

Bishop Hendricken High School
2615 Warwick Avenue
Warwick, Rhode Island 02889

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2017/2018
PARENT/STUDENT
HANDBOOK

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

**Bishop Hendricken High School does not discriminate on
the basis of race, color, handicap, or national origin.**

Bishop Hendricken reserves the right to waive and/or deviate from any and all
disciplinary regulations for just cause.

Mission Statement

IDENTITY

Rooted in the Catholic Faith and traditions of the Congregation of Christian Brothers, Bishop Hendricken High School is a college preparatory school community of

- spirited young men
- dedicated, compassionate religious and lay teachers
- committed staff, involved parents and supportive alumni

MISSION

The mission of Bishop Hendricken High School is to strengthen the relationship of all members of the community with our God – Father, Son and Holy Spirit. We do this through the development of the total human person: heart, mind, soul, and body. Our ministry in the Church calls us to:

- invest time, energy and resources in the spiritual growth of our young men
- provide challenging and enjoyable academic, athletic, and extra-curricular activities
- maintain a structured, caring environment based on Christian values
- foster an atmosphere for creativity
- encourage the development of critical thinking
- cultivate a reverence for learning
- deepen an appreciation for beauty, goodness, and truth
- create a climate for the growth of a social conscience committed to peace and justice

VISION

The Hendricken man is

- conscious of his own self-worth fashioned in the image of God confident in the power of the Gospel to meet the challenges of the future
- committed to responsible decision making in the service of the common good.

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ADMINISTRATIVE PERSONNEL

| | |
|---|------------------------|
| President | Mr. John Jackson |
| Vice President for Operations | Mr. Paul Danesi |
| Vice President for Mission Integration | Mr. Vincent Mancuso |
| Vice President for Advancement/ Director of Admissions | Mrs. Catherine Solomon |
| Principal | Mr. Joseph Brennan |
| Assistant Principal | Mr. Dave Flanagan |
| Chaplain | Fr. Christopher Murphy |
| Dean of Students | Mr. James Pierce |
| Director of Advancement | Mr. Peter Thomas |
| Director of Arts | Mr. Richard Sylvia |
| Director of Athletics | Mr. Paul Alianiello |
| Director of Campus Ministry | Mr. Thomas Gambardella |
| Director of Communications | Mrs. Michele King |
| Director of Student Activities | Mr. Michael Monahan |
| Director of Technology | Mr. David Wright |

DEPARTMENT CHAIRPERSONS

| | |
|-----------------------------|-------------------------|
| English Department | Mrs. Elizabeth Thompson |
| Fine Arts Department | Mr. Richard Sylvia |
| Library/Media Center | Mrs. Regina Connolly |
| Mathematics Department | Mrs. Susan Ryan |
| Modern Languages Department | Mr. Joseph Theroux |
| Phys. Ed./Health Department | Mr. John Burnett |
| Science Department | Mrs. Jeanne Babula |
| Social Studies Department | Mrs. Donna Lynch |
| Theology Department | Mr. Jack Berry |

GUIDANCE PERSONNEL

| |
|--|
| Mr. Joseph Adamec |
| Mrs. Kelly Collamati-Administrative Assistant |
| Mrs. Patty Gesmundo |
| Mr. Jamal Gomes |
| Ms. Nicole Poloski |
| Mrs. Nancy Rocha-Director of Counseling Services |

The Essential Elements of a Christian Brother Education

I. Evangelize Youth Within the Mission of the Church

- proclaim the Good News of Jesus Christ in Word and deed
- permeate the entire curriculum, activities, and all aspects of the educational process with the Gospel message of Jesus Christ
- encourage young people to a deeper relationship with Jesus Christ
- provide opportunities for liturgies, retreats, vocation awareness workshops, and daily prayer

II. Proclaim and Witness to Catholic Identity

- give priority to religious instruction with opportunities for faith development and theological understanding
- participate in the sacramental life of the Church and model a living faith through the use of rituals and symbols
- foster devotion to Mary and the communion of saints
- ensure that Catholic identity permeates all endeavors; all classes and activities, procedures and policies, services and programs

III. Stand in Solidarity with those Marginalized by Poverty and Injustice

- promote policies and structures that reflect a climate of compassion for the poor and disadvantaged
- include education and advocacy for peace, justice, global awareness, and care for the earth
- prepare students to work toward the creation of a just society
- encourage ministry experiences that work with and serve the poor and marginalized
- support mission areas at home and abroad

- establish tuition and scholarship policies that open educational opportunities to the poor and disadvantaged

IV. Foster and Invigorate a Community of Faith

- provide a disciplined, safe atmosphere in which students are free to grow and take responsibility for their own learning and for the life of their community
- sustain compassionate, respectful relationships among all stakeholders
- be in union with the Church through commitment to service and formation of community
- encourage faculty and staff to give daily witness to their integral role in communal faith formation
- embrace the human condition and welcome God's healing

V. Celebrate the Value and Dignity of Each Person and Nurture the Development of the Whole Person

- promote respect for each individual as created in the image and likeness of God
- value the diversity of the human family and seek to reflect diversity among students, faculty, and staff
- promote strong programs for personal, professional, and pastoral care
- offer co-curricular activities and programs that are important to a student's holistic education
- strive to provide just remuneration for faculty and staff

VI. Collaborate and Share Responsibility for the Mission

- Empower all members of the community to share in the mission
- Work with parents who are the primary educators
- Collaborate with Edmund Rice Christian Brother ministries on local, regional, and international levels
- Foster a deeper understanding of the vision of Blessed Edmund
- Promote active participation in governance by boards and

diocesan officials

VII. **Pursue Excellence in all Endeavors**

- Promote a strong academic curriculum and cultivate a desire for excellence
- Develop an educational culture that fosters the growth of the whole person, higher order thinking, and life-long learning

ACADEMICS

ACADEMIC PURPOSES AND REQUIREMENTS FOR STUDENTS

The purpose of Bishop Hendricken High School is the religious and academic education of our young men. Our academic mission is considered primary in the life of our school community.

Challenging and competitive for each student, the Bishop Hendricken course of studies offers the traditional curriculum required for college entrance. Within our college-preparatory framework, efforts are made to direct a student into a program of study consistent with his academic abilities.

An honors section is offered in many academic areas to challenge gifted students. Advanced Placement (AP) courses, i.e., courses for college credit, are offered to students who meet additional requirements. (A standard fee for the AP test is charged per student.) While each academic department sets up its own criteria, general criteria for admission to honors or AP courses are based on teacher recommendation and demonstrated ability and achievement in the field of study. Every student, however, is given ample opportunity to discover and develop his true educational abilities. **Students who register for an AP**

course are required to take the AP test; failure to do so may result in academic penalties. No make-ups or refunds will be allowed. Any absence will require a doctor's note.

At a given level, students must successfully complete the following requirements in order to be promoted or, in case of seniors, to graduate:

Freshman Requirements

Theology I
Algebra I
Biology, Cellular Biology, or Physical Science
English I
Modern Languages (French, Italian or Spanish)
World Cultures and Fine Arts elective
Physical Education/Health
Library Literacy
Twenty Five Hours of Christian Service

Sophomore Requirements

Theology II
Chemistry or Physiology or Physical Science
English II
Modern Languages (French, Italian or Spanish)
Algebra II
Geometry or Geometry/Trigonometry
U.S. History I
Physical Education/Health
Twenty Five Hours of Christian Service

Junior Requirements

Theology III
Algebra II or Geometry or Algebra II/Trigonometry or Analysis
Advanced Placement Biology or Advanced Placement Chemistry
or Chemistry Bio-Chemistry/Human Nutrition or Physiology
English III or Advanced Placement English
U.S. History II or Advanced Placement American History
Physical Education/Health
One elective (one full year or two semester courses depending

upon availability)
Successful completion of Junior Term Paper
Twenty Five Hours of Christian Service

Senior Requirements

Each senior is required to take and pass a minimum of eleven semesters, excluding physical education. If a student elects a course that runs for two semesters, he must take both semesters.

The following are required of all seniors:

Theology IV (two semesters)
English IV or Advanced Placement English
European History (Regular, Honors, or AP)
Senior Experience Program
Physical Education/Health Issues
Successful completion of Senior Term Paper
Twenty Five Hours of Christian Service
Senior electives, depending upon availability, will be chosen from the following:

Two-semester Courses

Advanced Placement Calculus, AB, BC
Advanced Placement Chemistry
Advanced Placement Computer Science
Advanced Placement French IV/V
Advanced Placement Spanish IV/V
Advanced Placement American Government
Advanced Placement Physics
Bio-Chemistry/Human Nutrition
Italian IV Honors
Math Topics I/II
Physics (regular or honors)
Pre-Calculus or Probability and Statistics
Theater Studies or Theater Workshop

One-semester Courses

A+ (computer course)

Accounting I or Accounting II
Business Law
Business Management
Computer Aided Design (C.A.D.)
Criminology
Environmental Science
Psychology
Theater Studies
Web Development
Writing 101

ACADEMIC POLICIES

Failures - Potential Failures

Whenever there is a potential failure or other concern in regard to a specific subject, or a failure or missing grade on a report card, parents should contact the respective teacher for an appointment. No student may carry a failure into the following academic year; he must attend and pass summer school or complete an approved program of tutoring in order to advance to the next level. Underclassmen who fail more than two of their subjects at the end of the school year may not return to Bishop Hendricken for the next semester. Seniors may be eligible to make up whatever course they fail, even if they are in excess of two failed courses.

A student must make up a course he has failed. A first semester course may be made up during the second semester.

BISHOP HENDRICKEN STATEMENT TO STUDENTS WITH LEARNING DIFFERENCES

Bishop Hendricken High School is a four year college preparatory school that has discretion in selecting the quality of students that attend Bishop Hendricken and the curriculum that is offered to those students. Unlike public schools, Bishop Hendricken High School is not legally required to follow "Individual Education Plans" [IEP] commonly used in the public schools, or otherwise offer special educational programs, or curriculum to accommodate and/or address learning differences of a particular student. Since Bishop Hendricken High School accepts students from various school systems, the purpose of this statement is to explain the schools policy concerning learning differences to the

parents of incoming students to avoid any confusion and to enable parents and guardians to make an informed decision concerning the education of their son.

Bishop Hendricken High School accepts students who have demonstrated average to above-average scholastic ability, achieved strong academic records and received favorable grade school recommendations. In the exercise of its discretion as a private institution, Bishop Hendricken High School may choose to accept students who have learning differences, but who, in the estimation of Bishop Hendricken High School can nonetheless succeed academically in the schools educational environment. However, in so doing, Bishop Hendricken High School does not agree to alter and/or modify its curriculum to accommodate the specific needs of individual students. For example, Bishop Hendricken High School will not waive a foreign language requirement even though such treatment is recommended in the IEP of an admission candidate from a public school district. However, Bishop Hendricken High School will entertain granting individual students non-curriculum based accommodations such as preferential seating in a classroom or extended time on major exams. Bishop Hendricken High School will make these decisions on a case-by-case basis. **(this statement is exclusive of students in the Options program)**

In order to evaluate a student for educational support and/or accommodations, parents must provide the student's guidance counselor with the following items:

1. A copy of the student's most recent (within the last three years) neuropsychological and/or educational evaluation
2. A copy of the student's most recent IEP or 504 Plan, if applicable.
3. If a student requires the use of an assistive device such as a "fidget" or similar device, it can only be used if it is part of a Bishop Hendricken approved 504 Plan or IEP. All other assistive technology is also subject to approval by Bishop Hendricken.

ACADEMIC SUPPORT CENTER

Bishop Hendricken High School provides individualized academic support for students who are identified as needing additional assistance with organization, planning, and specific tutorial help. Scheduling is

coordinated between teachers and the guidance staff.

ACADEMIC INTEGRITY

Issues of academic integrity touch at the core of our mission to foster personal responsibility and high moral standards. Therefore, they will be handled firmly regardless of the type of assignment or test. Violations of academic integrity include cheating, plagiarism, and forgery.

Cheating is defined as the **giving** or **receiving** of unauthorized assistance from any verbal or written source.

Plagiarism occurs when a student intentionally or unintentionally fails to acknowledge all materials quoted, paraphrased, or summarized from any published or unpublished work.

Forgery is imitating or counterfeiting documents, signatures, etc. to deceive.

These definitions encompass, but are not limited to the following infractions:

- Possession of unauthorized materials during a test.
- Copying of assignments.
- Forgery.
- Copying of electronic media.
- Fabricating a source used in a research assignment.
- Other unauthorized procedures as determined by the classroom teacher.

Procedures:

- The teacher will submit a detailed disciplinary referral and incident report to the Principal.
- The Principal will meet individually with both the teacher and student.
- The Principal will call the parents.

Minimum Consequences for cheating and plagiarism:

1st Offense of career: Grade on Assignment = 0

Student will serve Saturday detention.

Student is ineligible for that quarter's Honor Roll.

2nd Offense of career: Grade on Assignment = 0

An Automatic 2-day out of school suspension and an administrative

hearing.

Student is ineligible for that quarter's Honor Roll.

Student is ineligible for all honor societies and academic awards.

3rd Offense of career: Student may appear before the Student Life Committee with the possibility of expulsion.

PLEASE NOTE Once a student has been inducted into the National Honor Society or auxiliary honor societies, violations of the academic integrity policy may result in dismissal from that organization.

ARTS ACADEMY

The Arts Academy program is an academic honors arts program. Students are expected to complete in-class and out of school assignments, projects and tests. In most all Arts Academy programs students will be graded for their participation in certain performance / showcase events. Students are expected to work independently and collaboratively. Students receive a grade that impacts their grade point average.

- Students who are failing two or more classes at any one of the first three report cards will be removed from the Arts Academy program for the remainder of that year. If a student fails two or more classes at the year-end report card he will not be allowed to continue in the Arts Academy for the following school year.
- All Arts Academy students are expected to be in class at 7:45 AM. Students in the Jazz Arts Academy program meet on Days 1, 3, 5, and 7 from 2:45-3:25 and Jazz Techniques meets on Days 2, 4, 6, and 7 from 2:45-3:25. Jazz Band Students are responsible for making their own appropriate transportation arrangements that allow them to participate in this program. Students receive a participation grade each quarter that reflects their consistent and on-time presence in the Arts Academy class.
- Students within the Arts Academy are expected to observe all the rules and regulations set forward in the Bishop Hendricken student handbook. In particular, students should use appropriate language and physical behavior. Any and all artistic work created for or within the Arts Academy must also be reflect adherence to the expectations of this school, its policies and its Catholic identity.

GRADES - RANK - CREDITS

Grades are the main source for a student and his parents to check academic progress. Grades are recorded in letters. Following are letter grades (numerical equivalents) which are given at Bishop Hendricken:

| | | | |
|----|------------|----|------------|
| A | (95 - 100) | C+ | (77 - 79) |
| A- | (90 - 94) | C | (73 - 76) |
| B+ | (87 - 89) | C- | (70 - 72) |
| B | (83 - 86) | D | (65 - 69)* |
| B- | (80 - 82) | F | (0 - 64)* |

- “D” is the minimum grade for passing; “F” indicates a failure.

The passing or failing of a particular subject is based on the final average in that subject.

Quality Points

Since the same subjects are taught at various levels, the student’s subject level as well as grade is indicated on his permanent record card. Bishop Hendricken makes use of a quality point system. Quality points are awarded according to the following formulas:

Students will use this chart to determine GPA:

| | | | | | |
|----|--------|------|----|-------|------|
| A | 95-100 | 4.0 | C+ | 77-79 | 2.33 |
| A- | 90-94 | 3.67 | C | 73-76 | 2.0 |
| B+ | 87-89 | 3.33 | C- | 70-73 | 1.67 |
| B | 83-86 | 3.0 | D | 65-69 | 1 |
| | | | | | |

| | | | | | |
|----|-------|------|---|------|---|
| B- | 80-82 | 2.67 | F | 0-64 | 0 |
|----|-------|------|---|------|---|

Students will use this chart to determine class rank:

| | | CP | CP1 | Acc | Honors | ERS | AP |
|----|--------|------|------|------|--------|------|------|
| A | 95-100 | 4.0 | 4.5 | 5.0 | 5.5 | 5.75 | 6.0 |
| A- | 90-94 | 3.67 | 4.17 | 4.67 | 5.17 | 5.42 | 5.67 |
| B+ | 87-89 | 3.33 | 3.83 | 4.33 | 4.83 | 5.08 | 5.33 |
| B | 83-86 | 3.0 | 3.5 | 4.0 | 4.5 | 4.75 | 5.0 |
| B- | 80-82 | 2.67 | 3.17 | 3.67 | 4.17 | 4.42 | 4.67 |
| C+ | 77-79 | 2.33 | 2.83 | 3.33 | 3.83 | 4.08 | 4.33 |
| C | 73-76 | 2.0 | 2.5 | 3.0 | 3.5 | 3.75 | 4.0 |
| C- | 70-72 | 1.67 | 2.17 | 2.67 | 3.17 | 3.42 | 3.67 |
| D | 65-69 | 1.0 | 1.5 | 2.0 | 2.5 | 2.75 | 3.0 |
| F | 0-64 | 0 | 0 | 0 | 0 | 0 | 0 |

Class Rank

At the end of each semester, all students are ranked according to quality points in the total population of their grade level. As regards seniors,

for purposes of special awards and college notifications, class rank closes at the end of their second semester.

Semester Grade Compilation

The following percentages are used as a guideline for the first and second semester grade compilation:

| | | |
|----------------------|---|----------------|
| 1st or 3rd quarter | = | 40% |
| 2nd or 4th quarter | = | 40% |
| Semester Examination | = | 20% |
| Semester Grade | = | Total of above |

GRADUATION

Requirements

A student who has fulfilled all of our requirements for graduation will receive a Bishop Hendricken High School diploma. A senior student who has not fulfilled our requirements for graduation or whose behavior has been unacceptable may be excluded from the senior prom, commencement breakfast and Mass as well as from graduation exercises. In these cases, a Bishop Hendricken diploma will be granted upon satisfactory completion of all our requirements.

Any senior who fails more than two classes for the year will not be allowed to process at graduation.

The requirements for graduation from Bishop Hendricken High School include requirements contained in Rhode Island State Law. Also, no student may graduate unless he has pursued a Theology program in each of the years during which he has been enrolled at Bishop Hendricken.

The Senior Experience Program offers our seniors the opportunity to observe and interact with professionals in many different settings. Successful completion of the Senior Experience Program is a graduation requirement. Students are introduced to the program in September and provided with all details concerning the dates of the program, and the process for obtaining placement; students must have a placement form submitted directly to the Coordinator of Senior Experience prior to Columbus Day. If a student does not submit a placement form by this time, he forfeits the right to choose his own placement and will be assigned to a site.

Minimum graduation requirements for Bishop Hendricken High School

are the following:

| | | |
|---------------------|---------|-------------------------|
| Theology | 4 units | Modern Language |
| 2 units | | |
| Computer Technology | .5 unit | Science (lab science) |
| 2 units | | |
| English | 4 units | Social Studies |
| 3.5 units | | |
| Fine Arts | .5 unit | Physical |
| Education/Health | 2 units | |
| Mathematics | 3 units | App'd Electives .5units |

Units (or credits)

Subjects may carry one-quarter, one-half, or one unit of credit depending on the length of the course and the frequency which it meets. Achieving a passing grade in a year-long subject normally entitles a student to one full unit or credit. If a subject terminates after only one semester or its equivalent, normally one-half unit or credit is earned. Minor subjects that meet three times per week for a year or for one semester earn 1/4 unit or credit. In a course that carries one unit or credit for a year's work in Grades 9, 10, 11, a failure in either semester can be made up if the average of the two semesters is passing.

GRADUATION HONORS

The following honors designations are given to graduating seniors based on their adjusted GPA according to the following criteria:

Cum Laude – 4.00 – 4.49

Magna Cum Laude – 4.50 – 4.99

Summa Cum Laude – 5.00 and higher

HOMEWORK

Everyday educational experience proves that, regardless of how clear and thorough classroom instruction may be, students do not learn unless they make a personal effort to assimilate what is taught. For this reason, the school insists that academic work be done at home, as well as in school.

Reading, studying and writing should take a student between 2 ½ to 3 hours of work outside the classroom daily (i.e. approximately 30

minutes for each regular subject), with extended work on weekends. Certain technical subjects seem to lend themselves more easily to daily written assignments; others seem to call for much more reading and study. Therefore, the simple completion of written assignments will not fulfill homework requirements.

HOMEWORK AND ABSENCES FROM SCHOOL

It is the school's policy that when a student is absent it is *his responsibility* to check Edline and/or e-mail each of his teachers in order to obtain any work that has been assigned during his absence. The teachers' e-mail addresses are posted on the Hendricken website www.hendricken.com.

HONOR ROLL

Our honor roll is published on a quarterly basis. An index of 3.67 and higher is required for President's List; an index of 3.33 - 3.66 is required for High Honors; an index of 3.0 - 3.32 is required for Honors. *A grade of 'D' or 'F' in any subject, including Christian Service precludes a student from being on the honor roll.*

HONOR SOCIETIES

National Honor Society

At the end of the first semester of the junior year, those students with a simple GPA of 3.25 or higher are considered by a faculty committee for membership in the Brother Rice Chapter of the National Honor Society. Each junior or senior seeking membership in the National Honor Society must fulfill service, leadership, and character requirements. Each Candidate's disciplinary record and compliance with the academic integrity policy will be reviewed in consideration for the character requirement. Students who are eligible will receive a packet of information that outlines the process and procedures for the National Honor Society.

Rhode Island Honor Society

Scholarship is the only basis for acceptance into the Rhode Island

Honor Society. Students are admitted on the following conditions: they have maintained a 3.83 cumulative grade point average or higher on the weighted scale at the end of the first semester of their senior year; they may not have received a failing grade in any semester in any subject; they may not be failing any subject at the time of distribution of awards.

MAKE-UP WORK

Students who miss schoolwork (e.g. for reasons of absence or early dismissal) are expected to make it up. The student is responsible for checking with respective teachers and making any necessary arrangements. It is not the teacher's responsibility to make such arrangements.

PROMOTION

Students are required to have passed all subjects or to have attended summer school before they may advance to the next level or, in the case of seniors, before they may graduate.

DIPLOMA

Diplomas may be withheld in certain cases, including but not limited to outstanding financial obligations and scholastic deficiencies. Also, a senior must be a representative citizen of Bishop Hendricken. No student who has been expelled is entitled to a diploma from Bishop Hendricken. No student who left Bishop Hendricken in poor standing or whose conduct indicated a disregard for policies and regulations of our school community may receive our diploma.

LIBRARY/MEDIA CENTER

All students are encouraged to make full use of Library/Media Center and its services as a means of increasing their knowledge and developing appropriate study skills. The Library/Media Center contains approximately 17,000 titles which complement the curricular offerings of the school. The Library/Media Center subscribes to 5 online databases, has internet and WiFi access, and 18 computer workstations available for student use.

The Library/Media Center is open: Monday -Thursday, 7:30 AM - 4:30 PM and on Fridays, 7:30 AM to 3:15 PM. Students may come to

the Library/Media Center before school until 8:05 AM, during study halls with a pass from their teacher, and after school.

The price for computer printing is \$.10 per page to a maximum of 10 pages at any one time and overdue fines are \$.10 per item per day.

All freshmen are required to take a Library Literacy Class which is a Pass/Fail class and a promotion requirement for Sophomore year.

These classes are all held in the Library.

During study periods, students may use the Library/Media Center unless a class is in session at that time. A student must have an assignment from a classroom teacher, permission of the teacher designated with supervision of his study, and from the staff member on duty in the Library/Media Center to use the library during his study.

PROBATION

Academic Probation

When a student has at least two failing grades (F) at the end of a quarter, or when cases such as a student's missing homework, failing quizzes, not having books, etc. become serious, the Principal may place the student in question on academic probation.

Definition of provisions for a student placed on academic probation are as follows:

1. The student must report to academic study hall Tuesday through Thursday from 2:45 - 3:55 PM.
2. The student must complete all assignments with care.
3. The student must regularly meet with his teachers and a peer tutor if deemed necessary by the Assistant Principal.
4. The student's conduct must be above reproach.
5. The student must adhere to any other provisions delineated by the Administration.

Attendance at the academic study hall is **mandatory** and only serious conflicts will be considered. All students placed on Academic Probation will be given a week's notice to arrange alternate methods of transportation.

If a student on academic probation does not comply with these provisions and, thereby indicates behavior that is inconsistent with our school's mission, the Principal may require him to withdraw from Bishop Hendricken.

DEFICIENCY REPORTS

At the mid-point of each quarter deficiency reports will be e-mailed home for any student who is carrying either a "D" or an "F" in a given subject.

REPORT CARDS

Report cards are distributed four times during the school year at the close of each quarter. The report card shows the record of absence, lateness, as well as of grades. There is provision for teacher comments adjacent to each grade reported on the card. Report cards are sent home to parents electronically. If a parent does not have access to email or electronic means, please contact the Guidance Office and a report card will be mailed home.

RESEARCH PAPER

There is a research paper requirement in English for junior and senior years. Failure to successfully complete either of these papers will result in a grade of "F" in English for the year. This is a promotion requirement for juniors and a graduation requirement for seniors.

RETENTION - HOLDING A STUDENT BACK IN A GIVEN YEAR - Students are normally not allowed to repeat a year at Bishop Hendricken.

SUMMER READING

As determined by the Assistant Principal, books and other projects will be assigned to all students for completion during the summer vacation. Tests/assignments on summer reading will be held in early September.

SUMMER SCHOOL/FAILED COURSES

All summer school courses for students who have failed a course or courses must be taken at Bishop Hendricken. Any exception to this must be approved by the Principal in writing. No credit will be given if this procedure is not followed. Credit will be awarded students for all subjects that have been successfully repeated in an authorized summer school program.

TESTS - EXAMINATIONS

Testing Days

The system of test rotation is intended to avoid students having several major tests on a single day. Our test rotation schedule is subject to change, of which students will be duly notified:

| | |
|-----------|-------------------------|
| Monday | Science |
| Tuesday | English |
| Wednesday | Modern Languages |
| Thursday | Mathematics |
| Friday | Social Studies/Theology |

Examinations - Mid-Year and Final

Semester examinations are administered during examination weeks, i.e., no regularly scheduled classes are held. The examination week schedule is published at least one week ahead of time by the Administration. Semester examinations are two hours in length for High School, and 1 ½ hours for the Eighth Grade.

Seniors who carry an “A-” average for a full year course may be exempt from the final exam. Seniors who carry an “A-” average in a semester course may be exempt from the final exam.

If it is necessary to cancel school on a day of exam week, the exam scheduled on that day will be held on the next school day, and each subsequent exam will be advanced by one day.

Emergency make-up examinations are exactly what this expression states (i.e., examinations which may be made up only on an emergency basis). Only a bonafide emergency or illness are reasons to miss a mid-term or final exam. Students who are ill from an exam must return with a note from a doctor before they can make up their exam(s). Students who miss an exam are to take their exam(s) on the make-up day or as scheduled by the Assistant Principal. For the sake of exam integrity, exam make-ups are held after the exam days are over.

TUTORING PROGRAM

Any student interested in private tutoring by fellow students may avail himself of this service by contacting his guidance counselor. Students who are struggling in their studies are strongly urged to avail themselves of this service.

Policies on Conduct and Discipline

Students at Bishop Hendricken enjoy a unique environment in spirit and in fact. The pride each student takes in himself favorably impacts not only on himself but on other members of our school community. Since the major purpose of our existence is twofold, religious and academic, each student should do his utmost in taking full advantage of our religious and academic atmosphere in order to develop strong values as a child of God and as a student. Our school policies, regulations, and procedures have been established for the good order of our school community in fulfillment of our purpose; they must be followed conscientiously by all members of our school community.

“Students are Hawks 24/7”

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

*** Each student is enrolled in a “class” called Citizenship. Parents may access their son’s disciplinary record by looking on Plus Portals under the Citizenship class. If there have been any disciplinary sanctions imposed they will appear under this heading.**

If anyone has any questions concerning their son's disciplinary record they should contact the Dean of Students.

ABUSE/BULLYING

At Bishop Hendricken High School respect for each individual human being is religiously grounded in the truth that each of us has been created in the image of God, that the kingdom of God is within each of us, and that all of us are God's children. *Abuse and/or harassment by anyone and of any kind, including cyberbullying in our school community is forbidden, and anyone who engages in abusive words or actions is subject but not limited to suspension, medical/psychological evaluation, and exclusion. Excuses such as "I was just kidding" are not acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate. Any abuse/and or harassment of any type directed toward anyone by a Hendricken student either on or off campus is also subject to school sanctions. Confidentiality dealing with any investigation will be given the highest priority.*

PROCEDURE FOR REPORTING AN INCIDENT OF BULLYING BEHAVIOR:

All members of the Hendricken community, students, parents, and school professionals, are strongly urged to report incidents of bullying. Reports can be made to any school administrator, teachers, guidance counselor, or the school nurse. These reports should be reported to the principal or an assistant principal. Anonymous reports can be made by leaving a voicemail for the any of the above noted school officials.

Where bullying is suspected the victim, the suspected bully and any witnesses will be interviewed separately. Based upon the nature of the incident(s), confidential disciplinary action may result. If any degree of bullying is identified, on-going support and counseling will be given as needed to both the "victim" and the "bully". Parents/guardians of all students involved will be informed.

Please consult the Bishop Hendricken website "hendricken.com" for more information on anti-bullying.

ASSAULT

Any student who uses physical force on a student or on a staff member is subject to expulsion. His case will be adjudicated by the Principal.

MOBILE TECHNOLOGY AND CELL PHONES

Bishop Hendricken High School does not permit students to freely use hand held devices like phones and portable entertainment devices during the school day. Students must turn off phones and keep them out of sight. However, students are permitted to use these hand held devices during lunch and free periods in the Cafeteria and the Library as long as they do not cause disruption and adhere to the expectations stated in the Student-Parent Handbook. Use of these hand held devices during passing periods and in the hallways is not permitted during the school day. Teachers may occasionally allow use of these hand held devices for academic reasons, but one should not assume permission to use them. Teachers, at their discretion, can collect cell phones as they enter class to be placed in a container for the duration of the class period.

Students may not record images or audio in school at any time. Use of cell phones, Ipads or similar tablets, laptops, or other devices to take, publish, and/or forward any inappropriate images is specifically prohibited. Any use of the above devices to take, publish, and/or forward images will be considered a major infraction and may result in immediate disciplinary action, including the potential for dismissal and notification of law enforcement officials.

Items used in violation of these rules may be confiscated regardless of academic need with standard consequences applied. Repeated offenses of inappropriate use may include additional consequences including detention, suspension or dismissal from school. All electronic devices, including phones, are subject to search by school administration.

CONDUCT

Students at Bishop Hendricken enjoy a unique environment in spirit and in fact. The pride each student takes in himself favorably impacts not only on himself but on other members of our school community. Since the major purpose of our existence is twofold, religious and academic, each student should do his utmost in taking full advantage of our religious and academic atmosphere in order to develop strong values as a child of God and as a student. Our school policies, regulations, and procedures have been established for the good order of

our school community in fulfillment of our purpose; they must be followed conscientiously by all members of our school community.

Disciplinary Reporting Policy

Many colleges request information from the applicant's school about an individual student's suspensions or being placed on academic or disciplinary probation during his senior year. If a student is suspended, commits a serious violation of school policy, or is placed on probation after having applied or been accepted to a school, Bishop Hendricken High School may inform the college of the change in a student's status.

STUDENT CODE OF CONDUCT - GENERAL

1. Students are expected to be courteous and respectful at all times, especially during school hours and while en route to and from school.
2. While friendliness toward teachers is encouraged, familiarity is discouraged. Therefore, students must use proper titles, such as Brother, Sister, Father, Mr., Mrs., Miss, Ms. when addressing members of the administration, faculty, and staff.
3. Proper conduct is always required, especially in crowded halls, on stairs, in restrooms, on vehicles, in cafeteria lines, in the gym locker rooms and showers, in our Chapel, during assemblies and emergency exit drills, and during change of class.
4. Our maintenance department makes a great effort in beautifying the Bishop Hendricken buildings and grounds. Each student is expected to do his part in keeping our school clean.
5. Students are not permitted to loiter around school buildings or the campus; they must be in the proper place at the proper time, otherwise they will be considered out-of-bounds.
6. A student is considered out-of-bounds when he is in a place where he should not be at any given time. Students ordinarily are not permitted in the faculty room.
7. Each student who leaves a classroom will be required to have a Hall Pass, issued by a teacher which details the room he is in, and the time he left the room.
8. Students evicted from class are to report directly to the main office. Continued evictions will result in progressive

- disciplinary sanctions.
9. Once a student arrives at school, he is to enter the building proper; he is not permitted to leave the building.
 10. Violations of school regulations, either implied or expressed, are punishable by various penalties. Students are reminded that these regulations apply to all school functions, on or off campus.
 11. The Attendance Secretary keeps a record of all corrective action taken by the school. Such records are available to the student, his parents, and authorized school personnel.
 12. Parents who wish to consult with the school concerning their son's conduct should contact the Principal.

STUDENT CODE OF CONDUCT - SCHOOL TRANSPORTATION

Students are expected to conduct themselves in an orderly and respectful manner. School policies and regulations apply while students are in and/or around the vehicle, because the bus is an extension of Bishop Hendricken High School. The driver is in charge of the vehicle in the same way a teacher is in charge of the classroom.

- 1.) Examples of unacceptable behavior which can result in the suspension of transportation privileges include the following:
 - a. Fighting or assault in or around the vehicle.
 - b. Possessing or using illicit drugs or alcohol.
 - c. Possessing a weapon.
 - d. Smoking or lighting flammable objects.
 - e. Insulting, insolent, or otherwise unseemly behavior to the driver or other students in or around the vehicle.
 - f. Causing a disturbance by teasing or threatening the driver or other students.
 - g. Damaging vehicle property and/or personal property. (It is the responsibility of the parent(s) of those students involved to make proper reimbursement.)
 - h. Tampering with or using the **EMERGENCY EXIT** without permission of the driver.
 - i. Throwing or shooting objects in the vehicle or out the windows of the vehicle.
 - j. Throwing an object at the vehicle.

- 2.) Examples of unacceptable behavior that may result in disciplinary action, possibly leading to suspension of transportation privileges include the following:
- a. Shouting or otherwise making continuing noise on the vehicle, thus creating a distraction to the driver.
 - b. Moving about within the vehicle while it is in motion.
 - c. Standing or moving at the stop in such a manner as to create a danger to self/others.
 - d. Opening the windows without the driver's consent.
 - e. Blocking aisles so as to endanger passengers.
 - f. Eating or drinking on the vehicle.

NOTE: Violation or any infraction of rules may result in suspension of transportation privilege as well as other sanctions imposed by the school administration. If warranted, school officials may contact the proper authorities outside of the school community.

3.) Violations of this code or any other actions not specifically listed which interfere with or threaten the safe operation of the school vehicle and create a hazard to the safety of students and/or driver constitute grounds for the temporary suspension of transportation privileges and/or suspension from Bishop Hendricken High School.

- 4.) In the event of a discipline problem with a student, the driver will deliver the students to the proper destination and then notify the Principal.

CHEERING/FAN BEHAVIOR

Our school community counts on good sportsmanship on the part of coaches, student participants, and fans. We discourage in them and in our spectators violent actions and celebrations of violence, abusive outbursts, vulgar language or gestures, disputation, and heckling. These activities degrade those who engage in them and reflect negatively on all. At Bishop Hendricken we are about the business of practicing good sportsmanship.

DETENTION

When students violate school rules, detention in the disciplinary sense is appropriate. Offenses which make a student subject to detention usually involve minor violations.

Detention formally sponsored by the school involves having the student remain after school for 45 minutes beginning at 2:45 PM on scheduled detention days. When serving detention after school, students will be given a day's notice so they can arrange alternate means of transportation. Failure to report to detention will result in a penalty established by the administration.

For students on detention, proper school attire must be worn. Students must be seated by the time detention begins. School work or the like may not be done during detention. Non-compliance with this procedure will result in an additional detention.

For some serious offenses, however, the detention may involve a combination of after school, Friday (2:45-4:20) and Saturday morning (9-12) detentions per the Administration. Students do physical work around the campus and/or may serve their time in a silent detention hall. Failure to report to Saturday detention will result in a one day in-school suspension. The Administration will notify parents of a student who receives excessive detentions and will confer personally with them on their son's conduct.

DISCIPLINE

Bishop Hendricken implements policies, regulations, and procedures in support of fair but firm discipline in order to provide a proper educational environment, and, thus, to form, nurture, and strengthen our students personalities.

Discipline is judged by the way students conduct themselves before class, during class, and when moving in groups on or off campus. **Any student who engages in conduct, either on or off campus, that is illicit, immoral, illegal, and/or which reflects adversely on (the school) may be disciplined by school officials, and may also be subject to expulsion.** Following are some guidelines concerning offenses in which a student may participate that can result in disciplinary sanctions:

Minor Offenses

1. Disruptive behavior
2. Improper dress and/or appearance.
3. Not having necessary equipment for class.
4. Gum chewing. (For reasons of sanitation and maintenance, gum chewing is not permitted.)
5. Out-of-bounds eating and drinking.

Major Offenses

1. Those involving motor vehicles (e.g., driving under the influence of alcohol or other drugs, knowingly riding in a stolen vehicle, driving without a license, reckless driving).
2. Assault and/or fighting.
3. Theft, including breaking and/or entry.
4. Insubordination and insolence to teachers and school authorities.
5. Intoxication or possession of narcotics on or off campus, or in an altered condition caused by drugs.
6. Possession of liquor or narcotics on school grounds or at school-sponsored functions, or giving of either or selling of either to other students.
7. Selling and/or distributing any form of narcotics.
8. Gambling at any school function on or off campus.
9. Use of profanity.
10. Truancy and/or cutting class.
11. Cheating.
12. Possession or smoking of tobacco products.
13. Lying.
14. Insulting, insolent, or otherwise unseemly behavior.
15. Causing a disturbance.
16. Vandalism or otherwise damaging school property and/or personal property.
17. Tampering with or using emergency devices without permission.
18. Throwing or shooting objects.
19. Bringing obscene books or pictures to school, school-related events, etc.
20. Talking or disorderliness during a fire drill.
21. Possession of a weapon at school or school-sponsored event.
22. Actions or serious misconduct by students outside of school which reflects poorly on the Bishop Hendricken High School Community.
23. Attempting to impede a school investigation.
24. Bullying, in all of its forms.

As regards sanctions for major offenses, the Administration will inform

the parent of a student involved in a major offense and the application of sanctions. Major offenses may be punished by one or a combination of sanctions, including the following:

1. Suspension from classes, whether on campus or at home, for a specific period of time;
or home suspension until a decision has been reached by the Principal.
2. Probation for a specific period of time.
3. Prohibition from attendance at school events for a specific period.
4. Prohibition from participation in school activities for a specific period of time.
5. After school and/or Saturday morning detentions for a specific or indefinite period of time.
6. A specified number of hours of community service under the direction of the Assistant Principal for Student Life.
7. Prohibition from participation in graduation exercises.
8. In case of theft, vandalism, etc., besides other sanctions which will be applied, parents or those students involved must make proper restitution.
9. Referral for counseling in cases where the student's serious offense is not an isolated incident but rather an indication of destructive behavior. Students experiencing serious personal problems cannot learn, and learning is the primary educational goal of Bishop Hendricken.
10. Report to police. Members of our school community have no immunity from the law. Serious matters of legal concern are subject to police involvement (e.g., selling, and/or distributing drugs, stealing, etc.)
11. Recommendation for expulsion from our school.

DRUGS, INCLUDING ALCOHOL AND MARIJUANA

Any student who is in possession, under the influence, or in a transaction of drugs while on or off school grounds or at a school-related activity is subject to expulsion from Bishop Hendricken High School. Any student who is in the presence of such drug-related activity also subjects himself to possible disciplinary action.

1. Students will be subject to disciplinary action for the following substance-related incidents: arrest for intoxication or possession of drugs or appearing in school intoxicated, or in an altered condition caused by drugs; possession of drugs or drug paraphernalia on school grounds or at school functions; selling and/or distributing drugs or alcohol.
2. Alcoholic beverages of any kind are not permitted at school-sponsored student activities.

EXPULSION

Expulsion of a student from school is always a serious matter. Students who, by their actions and speech, indicate that they do not wish to be a part of the Bishop Hendricken community, who are oblivious of our reputation, who are unable or unwilling to abide by school policies and regulations, in a real sense, exclude themselves, and so in turn will be excluded from the school.

Offenses which make a student subject to expulsion include, but are not limited to, the following: stealing; causing scandal among students; carrying, using, or transacting drugs, including alcohol; truancy; serious misconduct outside of school which would reflect unfavorably on our school community; serious or habitual disobedience and/or disrespect to members of staff; damaging school property; failure to improve while on probation; continued lack of serious study; repeated misconduct.

In case of possible expulsion, the student and his parent(s) are told of his offense and may be given a hearing before the Student Life Committee or an administrative board.

Procedure

The Principal will do the following prior to the hearing:

1. Notify the student and his parents of the charges and the possibility of expulsion.
2. In the event of a hearing, provide an oral and/or written notice of the charges and an indication of the time and place of the hearing to the student and his parents.

3. The Chairman of the Student Life Committee brings the recommendation concerning expulsion to the Principal.

The Principal will then make his decision concerning expulsion based on the facts of the case. The parents and student have the right to appeal the final decision of the Principal by contacting his office to arrange for a meeting at which time the appeal will be heard.

FORGERY

(See Academic Integrity Policy)

Disciplinary Probation

Disciplinary probation is the status which the Administration may give to a student who has repeatedly committed infractions of school policy and/or regulation. The student in question and his family will be required to sign a probationary contract.

The conduct of a student on disciplinary probation will be monitored closely by the administration and faculty. If an appreciable improvement in the conduct of the student on disciplinary probation is not evident, he may be suspended, or required to withdraw from Bishop Hendricken.

SMOKING

Smoking (of any substance) is not permitted on or off campus at any school sponsored/related activity that is student centered. This ban also includes the use of chewing tobacco and all (tobacco and non-tobacco) vaping products.

STUDENT LIFE COMMITTEE

The Student Life Committee is a group of teachers and administrators who may be assembled to assist the Administration with the following:

1. To review and make recommendations in the cases of students who have exceeded the number of days a student may be absent or tardy as outlined in the Parent-Student Handbook.
2. To review the cases of students who have been brought forward by the Administration for major disciplinary infractions or for a series of infractions

in order to make appropriate recommendations to the Principal.

SUSPENSION - STUDENTS

Suspension from school includes removal from the school's total program, including activities, for the specified period of time. Suspension may be of two types: suspension from class, in which case the student will be sent to the Principal; suspension from school to the student's home for a specific length of time.

As regards suspension of students, a major offense must be involved. Offenses which make a student subject to suspension include, but are not limited to, the following: truancy; cutting class; disregard for school regulations; excessive detention; repeated detention for the same offense or other serious matters; violation of out-of-bounds regulation.

In regard to in-house suspensions, the following procedure will be followed:

- The student checks in to HR for attendance purposes.
- His teachers will be notified of the suspension, and asked to provide Guidance with assignments by the end of the day.
- Saturday detention may be assigned for suspensions.
- The student may read an academic book, but otherwise do no school work.
- The student reports to Guidance at the end of the day to pick up his assignments.
- These assignments must be completed within 3 days.
- A parental meeting with the Principal must take place before the student may be re-admitted to school.
- The student may not take part in any extracurricular activities while on suspension.

TURN IT IN.COM

Students may be required to turn in written work to www.turnitin.com, a website that filters papers for plagiarism.

TRUANCY - CUTTING CLASS

In addition to other sanctions as may be determined by the Principal, students who are truant will receive a grade of zero for all tests/evaluations taken on the day(s) of truancy. A conference of the truant student with the Principal and respective parent will be required before the student can return to school. Students who are truant more than once may be subject to expulsion.

VIDEO-AUDIO TAPING

Video and/or audio taping by any electronic means of anyone in the Hendricken community without their consent may result in expulsion.

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

CONFIDENTIALITY

Teachers, staff members, coaches and administrators will keep confidential information entrusted to them so long as no one's life, health or safety is at stake.

ATTENDANCE/ABSENCE/ LATENESS PROCEDURES

ATTENDANCE/ABSENCE/LATENESS

With respect to positive educational outcomes, there is a real relationship between attending class daily and learning. In our academic environment, a student's first responsibility is to be prepared for class, to attend class, and to be on time for class. Effective attendance regulations require cooperation of parents and students.

An official record of student attendance, absence, and lateness is recorded by the Administration. For time missed from school not exceeding 1/4 of the school day, a student is considered tardy; a half-day absence is assigned to a student who misses between 1/4 and 1/2 of a school day; a student who arrives at school after the midpoint of a school day is considered absent that day.

School doors **officially** open at 7:15 AM and close at 3:30 PM. Upon arrival at school in the morning, students are to assemble in the cafeteria prior to homeroom.

PARTICIPATION IN EXTRACURRICULAR OR ATHLETIC EVENTS

If participation (i.e. practice, participation in athletic competition or extracurricular meetings or events) is on a school day, a student must attend all classes that day in order to participate. Students who are absent from school ordinarily may not take part in practice sessions or other school activities on the same day that they are absent. Only the Principal may make an exception to this policy. Non-compliance may result in disciplinary action.

ABSENCES

On the morning of a student's absence from school or on the first morning of a continuous absence, a parent must release the student from school responsibility **by telephoning the school (739-3450) between 7:30 and 8:30 AM**. The parent should state the following: who is calling; the student's name, grade, and homeroom; cause of absence; possible duration of absence. Should a senior be absent on one of his senior experience days, the placement site and the main office must be contacted. Any missed senior experience day must be made up.

In case of absence that continues for more than a week, the contact should be repeated at the beginning of each week. In such cases, the parent should contact the student's guidance counselor to request that interim work be sent home from each of his subject teachers.

When a student is absent and the parent has not called, the attendance secretary will contact the parent or person designated by the parent as an emergency contact. Ordinarily, this procedure results in a disciplinary penalty applied to the student. Documentation of all such calls and/or attempted calls will be kept by the Attendance Secretary.

When the student returns to school, **he must present a note of explanation to the attendance secretary**. Readmit permission will be issued only upon receipt of this note. This note must be presented to the person on duty in the office prior to the homeroom period and must include the following: **date; student's full name, class, and homeroom; number and date(s) of days absent; reason for absence; signature of parent or physician**.

The student will be issued an **Admit Slip** which must be presented to his homeroom teacher.

A student may be excused for being absent for any of the following reasons: *illness or physical disability; illness in the family requiring his attention; death in the family; extraordinary emergency; advanced excuse.*

A student who is absent for any reason other than those stated above is considered to be unexcused and forfeits all make-up privileges. The Administration reserves the right to decide whether or not a given reason justifies an excused absence.

Advanced permission for a student's absence must be requested in writing by the parent **at least two weeks prior to the absence.** The absence is excused or unexcused at the discretion of the Administration. This decision depends on the urgency of the situation, the student's record, and school policy and regulations.

Upon return to school after an absence, students are responsible for scheduling make-up work with respective teachers. However, in the case of truancy, a student forfeits all make-up privileges and will receive a grade of zero (0) on all work missed.

EXCESSIVE ABSENCE

Parents will be required to provide a Doctor's note excusing any absence beyond a cumulative total of 15 days during the school year. If a doctor's note is not provided the student will be assigned two nights detention.

LATENESS

Arriving late for school means reporting to school, class, etc., after the time when school, class, etc., commences. Students who arrive late for school will be marked tardy. **They must report to the main office for a late slip before they are allowed to enter class.**

Lateness results in detention, except when an excuse is granted by the. As in the case of an excused absence, a note of explanation is required and must include the following: date; student's full name, class, and homeroom; date of lateness; reason for lateness; signature of parent.

Early Dismissal

No student is allowed to leave school early without permission. With the exception of seniors, upon arrival on campus, no student may leave the building during the school day, under any circumstances. Only the Principal or Assistant Principal may give a student permission for early dismissal or permit a student to leave the building. Occasionally, students may be excused from school before completion of the full day. When such dismissal is necessary, the student must present to the main office, before homeroom period, a note written by his parent. This note must contain the reason for leaving early, time he will leave, and the time he will return to school.

The main office staff will issue the student a **Dismissal Slip**, which the student should present to the teacher at the time of dismissal. This permit must be turned in at the main office before the student leaves school. Students must return to the main office upon returning.

Vacation Periods

Parents should plan vacations **within our school vacation periods** to prevent disruptions. When students take vacations that extend beyond school vacation periods, a very poor message concerning the importance of school is communicated to them. Since this is considered an unexcused absence, students forfeit all make-up privileges. Requests for excused absences should be made in writing to the Administration at least two weeks in advance of the absence.

Students are permitted two excused tardies per quarter. Subsequent tardies will be assigned a detention unless the student has a doctor's note explaining the lateness. Notes from parents are not acceptable.

3rd tardy: one office detention
4th tardy: two office detentions
5th tardy: one Saturday detention

Students who are late more than five times in a quarter will be required to attend a meeting with their parents and the Dean of Students before being readmitted to school.

GENERAL INFORMATION

ACCIDENTS

Accidents on campus or at a school-related activity are to be reported immediately to the designated supervisor or at the main office.

Calendar Sales Policy

Students are required as part of the fundraising efforts of the school to sell 8 calendars. (For families with 2 or more students, 12 calendars must be sold per family.) *Any student not selling the minimum of 8 calendars will have the total for the missing calendars added to their yearly tuition bill.*

CANCELLATION OF CLASSES

School closings are necessary at times due to emergency conditions. In case a necessity arises which mandates the closing of school, announcements in this regard will be made on the following stations: WPRO-AM (630), WHJJ (920)/WHJY (94.1), WWLI (105.1), ABC 6, NBC 10, AND CBS12. We contact radio and television stations usually by 5:30 AM; ordinarily, a closing will be broadcast by 6:00 AM. If, for example, a storm threatens during school hours, we contact these stations as soon as a decision is made to close school.

An “all-call” will be made to the entire school community as soon the decision to cancel school has been made.

Bishop Hendricken does not follow the Warwick School Department announcements regarding school closing; a separate announcement regarding closings will be made.

CHANGE OF ADDRESS, TELEPHONE NUMBER, ETC.

Parents should notify the school in writing of any changes of mailing address, telephone number, custodial status, or of any other important information in respect to their son. We must have on file an up-to-date home telephone number and emergency telephone number.

COMMUNICATION

Parents should insist that their son handle situations that are rightfully his concern. If he says that he does not know whom to contact, he should be directed to find out and then to approach that individual.

When parents do the contacting, well intentioned as they are their son's personal responsibility is impeded. Occasionally, parents may desire to consult teachers at some time other than regularly scheduled meetings. Teachers will be available for reasonable requests. Parents, too, may wish to consult administrators, or other school personnel. Ordinarily, an appointment is necessary for such a conference.

If a parent has a complaint about a teacher, it is only appropriate that the parent discuss the difficulty first with the teacher. If a parent is reluctant to speak to a teacher alone, the presence of the respective department chairperson or an administrator may be requested for the conference.

The Administration will not respond to anonymous communications.

PROCEDURE FOR COMMUNICATION:

Parents wishing to make contact with an administrator or a teacher should make an appointment, ordinarily by a telephone call to the office or by letter to the administrator or teacher. Response to the request will be made as soon as possible. Teachers may not be disturbed while in class, so such conferences will not be arranged without prior consultation with the teacher involved. They should occur, if possible, after 2:30 PM and on a day convenient to the teacher. Spontaneous visits of parents to classrooms are not allowed.

Students: In any difficulty, students should first consult with homeroom or classroom teachers. Teachers know and understand school policies, regulations, and procedures, as well as the reasons for them, and should be able to help. If teachers are unable to help, students should consult with their respective guidance counselor or one of the assistant principals.

CUSTODY

The custodial parent or legal guardian is the only public person authorized for access to private information of the respective students. Especially in cases of divorce, it is the responsibility of the custodial parent to inform the school in writing who has legal custody and what, if any, access to the child a non-custodial parent has. Other relatives have no right of access to a student's private information, unless that right of access is granted in writing by the custodial parent or legal guardian.

PARENT-TEACHER CONFERENCES

Parents are encouraged to check on their son's progress at www.edline.net . Passwords are available through our technology department.

A general conference of teachers and parents is held after the first, and second report cards are issued. This conference provides the opportunity for parents to meet with teachers regarding their son's progress. Parents are asked to make an appointment with each teacher they wish to meet with through their sons prior to the conference. All parents are invited to attend each general parent-teacher conference. Parents of students who have failed any subjects during these grading periods should attend the conference and speak with their son's teachers. Early detection of underlying causes of failure is essential for academic success.

SCHOOL BOOKSTORE

All items purchased through the school bookstore must be paid for by cash or check at the time of the transaction. No credit is permitted. Students wishing to return unused books purchased through the bookstore will receive a refund at the beginning of the school year (or the semester for which the course is scheduled) only if the student has dropped the course(s) for which the books were purchased.

As determined by the school bookstore manager, refunds for used books returned in acceptable condition will be issued to transferring students and graduating seniors at a percentage of the original cost. Underclassmen will be issued credit on the following year's books.

TRANSFERS

A student transferring from Bishop Hendricken must present a written request from his parents to the Director of Guidance that his record be sent to a designated secondary school. The procedure for transfer will be explained to the student and/or parent at the time of such notification. The student's record will be sent directly to the designated school if all obligations to Bishop Hendricken have been fulfilled.

Parents of students transferring from Bishop Hendricken High School will be asked to complete a transfer form which explains the reason(s) for the student transferring.

TRIPS (FIELD TRIPS, OUTINGS)

Trips can be a worthwhile part of the teaching/learning experience. Trips are privileges; no student has an absolute right to a trip. Students can be denied participation in trips if they fail to meet educational and

behavioral requirements. The right to decide whether or not a student may go on a trip sponsored by the school belongs to the school as well as the parents.

Parents are expected to sign the permission form which releases the school from liability. A student who does not have a properly signed permission form will not be allowed to go on the trip. A telephone call from a parent will not be accepted in place of the proper form.

Students who attend or participate in a school-sponsored trip and/or event on a school night are required to be in school on the following school day unless permission is granted by the school. Otherwise it will be considered an unexcused absence and participation in future trips and/or events will be in jeopardy.

OVERNIGHT TRIP PROTOCOL AND REGULATIONS

- Coaches/ moderators will search all bags of students who are going on any overnight trip prior to boarding the bus or van.
- An administrator will address each group before they leave Hendricken about the consequences of their actions.
- Coaches/moderators will establish a high profile in the public areas of the hotel prior to “lights out”. After the “lights out” period, coaches will supervise the areas of the student rooms, listening for any suspicious behavior.
- All students will sleep in the room to which they are assigned by the coaches/moderators.
- All coaches/moderators will check each room at “lights out”. The coaches and moderators will go into each room and inspect the room for any irregularities. Coaches/ moderators will inspect each room used by a student upon checking out of the hotel.
- Students and parents are required to sign a permission slip which is an acknowledgement that they understand the consequences of any handbook violations while on a school sponsored trip.

TUITION POLICIES

Tuition Payments

Bishop Hendricken is financed primarily by tuition. In order to preserve the financial future of the school, all financial obligations must be paid in full. In the event that tuition becomes in arrears, Bishop Hendricken can indefinitely suspend a student from classes, exams and activities.

Tuition must be current in order to:

1. Receive a class schedule at the beginning of the school year,
2. Take semester exams for the first and second semester,
3. Take part in any athletic or extracurricular activities, and
4. Graduate, attend any graduation-related activities (such as senior prom, senior breakfast, etc.), have transcripts forwarded to colleges and universities.

Bishop Hendricken requires all families to register with Tuition Management Systems (TMS) and utilize the three authorized payment plans:

1. **Payment in Full.** This payment plan requires full payment by June 1, 2017. This plan would offer a \$100 discount. Discounts are only offered for families that make the full tuition payment of \$11,650. If tuition is discounted for financial aid or any other tuition reduction, no discount is given for choosing this plan. In the case where there are split families a \$50 discount is given to a parent who is responsible for half the tuition, does not have any tuition reduction and chooses the Payment in Full plan. There is no cost to register with TMS for families choosing this plan.
2. **Two Payments.** This payment plan requires half payment by June 1, 2017 and the second payment by December 1, 2017. There is no discount for choosing this plan. There is no cost to register with TMS for families choosing this plan.
3. **Monthly Payments.** There are two monthly payment options:
 - a. A 10 payment plan with the initial payment due in June 2017 and the final payment in March 2018.

You may choose the payments to be due on the 5th or the 20th of each month. There is a \$40 fee to TMS for families choosing this plan.

- b. An 11 payment plan with the initial payment due in June 2017 and the final payment in April 2018. You may choose the payments to be due on the 5th or the 20th of each month. There is a \$40 fee to TMS for families choosing this plan.

In the event of withdrawal from Bishop Hendricken, for any reason, families will be responsible for a percentage of total tuition for the year based on the following allocation:

| If withdrawal is from | You will be responsible for |
|--|-----------------------------|
| Beginning of School Year to September 30th | 25% of annual tuition |
| October 1 st to October 31 st | 50% of annual tuition |
| November 1 st to January 31 st | 75% of annual tuition |
| February 1 st to end of the school year | 100% of annual tuition |

Also –

- The \$400 Registration Fee is not refundable upon student withdrawal.
- If student has begun Advance Placement Class(es) there is no refund of the A/P Fee
- Any reduction from tuition such as financial aid, merit scholarship, etc., will be prorated by the same percentage as listed above according to the withdrawal date.

Bus Transportation Request to ride on the buses. Seats on the buses are first come, first served. Riders from the previous year

have the “right of first refusal” if they respond by the requested date indicating their interest in riding on the bus for the following year. A list of new riders will be kept by the Business Office based on the date and time that the full payment and a Transportation Contract of new riders have been received.

There are no refunds of Transportation Fees in the event that: a student withdraws or is asked to withdraw, or no longer needs the bus service. There are no fee reductions for students who only want to use the services “one way” or who are not using the services because of athletic or extracurricular activities.

Students who have bus privileges taken away because of discipline issues are not eligible for refunds or rebates.

Financial Aid

Financial Aid requests are processed exclusively through FACTS. In order to qualify for any financial assistance, you must complete and submit information through FACTS online (www.factstuitionaid.com) or by paper application. In addition to submitting your application, you will also be asked by FACTS to submit verification of this information. This can normally be accomplished by sending FACTS a copy of your Federal Form 1040 and all appropriate W-2 Forms. Your application will not be reviewed until FACTS has performed this verification.

A due date for applications will be established by the Diocese of Providence. This date is normally in the middle of February. Failure to submit your application by the due date may adversely affect your award. Submission of your application will qualify you for all financial assistance available through Bishop Hendricken and the Diocese of Providence.

Applications must be made for every year you are looking for assistance. There are no automatic awards because of filings

from previous years. New submissions must be made every year in order to be considered for an award.

There will be an email reminder from the school in order to remind you of the need to resubmit your application, and the new due date. You will not automatically be mailed a new application. These applications must be requested from the Business Office. It is important that you read all emails from Bishop Hendricken. **If you are not receiving emails from Bishop Hendricken, or have changed your email address, please notify the Main Office of this to insure that you receive all electronic communications.**

Financial Aid awards can be withdrawn at any time during the school year in the event of a failure to meet financial obligations or because of inappropriate actions on the part of the student.

VEHICLES - PARKING - SPEED LIMIT

Student Vehicles

Juniors and seniors who are legally licensed and have permission of the school, as well as parents, may drive to/from school and park on campus. All student vehicles must be registered with the Main Office at the beginning of school. Parking spaces are available on a first-come, first served basis. When the vehicle is properly registered, a parking permit will be issued. This permit must be clearly displayed at all times during school hours. Parking permits are free of charge. Once the number of permits issued equals the number of parking places in the lots, no other permits will be issued.

No student is permitted to go to his vehicle during school hours except in case of an emergency and then only with the permission of the Dean of Students or in his absence another administrator.

Parking

Students are to park in the designated parking lots. The Dean of Students will check the vehicles in our parking facilities to see that they have the appropriate identification, and that vehicles are not parked in restricted areas. The front parking lot is reserved for faculty, staff, and seniors who are assigned by the Dean of Students. **Only juniors and seniors are permitted to park on campus.**

The school has no insurance covering the use of private cars for transportation of students to/from school-related activities. Owners of

private vehicles used for this purpose (e.g., parents, teachers) can be held personally liable in the event of accident or injury. Therefore, Bishop Hendricken discourages the use of private cars for transportation of students to/from school-related activities. If such an arrangement is necessary, a call and a note from a parent is required, as well as approval from an Dean of Students.

The speed limit on school grounds is 10 miles per hour.

Vehicles parked without authorization from the school or parked in a handicapped spot or an area not designated for parking may be towed at the owner's expense.

VISITORS

Students may invite prospective students to our school with permission of the Admission's Director. Visiting students must have written parental permission for their visit.

FACILITIES

CAFETERIA

Ordinarily, food and beverage are to be consumed in the cafeteria only. Student lunches should be left in the school locker until just before the period during which lunch is eaten.

CHAPEL

The Chapel is a special place of prayer. Students visiting the Chapel should be respectful of the sacramental presence of Jesus.

COMPUTER ROOMS

No student is allowed in any computer room unless supervised personally by a staff member or approved student monitor. When finished using computers, students should turn off computers, properly dispose of any debris, put in chairs, and return borrowed materials to the designated supervisor. Food and beverage are not allowed in any of the computer labs. Students who improperly use the computers will lose all computer privileges.

The internet may only be used if a student and his parent(s) have read and signed the Bishop Hendricken Acceptable Use Policy (found at the end of this handbook).

EQUIPMENT

Apart from normal wear and tear, any equipment lost or otherwise not accounted for, or unusually abused, will be charged to the student who has been issued this equipment. If restitution is not made for such item(s), he will not be allowed to take semester exams or to take part in any activity.

GYMNASIUMS

Under ordinary circumstances, students should not eat or drink in our gyms or the weight room. When the protective tarp is not down, *only gym-suitable shoes* are allowed on the playing courts. **No student is to be in the gym area or the weight room at any time unless a staff member is supervising the area.**

DAILY PROCEDURE

Parents are responsible for ensuring that their son's adhere to the Bishop Hendricken High School dress code before they report to school.

DRESS CODE 2017-2018

The purpose of Bishop Hendricken High School's dress code is to teach our young men maturity and what will be expected of them in formal situations in the adult world.

As such, the following dress code requirements will be enforced.

1. Suit jacket/approved sweater: All students are to wear a suit jacket (preferably navy blue) during school, outside the classroom and inside the classroom (unless the teacher allows it to be removed). Students may wear a school-approved sweater or sweater vest which may be purchased from Donnelly's in lieu of a sport coat. Hendricken fleece and other sweatshirt-like tops are not acceptable. If a student decides to wear a sweater beneath his jacket, it must be a school-approved Hendricken sweater.
2. Dress shirt and tie: Students must wear a buttoned oxford-style shirt. Flannel or flannel-like shirts may not be worn. Shirts must be tucked in and properly buttoned at all times. Ties. Students are to wear neckties or bowties at all times; these ties are to be properly adjusted.

3. Pants: Appropriately sized dress pants, khaki style pants, or corduroys, all worn with a belt, are acceptable.
4. Shoes: Students are expected to wear shoes that are in line with a business environment. Traditional topsider shoes are also acceptable. Sneakers, canvas shoes, slippers, or work boots are not appropriate. Students are always required to wear socks.
5. Adornments: Earrings and any facial piercings may not be worn during school (including dress down days) or while participating in any school event, including athletics. Concealment by means of Band-Aids, etc. is not permitted.
6. Hair must be neat. The Administration understands that trends change, therefore, it is expected that students will have a traditional-style haircut. Hair must be cut so that it comes above the collar and not hang in the student's eyes. Students are to avoid any extreme hair styles including, but not limited to ponytails, braids, man buns, cornrows, fully or half shaved styles, long twists, mohawks and dreadlocks. The student's hair color is to be natural and remain unchanged for the duration of the school year. Sideburns must be neat and may only come down to the bottom of the student's ear.
7. Hats may not be worn in the school building before or during the school day.
8. Students must be cleanly shaven at all times. Students who are unshaven will be required to shave at school and may disciplinary consequences.
9. Visible tattoos are not permitted. This includes while participating in athletic and extracurricular activities.

Around the beginning and end of the school year, our dress code may be adapted due to warm weather. Under the adapted dress code, only the following are permissible per the aforementioned

requirements: dress pants, shoes and socks, a shirt with collar and buttons (polo-style shirts are acceptable). An announcement that this adaptation will go into effect is made by the Administration.

Disciplinary consequences are issued for those who are not in complete compliance with the dress code. Those who establish a pattern of abuse of the dress code may be suspended from school and a parent meeting must be held before reinstatement. The Administration is the final arbiter of the dress code and may amend these guidelines at any point throughout the school year.

LEAVING CAMPUS

Students, once on campus for school, may not leave the building until school is over for the day. **Any student who is found to be out of the building without permission will receive an automatic suspension.**

Seniors, with permission of parents and the Assistant Principal, may leave campus after their last class period for the day. Also, seniors who have the first period free do not have to report to school until 9:15 AM. **Any senior who accrues 6 or more latenesses in a quarter will lose this privilege and must report to Homeroom at 8:10 AM.**

LOCKER ROOMS/LOCKERS - ATHLETIC

Eating and/or drinking is not allowed in locker rooms, as well as in the gym or weight room. Students are not to deface or damage lockers or any other property, individual or school, in any way.

Each athlete will be assigned to a locker. **He must secure his locker with a school lock before the season commences.** Any student who stores items in a locker without a school lock, or who leaves items lying on the floor of the locker room is risking having these items stolen. In addition, he will subject himself to having these items confiscated and thrown in the trash.

Bishop Hendricken High School will not be responsible for items which are stored in an unsecured locker or left lying on the floor of the locker room.

Cleats are not to be worn inside any part of the school building or in school vehicles.

At the end of each season, each student-athlete must thoroughly clean out his locker. Since the lockers belong to Bishop Hendricken High School, they are subject to inspection by senior administrators.

LOCKS/LOCKERS

Each student is assigned a school locker for use during the school year; he may not change his locker without the Administration. The locker is to be used for outer clothing, books, and other necessary school items. Since the lockers belong to Bishop Hendricken High School, they are subject to inspection by senior administrators. Each student is responsible for keeping his locker in good order. If his locker does not operate correctly, he should report it to the Administration so that repairs can be made.

Students may go to lockers before homeroom, before the lunch period, and at the close of the school day. Students may not go to their lockers during the lunch period. ***All students should be very conscious of security.*** In order to minimize charges of stealing:

1. Students should never pre-dial the combination lock; rather, they should keep their combination to themselves and make sure that the locker has been properly secured.
2. In case a student forgets his combination, only a senior administrator may give him his combination or authorize key-opening of a lock or cutting off a lock.
3. Students in gym class should bring an approved school combination lock to secure their belongings while in gym class. Students who forget their lock should give their belongings to one of the gym teachers who will secure them in an appropriate place.

Students are not to deface or damage lockers or any other property (including placing stickers on doors or on locker walls), individual or student, in any way. Official school locks must be used on all student lockers. These locks are available for purchase in the school book store.

LOST PROPERTY

Lost and Found is operated through a room in the cafeteria hallway. Students may claim their items in this location by contacting an Assistant Principal. While the school assumes no responsibility or liability for lost or stolen property, any such losses should be reported to the Assistant Principal or Principal immediately. Found articles should be turned into the main office or to the Assistant Principal.

LUNCH PERIODS

Students may go to lockers before lunch periods and bring books with them to the cafeteria or class. On their way to or from lunch, students are to proceed in a quiet, orderly fashion. During lunch periods, students should not be in the classroom area.

Underclassmen may not leave the cafeteria without a supervisor's permission. Students needing to use a restroom must receive permission to leave the cafeteria.

Seniors only are allowed to order food from three vendors, Dominos, Picasso's and d'Angelo on Thursday and Friday during the lunch periods.

LUNCH PROGRAM

Students may purchase lunch at school or bring their lunch to school. Vending machines which dispense an assortment of soda and snacks are also available.

MAIN OFFICE

The main office is open every regular work day according to the following schedule:

- During the regular school year from 7:30 AM until 3:30 PM.
- During the summer vacation from 8:00 AM until 12:00 PM.

OUT-OF-DRESS PASS

On a rare occasion, when a student has a legitimate explanation for non-compliance with our dress code, the Administration will give him an out-of-dress pass. Such passes are issued only during homeroom

period and must be shown to teachers and administrators upon request. **Any student who does not obtain an out-of-dress pass after prayer and announcements, and is later referred to the Administration will automatically be assigned a detention.**

SUPERVISION

Administrators are on duty beginning at 7:15 AM. Ordinarily, teachers supervise students on campus from 7:45 AM until 15 minutes after dismissal. Designated supervisors of extracurricular activities are on duty for necessary times before, during, and after their respective activities.

Parents can expect the official supervision of students during the school day to begin at 7:15 AM until 4:00 PM. The time of official supervision of students during extracurricular activities begins at the moment when the first student arrives for the activity until such time as all students have departed. After school, students are limited to the cafeteria and the foyer area (green tile). Outside these times of official supervision, students who are on campus must observe policies, regulations and procedures governing our school community.

Parents should be aware that the school will not be responsible for students on campus outside times of official supervision. Students are not permitted to remain in classrooms unless a staff member is present.

TELEPHONE

No student may use a school telephone. Only in cases of emergency and with permission of a staff member may a student use a school telephone. Telephone messages will be delivered to students **only in case of absolute necessity.**

ATHLETICS

ADMISSION TO SCHOOL ATHLETIC EVENTS

Admission for students to home athletic events at school is free of charge. Our students may be required to demonstrate current student

status by showing their school ID card. All other spectators usually pay the price of admission as determined by the designated supervisor.

ELIGIBILITY - ATHLETIC/EXTRACURRICULAR ACTIVITIES

In a spirit of fairness, eligibility requirements at Bishop Hendricken apply to all extracurricular activities.

1. Beginning on the day report cards are distributed or mailed, any students who has more than one "F" or who fails to maintain a GPA of at least 1.75 will be placed on athletic probation and will not be allowed to participate in any interscholastic league game or scrimmage. Students with two "F's" are ineligible the middle of the next quarter. These students may be reinstated at the mid-point of the next quarter if the student is not failing more than one course. Students who fail more than two courses are athletically ineligible for the entire next quarter.
2. The grade designated as the final grade for this policy is the quarterly grade for quarters one and three and the semester grade for quarter two.
3. Students who are also on academic probation may be allowed to try out for a team with the permission of the principal.
4. Students on academic probation must attend a mandatory study period on Tuesdays, Wednesdays, and Thursdays during the probation period.
5. Students on academic probation are required to fulfill every requirement of team membership during the probationary period or they will not be reinstated when progress reports are distributed or mailed. This means that they are required to attend all games and scrimmages and be subject to all responsibilities of team membership as specified by the coach. The only exception is when such activities are in conflict with the mandatory study period.
6. Students on academic probation may not dress in uniform for games or scrimmages.
7. Any student who fails 3 or more subjects is ineligible to compete in the Rhode Island Interscholastic League until the day report cards are distributed or mailed for the following quarter.

INTRAMURALS

Bishop Hendricken offers a full year intramural program. All activities are created and structured to foster camaraderie, commitment, and sportsmanship.

EXTRACURRICULAR

CAPTAINS - OFFICERS/STUDENT COUNCIL

Positive leadership must be exhibited by team captains and/or other officers. All athletic captains must be approved by the principal. If this does not occur, they may be removed from their leadership position by the appropriate administrator.

DANCES - MIXERS

Student dances, mixers, proms, etc. are important social events, and are held periodically throughout the year. All students in attendance must dress and behave properly at such social gatherings. Excessive displays of emotion will not be tolerated. For school mixers:

- Neat, clean jeans or other informal wear are acceptable. All in attendance must dress and behave in character with our school community.
- Students will not be allowed to re-enter the mixer once he/she has left the building.
- Non-Hendricken males are not permitted to attend Hendricken mixers.
- Refreshments can only be consumed in the cafeteria.
- Inappropriate dancing will not be tolerated.

All who attend Mixers must adhere to the rules posted at the entrance.

Proms:

Concerning proms, the Assistant Principal for Student Life will meet with juniors and seniors attending their prom in order to review pertinent school policies and regulations governing student conduct. Particular attention in this review will be given to alcohol and drug use.

No student will be allowed to attend his prom unless he is in full compliance with requirements per this review.

STUDENT COUNCIL ELECTIONS

Students who wish to run for student council or class office must fill out the appropriate form and have it signed by their teachers, the moderator of student council, and the Assistant Principal for Student Life. Students must be in good standing both academically and

behaviorally in order to run for office.

HEALTH SERVICES

The Health Office is under the direction of two registered nurses who are certified school/nurse teachers. Any student who becomes ill at school may be seen by the school nurse after receiving a pass from their teacher. If it is necessary to dismiss a student due to illness, the nurse must contact a parent or legal guardian for permission. Also, the parent or his/her designee must come to the school to pick up the student. Students who drive to school may drive home when ill but must have their parents permission to do so.

The following are responsibilities of the school nurse:

- to administer prescription medications
- to care for students who become ill at school
- to treat minor school-related injuries
- to maintain health records for every student

It is the parent's responsibility to notify the nurse of any change in the student's health status.

HEALTH FORMS

The following health forms are required of all new students:

1. Health History - to be completed by parent.
2. Physical Examination - to be completed by student's physician.
3. Assumption of Risk - to be completed by a parent.

The following health forms are required of every student at the beginning of each year:

1. Authorization for Prescription Medication - to be completed by student's physician and signed by a parent.
2. Permission for over the counter medications (i.e., Tylenol, Advil, and Mylanta) - to be signed by parent. (This form also includes permission to transport a student to an appropriate medical facility in case of emergency.)

INSURANCE - INJURY REPORTING

Bishop Hendricken students are covered by supplementary medical insurance. This insurance provides coverage for students injured in school or during school activities. It is supplementary to parents private medical insurance in that it provides payment for reasonable

charges of bills beyond that which is covered by the parents' own insurance.

Procedure:

All school-related injury claims are processed through the Athletic Director. The procedure is simple, but failure to follow it may result in loss of coverage. If a student is injured in school or in a school activity, he must:

1. Report the injury to the designated supervisor of the activity, e.g., his coach, teacher, or moderator, etc.;
2. Report the injury to the school trainer if it occurs after school in an approved interscholastic team practice or game.
3. on the day of return to school after the injury, the student must report to the Athletic Director to obtain a medical insurance form if the injury has required medical attention. This form has a section to be filled out by the Athletic Director, another section to be filled out by the student, and a third section to be filled out by the attending professional.
4. The completed medical insurance form should be sent along with all
5. Related medical bills not covered by private medical insurance to the address listed on the form.

Questions regarding this procedure should be directed to the Athletic Director.

GUIDELINES FOR MEDICATION ADMINISTERED DURING SCHOOL HOURS

All medication must be in a prescription container appropriately labeled by the pharmacist. Over the counter medication should be in the original container, clearly labeled with the student's name. A note from his parent is also required by the school nurse.

All medication must be dispensed by the nurse, with the exception of inhalers and epi-pens, which students are required to self carry.

In order to self carry an epi-pen or inhaler, Students MUST have a self carry care plan from his physician faxed to the school nurse. Fax #-732-8261

STUDENTS WHO HAVE SUFFERED A CONCUSSION

Bishop Hendricken High School recognizes the importance of identifying students who have suffered a concussion. Health Services

assists in the implementation of physical and cognitive rest surrounding school activities and in their recovery.

If your Son has suffered a concussion, please do the following:

Alert the school nurse of the injury (739-3450 x 136)

Student-Athlete Concussion Policy and Protocol

If a member of the Bishop Hendricken Athletic Training Staff has a concern that a student-athlete may have sustained a concussion due to their participation in athletics, or if one or more individuals express concern to a member of the Sports Medicine Staff that a student-athlete may have suffered a concussion, the Concussion Policy and Protocol will be followed. This policy and protocol has been developed using the recommendations and guidelines set forth by the National Athletic Trainers' Association. The health and welfare of the student-athlete will be the primary consideration throughout the process.

Release of Student-Athlete from Supervision of a Certified Athletic Trainer with Take-Home Instructions

If the student-athlete has shown an improvement in their signs, symptoms, or problems by the end of the practice or competition, they will be given Take-Home-Instructions for care while they are at home and not under the supervision of a Certified Athletic Trainer. These instructions will be given and explained to a responsible individual as determined by the Certified Athletic Trainer. The student-athlete will be continually monitored for deterioration every few hours and over the following days as problems could arise over the next 24 – 48 hours. The student-athlete will be monitored regularly until they are symptom-free. *If necessary, the athlete should be referred to medical personnel symptoms persist or if there is a question of a more serious condition.*

Academic Support Referral

If a student-athlete presents with signs, symptoms, or problems affecting their cognitive function, he/she may be held from attending academic classes until the signs and symptoms have diminished. Due to the nature of head injuries, the concentration and focus needed to not only attend, but to actively participate in class and complete assignments, can delay the healing process. In order for the student-athlete to be excused from class and allowed time to make up missed assignments, select faculty outside of the Athletic Training team will be notified in order to help take appropriate actions for their academic

well-being. The Athletic Director, School Nurse, and the Guidance Counselor will be notified in order to help lend support to the student athlete and act as a liaison between the Athletic Training and academic staff.

It is the job of the Guidance Counselor to notify the student-athlete's teachers of the circumstances regarding the nature of the injury and to explain the appropriate actions needed to be taken with the student-athlete's studies. The above mentioned staff will continually work with the Athletic Training team in order to monitor the healing process of the student-athlete and will be made aware of when the student-athlete is cleared to return to a regular academic schedule.

For more concussion guidance:

<http://www.aan.com/go/practice/concussion>

STUDENTS WITH LIFE THREATENING ALLERGIES

Procedures currently in place at Bishop Hendricken High School

*All Hendricken students are encouraged to carry their epinephrine auto-injectors on themselves at all times. * An epi-pen is stored in the Main office, Library, President's and Health offices for emergencies.

* No peanut/tree nut products are used or sold in the Hendricken cafeteria.

*There are peanut/tree nut tables in the cafeteria for all lunches.

*All Faculty/Staff and Coaches are trained annually in the symptoms of allergic reactions, anaphylaxis, of epinephrine auto injectors, and advised to immediately call 911.

GUIDANCE SERVICES

The guidance program of Bishop Hendricken is designed to meet educational and personal needs of the individual student and thereby to

help him direct himself toward being his best possible self. Guidance and related services assist the student to know himself, to make the most of his strengths - academic, moral, personal, religious, social, etc. - in healthy ways, and to develop creative interests and respect for each individual human being, including himself.

Each student is assigned a guidance counselor according to the student's class. A counselor meets with each student at least once during a quarter; a student may also schedule an appointment with his counselor if he has any concerns. The guidance director and counselors are available for parent consultation regarding any individual student, should the need arise. In addition, the Guidance Department schedules group sessions for the dissemination of information regarding PSAT, SAT I and SAT II subject tests.

SENIORS AND THE COLLEGE PROCESS

Bishop Hendricken possesses one of the most comprehensive college planning programs of any college preparatory high school in New England. During the spring of junior year, the college counselor schedules group college planning interviews with incoming seniors and their parent(s) to begin the college search process for those students. In the fall, Bishop Hendricken annually hosts a private college fair. The Senior Counselor also provides a weekly newsletter from September through June which contains a plethora of planning, consumer, financial aid, and scholarship information to the seniors and their parents. The guidance suite is well resourced with computer workstations, a video library, college view books, catalogues, and many other related materials designed to assist our seniors and their parents with every aspect of the college search, application, and financing processes.

REQUEST FOR HOMEWORK DUE TO EXTENDED ILLNESS

A parent or student should contact his individual teachers by email to request homework assignments during an extended illness. The faculty email addresses can be found on edline or the Hendricken website.

SCHEDULE - CHANGE OF CLASS

Students receive their daily schedule on their designated orientation day. Class changes will occur at the opening of school and, in case of

semester courses, at the start of the second semester. Adjustments regarding the schedule will be considered during the first two weeks of school through the Guidance Department. At any other time, such changes are subject to approval by the Principal. Students are scheduled for the subsequent year upon recommendation of the classroom teacher, course criteria requirements, and approval of the department chair.

TRANSCRIPTS

A student or graduate may request, through the Guidance office, that an official copy of his transcript be sent to a college or employer. (An official copy means that the transcript has been stamped with the school seal: all official transcripts are mailed directly from school to the receiving institution.)

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Bishop Hendricken High School provides the opportunity to excel in the “Information Age” by providing technology-driven services to its students and staff for educational purposes. These resources are a means for improving the skills of critical thinking, researching, collaborating, disseminating information, and communicating in a global arena via the Internet.

Because of the complexities associated with these services, many are unregulated and open to potential abuse. It is the belief of Bishop Hendricken High School that the faculty of the school has the right to monitor all activity on the network in accordance with the attached guidelines so as to promote the responsible use of telecommunications services. Your signature on this document is legally binding and indicates that you have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Purpose and Use:

Because connection through the Internet and E-mail provide access to computer systems globally, students and their parents/guardians understand that Bishop Hendricken High School and the system administrator have no control over content. While the Internet provides much valuable educational information, some objectionable material also exists. The information may be defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal.

Bishop Hendricken does not condone and does not permit the use of such materials in the school environment by our students. Students knowingly or negligently viewing or distributing such materials will be dealt with according to the policies herein.

Responsibility:

Users agree not to publish on or over the system any information which infringes upon or violates the rights of any other person. Any action by a user that is determined by the faculty to be an inappropriate use of network resources is strictly prohibited and may result in termination of the offender's use of the network and/or other action as stated in this contract.

The user agrees not to use the system to conduct any business or solicit the performance of any activity prohibited by law. Transmission of material or information in violation of any local, state, or federal law is also prohibited and a breach of this contract.

Software provided to the user is a curricular resource. No user may install, upload, or download software without the consent of the system administrator, classroom teacher, or librarian. Use of any software with the purpose of damaging other users' accounts or the school's network (e.g., computer virus) is specifically prohibited. The system administrator, classroom teacher, or librarian, at his/her discretion, reserves the right to refuse posting of files and to remove files. A student's access to the network will be terminated if he is found to be misusing software.

The user will not place any copyrighted material on the school network without author permission. The owner(s) may upload copyrighted material to the system. Users may download copyrighted material for their own use with the permission of the owner. This permission must be specified in the document, on the system, or obtained directly from

the author.

The user will not partake in real-time conferencing (talk/chat/Internet relay chat) or any interactive communications features. The systems administrator, classroom teacher, or librarian reserve the right to terminate network use of a student who uses real-time conference features.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the system, the user must notify the system administrator. The user should not demonstrate the problem to others. Professional staff may allow students who are not users to access the system through the staff person's account as long as the staff person does not disclose the password of the account to the students and understands that the staff person assumes responsibility for the actions of students using his/her account. Attempts to log into the system using either another user's account or as a system administrator will result in termination of the account. Users should immediately notify the system administrator, classroom teacher, or librarian if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will have his/her network use terminated and be subject to other disciplinary action as outlined in this policy.

Vandalism:

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the school's handbook. Vandalism is defined as any malicious attempt to harm, interfere with, or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game Playing and Painting:

Game playing is not permitted on the Bishop Hendricken High School system.

Drawing and painting are permitted only when terminals are not needed

for other purposes and the activity conforms to the goals of Bishop Hendricken High School.

Printing:

The printing facilities of Bishop Hendricken High School network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

Consequences of Violations:

Penalties for violations may include but are not limited to:

- Suspension/revocation of information network access
- Suspension/revocation of network privileges
- Suspension/revocation of computer access, which may result in a withdraw/fail
- Disciplinary action as outlined in the Bishop Hendricken Parent/Student Handbook
- Legal action and/or prosecution by the authorities

Users and their parents/guardians agree to indemnify Bishop Hendricken High School and its employ and agents for any losses, costs, or damages, including attorneys' fees incurred by the school relating to, or arising out of any breach of this contract.

SCHOOL SONG

Fight for the Green,
Fight for the Gold,
Loyal men of Hendricken.

Fight for the strong,
Fight for the bold,
Alma Mater ever true.

Soar through the sky,
O Valiant Hawks,
Symbol of the brave and true.
So fight, fight, fight,
With all your might,
Mighty men of Hendricken.

DAILY SCHEDULE

| TIME | | | | DAILY ROTATION | | | |
|--|----------|----------|----------|------------------------------------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8:10 - 8:25 | | | | <i>Homeroom</i> | | | |
| 8:29 - 9:23 | A | G | F | E | D | C | B |
| 9:27 - 10:12 | B | A | G | F | E | D | C |
| 10:16 - 11:01 | C | B | A | G | F | E | D |
| 11:07 - 11:32 (1) 11:34 - 11:59 (2) 12:01 - 12:26 (3) 12:28 - 12:53 (4) | D | C | B | A | G | F | E |
| 12:57 - 1:42 | E | D | C | B | A | G | F |
| 1:46 - 2:31 | F | E | D | C | B | A | G |
| 2:31 | | | | <i>Announcements and Dismissal</i> | | | |
| <i>The following periods drop on the days indicated:</i> | G | F | E | D | C | B | A |