	4.0
84	2.9	3.4	3.9
83	2.8	3.3	3.8
82	2.7	3.2	3.7
81	2.6	3.1	3.6
80	2.5	3.0	3.5
79	2.4	2.9	3.4
78	2.3	2.8	3.3
77	2.2	2.7	3.2
76	2.1	2.6	3.1
75	2.0	2.5	3.0
74	1.9	2.4	2.9
73	1.8	2.3	2.8
72	1.7	2.2	2.7
71	1.6	2.1	2.6
70	1.5	2.0	2.5
69	1.4	1.9	2.4
68	1.3	1.8	2.3
67	1.2	1.7	2.2
66	1.1	1.6	2.1
65	1.0	1.5	2.0

I - An Incomplete grade is assigned for special situations such as an extended illness. Approval of the *Principal* is necessary in order to assign this grade. The time needed to complete the work will also be determined when permission is given. An incomplete grade cannot be assigned for the last quarter of the year.

W - When a student withdraws from a course before it is completed, the assigned quarter grades stand with a notation of passing (WP) or failing (WF).

Academic Eligibility for Co-curricular Activities

If a student fails two or more subjects for a quarter, he/she may not take part in co-curricular activities (including sports) for the next quarter of that academic school year. The student may not participate until the next report card is issued.

Bi-weekly Performance Reports

Parents may request a bi-weekly report on a student's progress. Teachers are given an opportunity to assess the student's performance on the performance report. Since our schedule is a seven-day cycle, students have one complete cycle to fill out the form. We ask parents to sign and return the Performance Report to the Guidance Office with comments on how they are going to provide support for their child based upon the teachers' assessments.

Cheating/Plagiarism

The administration and faculty of Bishop Connolly High School regard cheating and plagiarism as a most serious breach of our school's values. Plagiarism is the act of taking another's work and submitting it as one's own or the act of falsifying information in support of one's work. This act constitutes intellectual fraud. When such an infraction takes place, the parents will be notified and no credit will be given for the work. The matter will be brought to the attention of the *Principal*. Cheating includes, but is not limited to copying another's work, copying from the Internet and forgery, and copying translations from the Internet. A failing grade will be assigned for work when cheating is involved.

Class Rank & GPA

Calculation for class rank is based upon a weighted grade point average (GPA). Students taking honors or AP courses earn a higher weight than those in the college preparatory courses*. The weighted GPA is noted on each report card. Class rank is determined at the end of the junior year and is reported in deciles. Valedictorian and Salutatorian distinctions are conferred upon the top two ranking seniors who have completed four complete years of study at Bishop Connolly High School.

** Please refer to the grading system outline in the **Academic Regulations** section of the handbook.

Community Service Requirements

In order to live our Mission Statement more fully, the administration and faculty have established a Community Service Program for all students. This Program seeks to nurture the gifts and virtues of discipleship. The connection between word and action, faith and good deeds is so intimate that one cannot be a disciple without putting faith into action. Our Community Service Program supports an integral part of our mission at Bishop Connolly High School and is a graduation exit requirement.

Students are required to perform a minimum total of *sixty - (60)* hours of community service over four years in order to receive a diploma from Bishop Connolly High School. Members of each class have a distinct service assignment. During the freshman year, students must provide twenty (20) hours of service in their homes in order to be promoted. Sophomores must provide twenty (20) hours of service to the school in order to be promoted and juniors must provide twenty (20) hours of service to the wider community in order to be promoted. Successful completion all four years of the Community Service Program is monitored by the Campus Minister and will be listed

on the student's official transcripts. Successful completion of the Community Service Program is a promotional/graduation requirement for all students.

Course Changes

Students who have difficulty with a subject or who may need a greater challenge will discuss their concerns with the teacher. The teacher will make the department chairperson and Guidance aware of his or her assessment of the student's concerns, and the counselor will notify the parents of the concern. Determination regarding the appropriateness and/or availability of requested course changes will be made by the teacher, Department Chair, guidance counselor, and Director of Guidance.

Course Offerings

All course offerings are college preparatory in nature. In accordance with the teaching of educator Lauren Resnick, we believe that "Effort can *grow* intelligence," and all our courses have been designed to meet this paradigm for learning and to provide high expectations for all students. Honors level courses *may* be recommended by teachers for students and approved by the Department Chair.

Advancement Placement Courses are available to seniors and juniors upon the recommendation of their academic teacher in conjunction with the Department Chair and the Guidance Department. These courses enable the student to pursue college level work in high school. Students must achieve a minimum score of '3' (scores range from 1 to 5) to be eligible for the achievement of college graduate credit. All students who enroll in AP classes must take the AP exam. **There is a charge to take the AP exam to be paid by the student.* Recommendations are made on the basis of department criteria, the students' ability to demonstrate excellence in the discipline, and the students' demonstrated capacity for independent study.

Course Selections

In February, students are asked to select courses for the next academic year. A course selection booklet is provided for each student with a description of every course offered and the pre-requisites needed to select the course. The teachers, department chairpersons, counselors and parents must approve course selections. If a scheduling conflict should occur, the student will be asked to select another course that will complete the student's course of studies and be compatible with graduation requirements

Course Work

Each student at Bishop Connolly High School is expected to work to his or her potential. Completing nightly assignments and being well prepared for class each day are realistic expectations for students in a college preparatory curriculum. Teachers are available before and after school for any student who may need extra help. *Students must pass each course in which they are enrolled.*

Transfers

When a student transfers from one class to another or transfers in from another school during the school year, grades earned from previous assignments will be factored into the student's earned average.

Exams

In an effort to adequately prepare our students for college, a ninety-minute final exam is given at the end of each course in all classes. Students who are absent without a doctor's note, or late for an exam without the prior approval of the *Principal* will not receive credit for the exam. Seniors who maintain a 90 average or above each grading period in a course will not be required to sit for the final exam in that specific course. ALL other students are required to sit for examinations on scheduled days and times except for reasons approved by the Principal.

Homework

In a college preparatory course, teachers assign nightly work. Additional work is assigned for honors and AP courses. Faithful completion of homework is necessary for a student's academic success at Bishop Connolly High School. Homework includes not only written work and reading assignments, but also the study of class notes and review for the next day's work. It is the student's responsibility to obtain assignments when absent from class and make up the work in a timely manner. Students who are absent from class can contact teachers via email to receive assignments. If a student is out for two consecutive days, parents can arrange to have books picked up in the main office by contacting the student's counselor.

Honor Roll

Each quarter the school recognizes those students who have excelled during the marking period. Honor Roll status is conferred upon students who have met the academic and conduct standards of the school. Our honor roll has an un-weighted calculation. Students must also earn good conduct comments in order to be eligible for honor roll. Students earning Principal's Honors must also have excellent attendance.

- Principal's Honors: no grade less than a 95
- First Honors: no grade less than a 90
- Second Honors: no grade less than an 85
- Third Honors: no grade less than an 80

National Honor Society

Sponsored by the National Association of Secondary School Principals (NASSP), membership in the National Honor Society (NHS) is one of the highest honors a student can achieve in high school. Students are selected on the basis of national norms in Scholarship, Leadership, Character and Service. A student does not apply to the Society, but is invited to become a member when these standards are clearly met.

Procedure for selecting and naming students for the NHS:

Prior to the time of induction, those students (sophomores, juniors, and seniors) who have a cumulative grade point average of 3.75 or better will be notified and told in writing that they are candidates for membership in the Bishop Connolly Chapter of the NHS.

These students will submit a series of essays on character, service, and leadership as instructed by the advisors.

Faculty members will be given the opportunity to comment on all candidates in relation to service, character, and leadership. Classroom behavior, tardiness, respectfulness shown towards other students and faculty will all be considered as well in student nominations.

A five-member faculty council, appointed by the Principal, will review the candidates' status and make final recommendations for membership.

Candidates who wish to appeal the decision may request a hearing from the Principal; at the meeting candidates may submit additional information to support their candidacy. Candidates should realize that membership is an honor, not a right.

Candidates who have been accepted for membership will be inducted at a public ceremony. Seniors who become academically eligible AFTER the ceremony MAY NOT be considered as candidates; however, underclassmen may re-apply for membership the following year if they remain eligible.

Dismissal:

When a member's average falls below a 3.75 at a marking period, he/she will be warned by the advisor and that student is expected to regain the 3.75 status by the next marking period. If the student fails to do so, he/she will be dismissed from the society and must return the NHS pin and membership card. Once a student is dismissed, he/she is not eligible again.

The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the NHS.

Members who fall below the standards upon which they were initially selected shall be promptly warned in writing by the chapter advisor and given one marking period to correct the deficiency; however, students involved in a flagrant violation of school rules or civil laws shall be removed from NHS immediately.

In all cases of impending dismissal, a member shall have the right to appeal this decision to the principal.

Parent-Teacher Conferences

Parents are encouraged to make appointments with teachers to discuss the progress of their child any time during the school year. Contacting the teacher directly is the best way to arrange for such a meeting. E-mail is normally the most efficient form of direct contact, but parents may also call the school to reach a teacher. Counselors are always available to the parents and parents are encouraged to discuss any concerns with them.

Parent-Teacher Conferences are held in the afternoon and evening, half way through the first and third marking periods. Parents are given this opportunity to meet briefly with each of their child's teachers.

Progress/Deficiency Reports

Half way through each marking period, teachers will issue a Progress/Deficiency Report assessing the student's progress to that point in every subject. Parents will pick-up the Progress/Deficiency Reports before Parent-Teacher Conferences, half way through the first and third marking periods. Half way through the second and fourth marking periods, these reports are mailed home and the date they are issued is noted in the school calendar. Parents should expect a report from each teacher.

Report Cards

Report cards are issued four times each year. In addition to the grade assigned for each subject, teachers give one comment that provides insight into the student's effort and work performance. Each teacher also gives a conduct comment and parents are encouraged to speak with the teacher when an Inconsiderate or Unacceptable comment appears on the report card.

Summer Reading

In order to strengthen literacy skills and promote interdisciplinary learning, *Bishop Connolly High School offers summer reading.* Students at each grade level must satisfy all of the requirements for Summer Reading.

Year Failures

Students who fail a subject for the year **must** remediate that work in a summer school program or be tutored with an approved certified teacher in that subject area for twenty-five hours. Parents will receive official notification with a Summer School Form to be completed and returned before a summer program begins. Once the summer program or tutoring is completed, an official notification from that school or tutor should be sent to Bishop Connolly High School. Upon completion of summer remediation, students are subject to a departmental examination. If the student does not pass this exam, the school may require the student to repeat a failed course.

Any student who earns a **failing grade in two or more subjects** may be asked to withdraw from Bishop Connolly High School.

School Environment

Most students will experience little difficulty living within the rules that are defined for the school. When students are found to be in violation of a school rule, attempts will be made through counseling and/or sanctions to resolve the issue. Sanctions may be in the form of detention, loss of school privileges, and suspension for a specified time or expulsion.

Courtesy

To assist in maintaining order and safety in corridors, stairways, cafeteria or school grounds, students are *expected* to comply with the following guidelines:

- Keep corridors and stairways open to traffic by staying to the right.
- Do not block the corridors by standing in groups, thereby making it difficult for others to get by.
- Always be kind, courteous, and considerate of others in the corridors, stairways, and classrooms and on school grounds.
- Take pride in your school by keeping the corridor clean and by discarding any paper, trash, etc. properly.

- Running, pushing others, knocking books out of others' hands, shouting or other forms of inappropriate behavior and language are not allowed in the corridors, stairways, and cafeteria or school grounds. Such behavior will be subject to disciplinary action by the *Vice Principal*.

Morning Procedures

All students must enter the building through the gym lobby doors and be in their first period class prior to 8:00am. Students arriving to school after 8:00am must enter the building through the main entrance and immediately report to the main office. **All students must be in proper dress code before entering the academic section of the building.**

Assemblies

Assemblies are scheduled periodically throughout the school year. Students will follow the directions of the attending faculty and act in a courteous, mature manner.

Cougar Store

The Cougar Store is located in the main office. Hours of operation shall be posted and announced via the PA system. Notebooks, pens, pencils, and an array of Bishop Connolly clothing and accessories are available to students for purchase.

Attendance Policy

Regular attendance at school and classes is an absolute necessity for success in high school. Every attempt must be made to schedule vacations and all appointments (medical, dental, driving tests, etc.) after school hours or on days when school is not in session. A student must be present by 10:30 A.M. to be marked present for that day. Any student who is absent may not participate in any school-sponsored event on the day of the absence, i.e. athletic events or practices, theater performances or rehearsals, dances, co-curricular events, etc. Any student who misses 15 days of school in one academic year may not be eligible to receive credits for that year. The only exception is students who miss more than 15 days because of serious, long-term illness which is verified by a doctor's note.

Parents or guardians are requested to call the school at (508) 676-1071 before 8:00 a.m. to report an absence or anticipated tardiness.

Absences

All absences of five or more consecutive days must be accompanied by a physician's note.

Upon returning from an absence, it is the student's responsibility to make arrangements with respective teachers to complete missing work within the time frame established by the teacher.

Absenteeism on Test Days

If a student is absent the day of a test or quiz, the student should be prepared to take the test/quiz the day he/she returns to school.

Visiting Colleges/College Fairs

Normally seniors should visit colleges during IOWA Testing in October. In order for other visits to be excused absences, seniors must obtain prior approval from their guidance counselor. Final approval for college visits during school days resides with the Director of Guidance. Bishop Connolly High School will offer college fairs to juniors and seniors during the month of September.

Truancy

A student is considered truant if he/she is absent from school without the knowledge of parents/guardians; leaves school without having obtained the necessary authorization; is absent with an excuse not acceptable to the Administration; or leaves school without permission. The student will not receive credit for the time missed. A parental conference must take place before a student is readmitted to school.

The school reserves the final right to determine the legitimacy of absences, tardiness, or dismissals.

Absence from Class (Unexcused)

If a student does not have a pass from an administrator, teacher, or staff member excusing him/her from a class, his/her absence from class will be unexcused.

Cafeteria

All food and drink must be consumed in the cafeteria. When in the cafeteria students are expected to:

- keep table areas clean
- put all refuse in appropriate receptacles
- use good table and eating manners
- put chairs back in place
- remain in cafeteria for entire lunch period
- refrain from throwing any objects, sitting on the windowsills or tables at any time.

The delivery of commercially prepared foods is strictly prohibited.

Student Council

Only those students in good academic and behavioral standing may be candidates for office. Good academic standing means passing all courses and fulfilling all other academic criteria, i.e., summer reading, community service, etc. Students who have a documented behavioral-issue history are not eligible. An elected officer is subject to suspension from official duties if he fails to maintain either behavioral or academic eligibility.

Deliveries to Students during School Day

Deliveries of flowers, balloons, candy, etc. to students during the school day are not allowed.

Automobiles

Driving to school is a privilege, not a right. The following regulations are to be observed at all times:

- A speed limit of 15 miles per hour must be observed.
- Students are to park only in designated spaces – the lot in front of school only, unless otherwise directed.
- Students are not allowed to loiter in cars or parking lots before or after school.
- Students must always obtain permission from the Administration should it be necessary to return to their cars during the day.
- Students are not to park in any space designated “HANDICAPPED”.
- Reckless driving or driving to endanger will NOT be tolerated at any time.
- Students are prohibited from parking in the Cardinal Medeiros Residence Lot(s).
- The Administration reserves the right to revoke a student’s privilege of parking on campus.

Detention

Students who do not adhere to the regulations set forth in this handbook are subject to personal or school detention as one type of sanction. *Personal detention* is given by the classroom teacher for a classroom infraction. Students who fail to serve personal detention are subject to disciplinary action by the *Assistant Principal*. *School detention* is given for a more serious violation or infraction and warrants the attention of the *Assistant Principal*. Students assigned to school detention must be on time (2:30pm), must be in dress code, must have sufficient school work with them, must maintain quiet and must obey the directions of the Proctor at all times. Failure to adhere to the rules of detention will result in additional detention time or other appropriate discipline. Once a student has 5 detentions a parental conference will be required. Additional detentions can lead to serious disciplinary action, including dismissal from Bishop Connolly High School.

School detention will be held for one hour after school. Detention takes priority over all other commitments such as practices, extracurricular activities, job, etc. Students must be in dress code for detention. It is the student’s responsibility to arrange for transportation home on the day(s) when he/she is serving detention.

Office detentions are expected to be served within twenty-four hours. Any exceptions must be approved by the *Assistant Principal*.

Work Detention

Depending on the seriousness of the infraction, the student may be required to serve from one to three hours of work detention after school or during school vacations or on Saturdays as determined by the Assistant Principal.

Dismissal from Class

Students who are asked to leave class for disrupting the learning environment are to do so immediately and are to report to the Assistant Principal. Failure to report will be considered insubordination and may result in further disciplinary action. The teacher will follow the dismissal with notification.

Dismissal from Bishop Connolly High School

In the event that a student is asked to withdraw from Bishop Connolly High School as the result of disciplinary action, that student may not come on school property or attend or take part in any school sponsored events or activities on or off school property such as school dances, athletic events, proms, co-curricular activities, etc.

Dress Code/Grooming Code

Bishop Connolly High School is a Catholic diocesan school; therefore, it maintains the right to establish a policy of dress and grooming for its students. Personal grooming stresses neatness, cleanliness, and moderation in fashion, style, and practice. **Determination of what is acceptable or unacceptable will be made by the Administration.**

All students will dress appropriately for school because it is a structured place of learning. The school and home will share responsibility for teaching that there are proper modes of dress for certain times, places, and activities. The dress/grooming code must be adhered to at all times unless special and specific permission is given for an alternative mode of dress. **Conformance to the dress/grooming code will be checked every day during first period and when necessary during the day.**

Anything which tends to detract from this environment is unacceptable. At all times, students are expected to demonstrate good taste and common sense out of respect and consideration for all members of the school community. **Parents have the obligation to see to it that their children are properly dressed to come to school.**

Serious and/or consistent dress code violations will result in disciplinary action and parental notification.

General Dress Code Regulations for All Students

- The dress code is in effect for all students from 7:45am until 2:15 p.m. in all places on campus. (Acceptable attire is in effect at all times).
- In all cases and at all times, any garment acceptable under the dress code must be neat, clean and in good repair.

For Boys:

- Tan docker style pants purchased from Donnelly's fastened at the waist with a belt.
- A red or white BCHS polo shirt.
- Optional BCHS red sweater or sweater vest purchased from Donnelly's.
- Sneakers or shoes with socks.

For Girls:

- A plaid BCHS skirt with black opaque tights or tan docker-style pants purchased from Donnelly's. Skirts may not be shorter than three inches above the knee. Skirts may not be rolled or tucked at any time.
- Tights are to be free of holes and runs. Footless tights and tights with patterns of any type are unacceptable.

If a student's tights are deemed unacceptable, the student will be consigned a pair by the Bookstore for payment the following school day.

- A red or white BCHS polo shirt.
- Sneakers, flat or low heeled shoes. No sandals, high heels, open back shoes, flip-flops, clogs or clog-style shoes are allowed at any times. No portion of the footwear may extend above the ankle if a skirt is being worn.
- Optional BCHS red sweater or sweater vest purchased from Donnelly's.

Guidelines:

- Hooded items and hats are **not** acceptable at any time. Scarves, turtlenecks, tassels or other accessory items may NOT be worn at any time.
- Clothing items may not be "layered"
- Body piercing items other than earrings are unacceptable. A single small earring per ear may be worn. Plugs or temporary plastic piercings are NOT acceptable and piercings may NOT be covered by a band-aid.

Unusual Hair Styles

The Administration reserves the right to take appropriate action whenever it deems a hairstyle to be unusual or disruptive. An unusual or disruptive hairstyle is constituted by, but not limited to, Mohawks, dreadlocks, unusual colors, hair that covers the eyes, excessively long hair on males (touching the shoulders or longer), and pony tails on boys. Facial hair must be neatly trimmed.

Public Displays of Affection

Inappropriate public displays of affection are not permitted within the school, on school grounds, on school buses/vans, and at school-sponsored events.

Drug/Alcohol Policy

We sincerely hope that any student who may be involved in drug or alcohol use will consult the counselors, chaplain, *nurse* or teachers for professional help in overcoming his/her problem and its causes. As Christians, we recognize the importance of loving one another as Christ loves us. This includes the idea of helping a fellow student with a personal drug/alcohol problem. One way to help a friend or fellow student, in this case, is to let someone in the school community know of the problem.

A regulation made by the Massachusetts Association of Secondary Schools Principals and given due process of law since 1973 states: *No student is permitted to imbibe or have imbibed, nor to have in his/her possession any alcoholic beverage or drugs while in school, or while attending any school activity, whether or not that activity takes place on the school premises.*

Violation of this rule is a serious offense and will be handled according to the policy below:

If a student consumes, buys, sells, provides, or has in his/her possession, is in the presence of any form of alcoholic beverage or drug, regardless of amount, in school, on or off school grounds or at a school sponsored activity, or prior to attending school or any school sponsored activity, or in any activity where students are representing Bishop Connolly High School, the parents will be notified and disciplinary action will follow. Disciplinary action may range from suspension to dismissal. However, selling of drugs or alcohol or the intent to distribute them on campus will result in immediate dismissal.

For those students who are not dismissed, referral to a rehabilitation program will be suggested and, in some cases, required, and that student will be asked to submit to random drug tests for the rest of his/her tenure at Bishop Connolly High School.

Early Dismissals

A written request for early dismissal signed by the student's parent/guardian must be presented to the Main Office the morning of the dismissal. This request must contain the date, time and reason for dismissal and a telephone number for verification. Requests for early dismissal should be made only for unusual and/or emergency situations. Students being dismissed early shall sign out in the Main Office.

Field Trip Policy/Permission Forms

Field trips are privileges and students may be denied participation if they fail to meet academic or behavioral requirements. Students who fail to submit the proper permission form filled out and signed will not be allowed to participate in the field trip. Parents and students must understand that telephone calls will not be accepted in lieu of the proper written permission form.

Fire Drill/Emergency Plan Directions

In a fire/emergency drill each student should maintain *absolute silence*, should walk far enough away from the building so that he/she would be safe, in case of an actual emergency, and should stay in his/her classroom group with the teacher. Never stand in the roadways. Carrying out of these regulations could be a matter of life and death and these rules must therefore be observed and practiced seriously even in a fire/emergency drill. When leaving the building, the following directions should prevail:

Main Entrance next to Office:
101 102 103 104 111 112 113

Stairs/So. End (near Office):
201 202 213 214 216

Middle Stairs —Door Off Library:
203 204 210 211 212

Bus Stop Entrance:
105 106 108 109 110 Physics Lab

Stairs/No. End (opp. Bus Stop):
205 206 208 Bio & Chemistry Labs

Auditorium/Foyer Entrance:
Cafeteria & Resource Center

Gum Chewing

Because experience has demonstrated that too many students dispose of used chewing gum on the floors, drinking fountains, furniture, etc. students may not chew gum while in the school building — even before or after school hours.

Inclement Weather (Early Dismissal)

There are occasions when parents call to request that a student be dismissed early because of inclement weather. If you wish your child to be released with the driver of his/her carpool please send a note to school addressed to the *Assistant Principal*.

Cancellation of School Announcements

Cancellation of school because of stormy weather, etc., will be made by telephone through School Reach, over TV Channels 10, 12, and ABC 6 News as well as the following radio stations: WSAR 1480 AM, WPRO 92.3 FM and WSNE 93.3 FM.

Academic Achievement Center

The Academic Achievement Center supports the curriculum by providing the materials necessary for students to access information. The facilities house computers, printers, interactive white boards and projectors as well as designated laptop areas for students. Students are expected to adhere to policies and procedures which are posted in the Academic Achievement Center dealing with the circulation of materials and appropriate decorum.

The Academic Achievement Center's computers should be used for academics only. Students using the computers for personal e-mail or other inappropriate purposes will lose computer privileges.

Library Books

Students must fulfill any obligations to the library including return of books, media, or fines due prior to the first scheduled midterm or final exam. Students who have overdue library materials will be denied library privileges until the materials are returned. Students must reimburse the school for any library materials not returned prior to the first scheduled final exam or they will not be allowed to sit for exams. Students who are habitually remiss in returning overdue materials may lose library privileges.

Off Limits Areas

Areas other than the sidewalk and area outside the gymnasium entrance to the school, the road and sport areas at the west end of the school auditorium and the area outside the student parking lot are off limits.

Locker Use

It is the school's expectation that students be prepared for every class with their respective books, notebooks, materials, etc. Every student has an assigned locker. Students may NOT share a locker. Lockers should be securely locked. Report any locker difficulties to the Main Office. The school maintains ownership of all lockers, including gym lockers, and reserves the right to search them at any time without notice.

Gym Lockers

All Students who participate in athletic teams must use lockers in the assigned areas of the gym. Locks are available from the *Athletic Director* and must be used.

Medical (School Nurse)

Any student who becomes ill during the school day may, with a teacher's permission, report to the Nurse's Office. In the event that the nurse is not on duty, the student must report to the Main Office. Students MUST NOT contact parents directly if they are sick. The school nurse or main office receptionist will be responsible for contacting parents or legal guardians. No student will be released from school without parental notification. Parent(s) must sign out ill students at the Main Office.

Medical (Medication Policy)

The following policies regarding prescription and nonprescription medications have been put in place to ensure the health and safety of students needing medication during the school day. Bishop Connolly High School requires that a signed medication form be on file in the student's

health record before we begin to give any medication at school. The form should include the following:

1. State law requires signed consent by the parent/guardian to give any medication at school.
2. For prescription medication, the form must be completed and signed by a licensed health provider before the school nurse can administer any medication. The order is renewed at the beginning of each academic year.

This includes all over the counter medications (Tylenol, Midol, Tums, etc.)

Medication is to be provided to the school by a parent or guardian in a pharmacy-labeled or sealed manufactured container. For prescription medicine, ask your pharmacy to provide separate bottles for school and home. **No more than a thirty day supply of prescription medication should be delivered to school.**

All over-the counter medications must be delivered with the student's name clearly marked on bottle or box. Containers must be **unopened.**

Medication must be picked up by the parent/guardian at the end of the school year. Students are responsible to report to the nurse's office at the time that daily medication is to be distributed.

Parents of children who have serious allergies (food, dye allergies, or insect stings) or chronic conditions (asthma, diabetes, seizures, etc.) must provide the school with inhalers or epi-pens and signed medical consent forms so your child may receive his/her medication when needed.

Medical (Physicals)

Immunization Record and a physical exam within the last 12 months are required for admission to Bishop Connolly High School (freshmen and transfer students).

A yearly physical exam is required for all students who participate in a sport (Massachusetts state requirement). Parents/guardians are to provide a copy of the physical to the school nurse to be placed in the student's cumulative health record.

Use of Cell Phones, MP3 Players, ect.

The use of MP3 players and/or cell phones is NOT permitted during school hours. Once a student leaves the cafeteria after 7:45am, s/he must turn off and store all appliances. If a student's cell phone or MP3 player is heard or seen during the school day (7:45am-2:15pm) the device will be confiscated and turned in to the Assistant Principal's office and will be returned only to the parent. Bishop Connolly High School is not responsible for lost, stolen or confiscated headphones, radios, etc. To clarify, cell phones and MP3 players may be used only in the cafeteria before 7:45am and after 2:15pm.

Security

The school doors are secured at 8:00 am. All entrances are locked. Tardy students must enter at the Main Office entrance and check in with the school secretary.

Senior Privilege

“Senior Privilege” will begin at the discretion of the school administration. This privilege allows seniors to sign out and leave school after lunch for the last two periods or at the beginning of the last period if they are free. Senior Privilege will not be granted when a school event is scheduled during the last two periods. If a student fails a course for the quarter, his/her senior privilege will be revoked for the upcoming quarter.

Seniors are required to sign-out in the Assistant Principal’s Office before they leave school. Signing out is considered to be the official dismissal of seniors. The school is not responsible for students after they sign out.

Parents have the right to prevent their son/daughter from leaving school early when he/she has the last or the last two periods free. However, the request must be in writing and given to the Assistant Principal.

Smoking

Bishop Connolly High School is a smoke-free campus. The no smoking policy will be enforced during all school-sponsored functions such as dances, proms, athletic events, etc. on or off campus. Smoking is a **major offense** and can lead to serious disciplinary sanctions.

Suspension

If a student is suspended out of school from Bishop Connolly High School, he/she will not receive credit for any work, quizzes, tests, projects, etc. due on the day(s) of suspension and may not attend or take part in any school sponsored events (athletic, social, etc.) scheduled on the day of the suspension. The student could also have work detention. The student’s parent(s) must return with the student on the day the student is readmitted to school.

Saturday Work Suspension

In lieu of an out of school suspension, Saturday work detention may be assigned (8:00 am to 12:00 pm). Students assigned to Saturday work detention must report on time and be prepared to carry out any and all work assignments. Failure to do so will automatically result in an out of school suspension on the Monday following the scheduled Saturday work suspension.

Tardiness (to Class)

All students are expected to be on time to all classes. Students entering class after the bell are tardy. Teachers will monitor class tardiness and once a student is tardy three times he/she will submit a disciplinary report to the Assistant Principal who will contact the parent.

Tardiness (to School)

The school day begins at 8:00 a.m. each morning. Students who arrive at school after 8:00 a.m. are considered tardy to school and must report to the Main Office. Teachers will not allow students to enter homeroom after the bell has rung unless they present an admit pass obtained in the Office.

Students, who are assigned detention due to tardiness, must report to detention at 2:30pm on the day they are tardy. Detention takes priority over all other commitments such as practices, extracurricular activities, jobs, etc.

Threats to School Safety

Any student who threatens school safety shall be immediately expelled without recourse or the possibility of re-admittance to any Catholic school in the Diocese. Any instructional time lost in school evacuation resulting from a threat to school safety shall be made up.

Weapons

Students in possession of any weapons or simulated weapon, including all types of, but not limited to, knives, guns, chains, mace, pepper spray, toy and water guns, whether on their persons or in their lockers, threaten the safety of the school. Administrative action may result in a student's suspension or withdrawal from Bishop Connolly High School.

Harassment Policy

Bishop Connolly High School is a community in which all members have the right to feel both safe and respected, and to live, work, and learn in an environment that is free from harassment. Behavior that undermines these rights will not be tolerated. It is this school's policy that no member of the school community may harass another member. In all cases of harassment, the school will maintain confidentiality to the extent possible.

Some examples of harassment include the following:

Physical:

- | | |
|---|-------------------------------------|
| -bumping into someone | -unwelcome or unnecessary touching, |
| -pushing or shoving | patting or hugging |
| -standing in someone's way or
standing too close | -pinching, grabbing |
| | -hitting, punching |

Verbal:

- | | |
|---|---------------------------------------|
| -threats | -insults |
| -sexual stories, jokes, or rumors | -notes, letters, graffiti |
| -inappropriate email or instant messaging | -pressure for sexual activity or date |

Non-Verbal:

- | | |
|---|----------------------------------|
| -obscene gestures | -staring at someone's body |
| -pictures or drawings | -pantomiming in an insulting way |
| -hazing | -intimidation (bullying) |
| -gestures or looks, i.e. winking, licking lips, suggestive body movements | |

Procedure:

Any harassment complaint should be reported to:

School Administrator	School Counselor
Trusted Teacher	Nurse
Chaplain/Campus Minister	

Complaints can be filed informally or formally.

Informal Complaint:

1. Student verbally (or in writing) files a harassment complaint.
2. The complaint is investigated by the Administration.
 - Administration may suggest mediation or some other form of appropriate, effective, or corrective action.
 - Administration will continue to monitor the situation, encouraging continued communication between the accused and the Administration, as well as between the complainant and the Administration, in order to prevent the reoccurrence of the conduct and minimizing the burden on the student who has been harassed
3. A student has the right, at any time, to end the informal process and go forward with a formal complaint.

Formal Complaint:

1. The student and parents fill out “Bishop Connolly High School– Discriminatory Practice Review Student H harassment Form.”
2. The alleged harasser and his/her parents are notified of the formal complaint.
3. Administration will conduct a thorough investigation and take appropriate, effective and corrective action.
4. Both parties will be notified of Administrative decisions.

Visitors

Only students interested in attending Bishop Connolly High School or who are shadowing a student are allowed to visit the school or attend classes. Prior arrangements must be made with the Admissions Director. Approved visitors must follow school rules, including acceptable dress code.

Athletic Handbook

This Athletic Handbook has been written for the purpose of standardizing procedures for the athletic program at Bishop Connolly High School. Standardized rules and regulations are applicable to all students engaged in athletic activities. Additional rules may be developed for members of a team provided they do not conflict with those in the handbook.

Mission Statement

Interscholastic athletics provide lifelong and life-quality learning experiences for students while enhancing their achievement of educational goals. Students learn the values associated with discipline, teamwork, sacrifice, commitment, leadership and organizational skills, accountability and citizenship. Bishop Connolly High School stresses the ideals of good sportsmanship, ethical behavior, integrity and a genuine concern for others.

Chemical Health

During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

Member schools are alerted that this rule represents only a minimum standard upon which schools could develop more stringent requirements.

While athletes in Massachusetts are governed by MIAA rules and sanctions, every parent and athlete should know that Bishop Connolly High School's expectations for its athletes and rules governing its athletes are stricter than the MIAA's and that the school's sanctions are more severe than the minimum sanctions endorsed by the MIAA.

Code of Conduct

No group can function without rules and leadership. When an athlete reports for a sport, he/she is telling school authorities and the coach that he/she wants to be a member of a group. Since no group can achieve its goals without regulations for its members, the athlete reporting for a sport is also expressing his/her acceptance of a set of ground rules and his/her understanding that these rules must be followed by all team members.

Eligibility

In order to be eligible to represent in athletic contests a secondary school which is a member of the MIAA, the contestants must conform to all of the Rules of Eligibility found in the MIAA Blue Book. Of prime concern to our athletes here at Bishop Connolly High School is that they be academically eligible. Athletes' grades are checked after each marking period.

Eligibility (Academic Eligibility for Athletes)

A student may fail no more than one subject to be eligible to participate in athletics for the next quarter. The student may not participate until the next report card is issued.

Physicals

Physicals are required of all athletic candidates yearly. **If there is no physical with the nurse, an athlete will not be allowed to participate in the sport.**

Loyalty to the High School Team

A bona fide member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are prohibited from missing a high school practice or competition in order to practice or compete with an out-of-school team.

This rule is in effect for the following reasons:

- to protect school athletes from over-exertion and to provide for their physical well-being.
- To provide athletic participation for more students.
- Insofar as it protects the student-athlete, this rule provides control over the increased emphasis on organized non-school sports and year-round competitive team sports.
- To foster the integrity of the student-athlete's academic pursuits.
- To protect student-athletes from the conflicts that may result from involvement with different coaching programs and with different athletic philosophies and the inevitable scheduling conflicts that arise over practices, games, playoffs, and the like.

One Sport per Season

A student-athlete shall participate in only one sport in any defined MIAA sport season (Fall, Winter, or Spring), including tournaments and/or championships in that season. A student-athlete officially becomes a member for the sport season on the date of that school's first regular season contest in that sport.

PENALTIES: If a student-athlete violates this rule, he/she will be ineligible for the season and all games he/she participated in for both sports must be forfeited.

Training Rules for All Athletes

1. Since missing practice hurts the team effort and the individual's performance, it will not be tolerated. Unless the coach believes the absence is excusable, the athlete could be denied the privilege of playing in the next game or match. A second infraction could result in further disciplinary action. Any injured player that is not hospitalized or confined to his home should attend practice or games regularly. Only the coach can excuse an athlete from practice.

2. Any student who is absent from school on a given day will not be eligible to participate in an athletic practice or contest on that day. (There are no restrictions in this regard, however, relative to Saturday participation.) Students must be checked into school by 10:30 a.m. to be considered in attendance unless previously excused by the Administration.

Athletes should also be aware that should they be unable to participate in their physical education class on a given day, they will not be allowed to play or practice that day.

As a member school of the MIAA (Massachusetts Interscholastic Athletic Association) Bishop Connolly High School follows the rules affecting high school athletes in Massachusetts.

Transfer Students

A student who transfers from any school to an MIAA member high school is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which the student participated at the varsity level during the one-year period immediately preceding the transfer (except as exempted below).

For the purpose of this rule, no transfer will be deemed to have taken place if a student returns to his/her former school on or before the eleventh school day from the date of the last attendance there.

“Varsity participation” is defined as any appearance, as a competitor, in a varsity inter-school contest other than a scrimmage.

For a transfer student to be eligible in a specific sport within the year of his/her transfer, the sending school principal, athletic director, and head varsity coach(es) of the sport (s) in which the student desires to participate must certify by signature that the student did not participate at the varsity level during the year prior to the actual transfer. If it is later determined that the sending school falsely or erroneously certified eligibility, then the sending school will be subject to minimally a letter of censure, copies of which will be mailed to the school committee, superintendent, principal, athletic director, and reported in the MIAA Newsletter. The MIAA certification form must be dated and filed at the receiving school before the student is declared eligible (as to the transfer rule only) by the receiving school principal. All other eligibility requirements must also be satisfied before the student is permitted to participate.

***Exemptions to the transfer rule** – eligible immediately provided that all other eligibility requirements are met:*

Change of residence of student’s parents: A student’s transfer is necessitated by a change of residence of his/her parent(s) to the area served by the school to which he/she transfers.

Junior High School transfer: A student who enters the ninth grade of a four-year high school and who has not been enrolled previously in the ninth grade. A student who enters the tenth grade of a three-year high school and who has not been previously enrolled in the tenth grade.

Elementary/Junior High/Middle School graduate: A student who has completed the last grade available in the school previously attended.

Closed school: If a school no longer exists, a student may be eligible at the school of his/her choice immediately after the closing of the school which he/she has been attending.

Hazing

Hazing is not tolerated. Chapter 269, sections 17-19 of Massachusetts General Law is reproduced below. By law, each recipient must acknowledge being given this document. All students are required to sign the form that satisfies this requirement.

Chapter 536

The Commonwealth of Massachusetts

In 1985, AN ACT PROHIBITING THE PRACTICE OF HAZING enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, amended by adding the following three sections:

Section 17: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operation on or in conjunction with its campus or school, and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

House of Representatives, November 13, 1985
In Senate, November 14, 1985
Massachusetts General Laws, Chapter 269, Crimes Against Public Peace
CH. 269, S.17 Crime of Hazing

DEFINITION; PENALTY

Whoever is the principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c.536; amended by St. 1987, c.665.

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c.665.

Appendix S6: Bullying Prevention and Intervention Plan

Bullying Prevention and Intervention Plan for the Diocese of Fall River

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

I. Definitions

The Diocese of Fall River and Bishop Connolly High School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“**Bullying**” is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that : causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Laws c. 71 § 37O)

“**Cyber-bullying**” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“**Retaliation**” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

“**Hostile Environment**” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O)

“**Aggressor**” is a student who engages in bullying, cyber-bullying, or retaliation.

“**Target**” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

“**Staff**” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)

II. Formal Procedure for Reporting

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

Safety of the target

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

Protection of the reporter, witness, or provider of information during the investigation

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement

a. Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.

c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.

d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

III. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

IV. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target

is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

VI. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.

VII. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.

*****Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.***

Tuition Information: 2011-2012 School Year

Tuition and fees	\$ 7,850.00 / \$9,600(International students)
Additional Graduation Fee (for seniors only)	\$ 250.00
<ul style="list-style-type: none">• Additional one-time non-refundable registration fee \$100.00 for freshmen and transfer students.• Additional fee for international students of \$600.00.• At the time of registration a \$400.00 non-refundable tuition deposit is required of all students.	

Tuition Payment Options for 2011-2012:

___ Full payment to Bishop Connolly High School

___ **FACTS** Management Company – **for details call the business office.**

Students registering to attend Bishop Connolly High School after May 1, and choosing to use **FACTS**, must bring tuition account to current status of payment plan: 10 month schedule (May – February) or 11 month schedule (May-March).

Refund Policy

All deposits on tuition made by the new student's registration date are non-refundable. Tuition payment refunds due to student withdrawal will be processed as follows:

- Withdrawal of a student prior to August 1st: Refund of July payment will be processed.
- Withdrawal of a student prior to September 1st: Refund of August payment will be processed.
- Withdrawal of a student any time after September 1st: **NO REFUND** will be processed.

All tuition payments made on the next year's tuition are refunded in full to any student (excluding a new student) who transfers out before September, with the exception of the registration fee, which is never refundable. Any student who transfers out during the school year is charged tuition for each month he/she has been in school. In all instances of student transfers, no records will be forwarded to the student's new school until all monies owed to the school have been paid.

Students whose accounts are not current will not be allowed to sit for semester exams. A grade of **INCOMPLETE** will be given at that time. Once the account is current, or an agreed upon payment plan is implemented, students will be allowed to take respective exam(s).

Student/Parent Handbook Contract Page 2011-2012

In consideration of the acceptance of the below named student by Bishop Connolly High School, we, the undersigned parents/guardians and student hereby acknowledge that we have read the content of the Student/Parent Handbook and the policies and regulations contained herein, and agree to be governed by them including the Hazing Policy, the Internet Acceptable Use Policy, and the Harassment Policy.

It is our understanding that attending Bishop Connolly High School is a privilege which may be revoked at any time. By sending the below named student to Bishop Connolly, we understand that the Administration of this school has the right to expect that the student will comply with the rules and regulations set forth in the student handbook. We also understand that the Administration of Bishop Connolly has the right to set policies and make such decisions as it, in exclusive discretion, finds not only to be in the best interest of the below named student, but also in the best interest of the whole student body.

We understand that Bishop Connolly students who reach the legal age of majority agree that the parents or guardians remain as a part to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though such student has reached the age of majority. This includes, but is not limited to, authorization to sign notes for absence, early dismissal, or field trips. The failure of a student, having reached majority, to disclaim, in writing, the preceding conditions within one (1) day of reaching majority shall be understood to ratify the same.

Should the student, having reached the age of majority, disclaim any or all terms of this contract, such disclaimer will be considered a breach of the contract, and grounds for rescission.

We do hereby contract with Bishop Connolly High School that we, the undersigned parents and student, will comply with the school rules and regulations, and that we, the parents and student, will accept those decisions made by the School Administration. Failure on the part of a student or parent to cooperate with the school or to comply with school regulations may result in termination of the contract between the home and school.

We furthermore agree that should a student enter upon or remain on school grounds or in buildings in a non-supervised situation outside the curricular or extracurricular activities schedule of the school, that the student and parent/ guardian waive all rights of legal action for "non-supervision" on the part of Bishop Connolly High School or its agents. We further assent to indemnify Bishop Connolly High School and its agents for counsel of its choice and costs in defending any legal action arising out of this handbook contract.

In addition, we grant to Bishop Connolly High School and its agents our permission to seek emergency medical attention for our child if, in their judgment, such attention is warranted and we are not immediately available to grant such permission. We also wish our child to be allowed to receive 1-2 extra-strengths Tylenol tablets or ibuprofen tablets when indicated by the school nurse.

.....

Student Name (print) _____ Year of Graduation 2012 2013 2014 2015

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

This contract page must be signed by both the parent and the student. This signed page must be submitted to the Office of the Assistant Principal no later than one week after the opening of school. This contract page will become part of the student's official school file.