

# **Bishop Hendricken High School**

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## **2019/2020 PARENT/STUDENT HANDBOOK**

**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	Reverend Robert Marciano, KHS '75
Principal	Mr. Mark DeCiccio '03
Chaplain	Reverend Brian Morris '03
Director of Admissions	Mrs. Cathy Solomon
Chief Financial Officer	Mr. Paul Danesi
Academic Dean	Mr. Vincent Mancuso
Director of Athletics	Mr. Jamal Gomes '91
Assistant Director of Athletics	Mr. Christopher Sheehan '09
Dean of Student Life Grades 10-12	Mr. James Pierce
Dean of Student Life Grades 8-9	Mr. Michael Monahan '98
Senior Director of Advancement	Ms. Regina Tracy
Director of Major Gifts	Mrs. Martha Murray
Director of Alumni Relations	Mr. Peter Thomas '86
Director of Arts	Mr. Richard Sylvia
Director of Campus Ministry & Mission	Mr. Thomas Gambardella '76
Director of Communications	Mrs. Michele King
Director of Technology	Mr. David Wright

## Department Chairpersons

English Department	Mrs. Elizabeth Thompson
Fine Arts Department	Mr. Richard Sylvia
Mathematics Department	Mrs. Susan Ryan
Modern Language Department	Mr. Joseph Theroux '82
Physical Education/Health Department	Mr. John Burnett
Science Department	Mrs. Jeanne Babula

Social Studies Department  
Theology Department

Mrs. Donna Lynch  
Mr. Jack Berry

## **Counseling Services**

Mrs. Nancy Rocha, Director of School Counseling

Mr. Joseph Adamec

Mr. Billy Burdier

Mrs. Patti Gesmundo

Ms. Nicole Poloski

Mrs. Natalie Turner, Administrative Assistant

## **The Essential Elements of a Christian Brother Education**

1. 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
2. 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
3. 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 disadvantaged
  - Support mission areas at home and abroad
  - Establish tuition and scholarship policies that open educational opportunities to the poor and disadvantaged
4. 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
  5. 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 the student's holistic education
    - Strive to provide just remuneration for faculty and staff
  6. 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
  7. 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

# Daily Procedures

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

## Dress Code 2019-2020

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:** 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 Hendricken sweater or sweater vest beneath their suit jacket. Hendricken fleece and other sweatshirt-like tops are not acceptable.
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. 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 dress 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 and cut above the collar. Fully or half shaved styles and/or designs are not allowed. The student's hair color must be natural, and sideburns must be neat and may only come down to the bottom of the ear.
7. Hats: may not be worn in the school building before or during the school day.
8. Students must be cleanly shaved at all times. Students who are unshaven will be required to shave at school and may face disciplinary consequences.
9. Visible tattoos are not permitted. This includes while participating in athletics 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 a collar and buttons (polo style shirts are acceptable). The announcement for this change to the dress code will be made by the Administration.

Disciplinary consequences are issued for those students 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 requirements at any point throughout the school year.

## 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 per course.) 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 for AP tests. Any absence will require a doctor's note. While each academic department sets up its own criteria, general criteria for

admission to Honors or AP courses are based on Teacher recommendations 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. At any given level, students must successfully complete the following requirements in order to be promoted or, in case of seniors, to graduate: (see program of studies for detailed courses)

**Freshman Requirements:**

Theology I  
Math I  
Science I  
English I  
Modern Languages (French, Italian, or Spanish)  
World Cultures .5 and Fine Art Elective .5  
Physical Education .5 and Health .5  
Twenty-Five (25) Hours of Christian Service

**Sophomore Requirements:**

Theology II  
Math II  
Science II  
English II  
Modern Languages (French, Italian, or Spanish)  
History I  
Physical Education .5 and Health .5  
Twenty-Five (25) Hours of Christian Service

**Junior Requirements:**

Theology III  
Math III  
Science III  
English III  
Physical Education .5 and Health .5  
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 (11) semesters, excluding Physical Education. If a student elects a course that runs for two (2) semesters, he must take both semesters.

The following are required of all Seniors:

Theology IV  
Math IV  
English IV  
History III  
Senior Experience Program  
Senior Electives, depending upon availability, will be chosen online  
Successful completion of Senior Term Paper

## **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 grade level. Underclassmen who fail more than two (2) 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 (2) failed courses. A student must make up a course he has failed. A first semester course may be made up during the second semester.

## **Mathematics Department Calculator Policy**

All students are required to have a TI-83 or TI-84 calculator. The calculator will be used in all levels to enhance the understanding of mathematical concepts and especially for the understanding of functions and their graphs. This calculator provides all of the features that are needed for success in our math program and are acceptable for use on all standardized tests.

## **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) or 504 Plans 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 school's 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 school's 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. 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 counselor with the following items:

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

## Academic Support Center

The Academic Support Center is available to any student in grades 8-12 who has been referred by a Teacher or Guidance Counselor to address any academic difficulties a student may be experiencing. Students attend the Support Center during their study hall or free periods one to three times in the seven-day rotating schedule. Individualized support is provided in the areas of study skills, test preparation, organization, time management, and self-advocacy. Progress is monitored at each session and quarterly reports are shared with the student, parent, and their Guidance Counselor. A student will attend the Support Center for at least one quarter and if grade improvements are made, the student will then be exited from the Program.

## 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 Dean of Students
- The Dean of Students will meet individually with both the Teacher and the student
- The Teacher will call the parents

***Minimum Consequences for cheating and plagiarism:***

**1<sup>st</sup> Offense of career** – Grade on assignment will be a zero, student will serve detention, student will not be eligible for that quarter’s Honor Roll

**2<sup>nd</sup> Offense of career** – Grade on assignment will be a zero, student will serve one week of detention and a parent meeting will be held, student will not be eligible for that quarter’s Honor Roll, student is ineligible for all Honor Societies and Academic Awards

**3<sup>rd</sup> 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 fail their Arts Academy class at any one point of the first three (3) report cards will be removed from that Arts academy program for the remainder of the year. If a student fails his Arts Academy class 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 7:45am. Students in the Jazz Arts Academy program meet on Tuesdays, Thursdays, and Fridays from 2:45-3:45pm. Students in the Chamber Ensemble Arts Academy meet for two (2) hours weekly after school at the discretion of their coach. Jazz and Chamber 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 of the rules and regulations set forth in the Bishop Hendricken High School 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 adhere to the expectations of this School, its policies and its Catholic Identity.

## Grade - Rank - Credits

Grades are the main source for a student and his parents to check academic progress. Grades are recorded in letters. The following are the letter grades and the numerical equivalents that are given at Bishop Hendricken High School:

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 his grade is indicated on his permanent record card. Bishop Hendricken High School makes use of a Quality Point System. Quality Points are awarded according to the following:

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 weighted 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 the Quality Points in the total population of their grade level. For seniors 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:

1 <sup>st</sup> or 3 <sup>rd</sup> quarter	= 40%
2 <sup>nd</sup> or 4 <sup>th</sup> quarter	= 40%
Semester Examination	= 20%
Semester Grade	= Total of Above

## Graduation

Requirements:

A student who has fulfilled all of the requirements for graduation will receive a Bishop Hendricken High School diploma. A senior student who has not fulfilled the requirements for graduation, or whose behavior has been unacceptable, may be excluded from their Senior Prom, Graduation Mass and Breakfast, as well as graduation exercise. In these cases, a Bishop Hendricken High School diploma will be granted upon satisfactory completion of the requirements.

**Any senior who fails more than two (2) classes for the year will not be allowed to participate in the graduation exercises.**

The requirements for graduation at 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 High School.

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 dates of the Program, and the process for obtaining placement; students must have a placement form submitted to the Coordinator of Senior Experience Program prior to Christmas vacation. If a student does not submit a placement form by this time, he forfeits the right to choose his own placement and he will be assigned to a site.

Minimum graduation requirements for Bishop Hendricken High School are the following:

Theology 4	Modern Language 2
Computer Technology .5	Science (lab science) 2
English 4	Social Studies 3.5
Fine Arts .5	Physical Education/Health 2
Mathematics 4	Approved Electives .5

## Units/Credits

Subjects may carry one-quarter, one-half, or one unit of credit depending on the length of the course and the frequency with which it meets. Achieving a passing grade in a year-long subject normally entitles a student to one full unit of credit. If a subject terminates after only one semester, or its equivalent, normally one-half unit of credit is earned. Minor subjects that meet three times per week for a year, or for one semester, earn one-quarter unit of credit. In a course that carries one unit of credit for a year's work in grades 9, 10, and 11, a failure in either semester may 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 weighted 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 - 3 hours of work outside of the classroom daily (approximately 30 minutes for each regular subject), with extended work on weekends. Certain technical subject seems 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 Plus Portals and /or email each of his Teachers in order to obtain any work that has been assigned during his absence. The Teacher's email addresses are posted on the Hendricken web site at [www.hendricken.com](http://www.hendricken.com)

## Honor Roll

The Bishop Hendricken High School Honor Roll is published on a quarterly basis as follows:  
Honors 3.0-3.32

High Honors 3.33-3.66

President's List 3.67 or higher

*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 3.5 or higher are considered by the 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 or higher cumulative weighted GPA at the end of their 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 (i.e. for reasons of absence or early dismissal) are expected to make it up. The student is responsible for checking with his respective Teachers and making any necessary 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 High School. No student who has been expelled is entitled to a diploma from Bishop Hendricken High School. No student who left Bishop Hendricken High School in poor standing or whose conduct indicated a disregard for policies and regulations of the School community may receive a Bishop Hendricken High School diploma.

## **Library/Media Center**

All students are encouraged to make full use of the 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 five online databases, has internet and Wi-Fi access, and eighteen workstations available for student use.

The Library/Media Center is open: Monday - Thursday 7:30am-4:30pm and Fridays 7:30am-3:15pm. Students may go to the Library/Media Center before school until 8:05am, during study halls with a pass from their Teacher, and after school.

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 at the Library/Media Center during his study.

## **REQUIRED ACADEMIC SUPPORT**

### **Academic Support**

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 require the student to attend Academic Support. Definition of provisions for a student to be placed on Academic Support are as follows:

- The student must report to Academic Support Tuesday - Thursday from 2:45-3:55pm
- The student must complete all assignments with care
- The student must regularly meet with his Teachers and a peer tutor if deemed necessary by the Principal
- The student's conduct must be above reproach
- The student must adhere to any other provision delineated by the Administration

Attendance at the Academic Support is mandatory and only serious conflicts will be considered. All students required to attend Academic Support will be given a week's notice to arrange alternate methods of transportation.

If a student required to attend Academic Support does not comply with these provisions and, thereby indicated behavior that is inconsistent with the School's Mission, the Principal may require him to withdraw from Bishop Hendricken High School.

## **Deficiency Reports**

At the mid-point of each quarter deficiencies reports will be emailed home for any student that 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 absences, lateness, and grades. There is a provision for Teacher comments adjacent to each grade on the report card. Report cards are sent home to parents electronically. If a parent does not have access to email or electronic means, please contact Counseling Services 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 not normally allowed to repeat a grade level at Bishop Hendricken High School.

## **Summer Reading**

As determined by the English Department Chair, books and other projects will be assigned to all students for completion during the summer vacation. Tests/assignments on the summer reading will be given 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 High School. Any exception to this must be approved by the Summer School Coordinator in writing. No credit will be given if this procedure is not followed. Credit will be awarded to students for all subjects that have been successfully repeated in an authorized summer school program. The cost for Summer School is \$350 per course. The highest grade that a student may obtain from Summer School is a D.

## **Tests - Examinations**

### Testing Days

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

Monday	Social Studies/Theology
Tuesday	Science

Wednesday	English
Thursday	Modern Language
Friday	Mathematics

## **Examinations Mid-Term 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 grades 9-12, and one and a half hours in length for grade 8.

Seniors who carry an A- average or above for a full year course may be exempt from the final exam. Seniors who carry an A- average or above 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 bonafide emergency or illness are reasons to miss a mid-term or final exam. Students who are ill for an exam must return with a note from a doctor before they may 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 a fellow student may avail himself of this service by contacting his Guidance Counselor. Students who are struggling with their studies are strongly urged to avail themselves of this service.

## **School Counseling Services**

The School Counseling Services program at Bishop Hendricken High School is designed to meet the educational and personal needs of the individual student and thereby to help him direct himself toward self-actualization. Specifically, School Counselors seek to assist students in realizing their full potential academically, socially, and spiritually through self-guided discovery. The School Counselor fosters the development of student creative interests and the value of respect for others and oneself. The Department also includes a full time Social Worker who is available to work with students during the school day.

Throughout the academic year, School Counselors meet with students both individually, and in groups. Students are encouraged to make appointments with their School Counselor as needed. The Director of School Counseling and School Counselors are readily available to meet with individual students and their parents. In addition, the School Counseling Department schedules group sessions for the dissemination of information regarding the PSAT, SAT, and semester exam preparation.

### **Counseling Referrals**

If a student is unable to access the Bishop Hendricken High School curriculum and have success academically due to mental health, extended approved/documentated absences, etc., then the Principal, School Counselor, or Social Worker can recommend outside counseling. If recommended, parents must take appropriate steps to provide outside support to make sure the student can be successful.

### **Request for homework due to extended illness**

A parent or student should contact his individual Teachers and School Counselor by email to request homework assignments during an extended illness. The faculty email addresses may be found on Plus Portals or on [www.hendricken.com](http://www.hendricken.com)

### **Senior School Counseling and the College Process**

Bishop Hendricken High School possesses one of the most comprehensive college planning programs of any college preparatory high school in New England. During the spring of the junior year, parents are invited to an evening college planning event that fully outlines the application process. The event includes a guest speaker from the Admissions Office of a prominent college or university who provides invaluable information to the Hendricken families from the college perspective. Bishop Hendricken High School juniors and their parents are then scheduled to meet as a family, with their School Counselor, for individualized college planning.

Each fall, Bishop Hendricken High School annually hosts a private college fair with over 140 colleges and universities in attendance. This fair is open to Bishop Hendricken High School sophomores, juniors, and seniors. A senior newsletter is published weekly, September through June, which contains a plethora of planning, consumer, financial aid and scholarship information for all seniors and their parents.

### **SCHEDULE/CHANGE OF CLASSES**

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 2 weeks of School through the School Counseling Department. At any other time, such changes are subject to approval by

the Principal. Students are scheduled for the subsequent year upon recommendations of the classroom Teacher, course criteria requirements, and approval of the Department Chair.

## TRANSCRIPTS

A student or graduate may request, through the School Counseling Department, 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.

## CONFIDENTIALITY

*Teachers, Staff members, Coaches, and Administrators will keep confidential information to themselves so long as no one's life, health, or safety is at stake.*

## POLICIES ON CONDUCT AND DISCIPLINE

**“Students are Hawks 24/7”**

Students at Bishop Hendricken High School enjoy a unique environment in spirit and in fact. The pride each student takes in himself favorably impacts not only himself, but the 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.

*The education of a student is a partnership between the parents/students 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.*

## 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 to, 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 Bishop Hendricken High School 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 Bishop Hendricken High School community, students, parents, and school professionals, are strongly urged to report incidents of bullying. Reports may be made directly or anonymously to any School Administrator, Teacher, School Counselor, or the School Nurse.

Where bullying is suspected, the target, the alleged aggressor, 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 target and the aggressor. Parents/guardians of all students involved will be informed.

*Please consult the Bishop Hendricken High School website, “hendricken.com” for more information on anti-bullying, or for the State of Rhode Island Statewide Bullying Policy.*

## **MOBILE TECHNOLOGY AND CELL PHONES**

Bishop Hendricken High School does not permit students to freely use hand held devices like cell phones and portable entertainment devices during the school day. Students must turn off cell 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 cell phones during passing periods and in the hallways is not permitted during the school day. Teachers may allow use of approved hand held devices for academic reasons, but one should not assume permission to use them. Teachers, at their discretion, may collect cell phones as students enter a classroom 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 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 cell phones, are subject to search by School Administration.

## **DISCIPLINARY REPORTING POLICY**

Many colleges request information from the applicant's school about an individual student's suspensions or being placed on disciplinary probation during the student's 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 college, 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, or Ms. when addressing members of the Administration, Faculty, and Staff.
3. Proper conduct is always required, especially in crowded halls, stairs, restrooms, vehicles, cafeteria lines, gym locker rooms and showers, our Chapel, during assemblies and emergency exit drills, and during change of class times.
4. Students who are asked to leave a classroom for behavioral reasons must report directly to the Dean of Student Life's Office.
5. Once a student is in the building he is not permitted to leave until dismissal.
6. Assault, repeated offenses is subject to increased consequences and potentially a behavioral contract.

## **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 a 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.

Note: Violation or any infraction of rules may result in the suspension of transportation privileges as well as other sanctions imposed by the School Administration. If warranted, School Officials may contact the proper authorities outside of the School Community.

In the event of a discipline problem with a student, the Driver will deliver the students to the proper destination and then notify the Dean of Students.

## **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 High School 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 forty-five (45) minutes beginning at 2:45PM on scheduled detention days. When serving detention after school, students will be given a day's notice so that they may arrange alternate means of transportation. Failure to report to detention will result in a penalty established by the Administration.

For students in 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 additional detention.

For some serious offenses, however, the detention may involve a combination of after school detentions per the Administration. Students do physical work around the campus and/or may serve their time in silent detention hall. 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 High School 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 reflect 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 in that may result in disciplinary sanctions:

### **MINOR OFFENSES**

1. Disruptive behavior in or out of class.
2. Improper dress and/or appearance.

3. Not having necessary materials for class.
4. Gum chewing (for reasons of sanitation and maintenance, it is not permitted).
5. Out - of - bounds eating and drinking.

## **MAJOR OFFENSES**

1. Threatening behavior to students, Faculty/Staff, or the School.
2. Those involving motor vehicle (driving under the influence of alcohol, or other drugs, knowingly riding in a stolen vehicle, driving without a license, reckless driving).
3. Assault and /or fighting.
4. Theft.
5. Insubordination to Teachers and School Authorities.
6. Intoxication or possession of narcotics, on or off campus, or in an altered condition caused by drugs.
7. Possession of liquor or narcotics on school grounds or at school - sponsored functions, or giving of either, or selling of either to other students.
8. Selling and/or distributing any form of narcotics.
9. Gambling at any school function on or off campus.
10. Use of profanity.
11. Truancy and/or cutting class.
12. Cheating.
13. Possession of smoking or vaping products.
14. Lying.
15. Insulting, insolent, or otherwise unseemly behavior.
16. Causing a disturbance.
17. Vandalism or otherwise damaging School property and/or personal property.
18. Tampering with or using emergency devices without permission.
19. Throwing or shooting objects.
20. Bringing obscene books or pictures to school, school - related events, etc.
21. Talking or disorderliness during a fire drill.
22. Possession of a weapon at school or school - related events.
23. Actions or serious misconduct by students outside of school which reflects poorly on the Bishop Hendricken High School community.
24. Attempting to impede a school investigation.
25. 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 disciplined 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 of time.
4. Prohibition from participation in school activities for a specific period of time.
5. After school 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.
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 High School.
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 (selling and/or distributing drugs, stealing, possession of a weapon etc.).
11. Recommendation for expulsion from Bishop Hendricken High School.
12. Fighting.

## **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.

Students will be subject to disciplinary action for the following substance-related incidents:

1. 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 a School function; 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 action and speech, indicate that they do not wish to be a part of the Bishop Hendricken High School 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:

1. Stealing
2. Causing scandal among students

3. Carrying, using, or transacting drugs, including alcohol
4. Truancy
5. Serious misconduct outside of School which would reflect unfavorably on our School community
6. Serous or habitual disobedience and/or disrespect to members of Faculty/Staff
7. Damaging School property
8. Failure to improve while on probation
9. Continued lack of serious study
10. Repeated misconduct
11. Being deemed a threat to the School, Faculty/Staff, or students

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 parent(s) of the charges and the possibility of expulsion
2. In the event of a hearing, provide an oral and/or written notice of charges and an indication of the time and place of the hearing to the student and his parent(s)
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 parent(s) and student have the right to appeal the final decision of the Principal by contacting his/her office to arrange for a meeting at which time the appeal will be heard.

## **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 regulations. The student in question and his parent(s) 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 High School.

## **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 infraction in order to make appropriate recommendation to the Principal

## **SUSPENSION OF STUDENTS**

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

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

1. The student checks in to Homeroom for attendance purposes
2. His Teachers will be notified of the suspension, and asked to provide Counseling Services with assignments by the end of the day
3. The student may read an academic book, but otherwise not do School work
4. The student reports to Counseling Services at the end of the day to pick up his assignments
5. These assignments must be completed within 3 days
6. A parental meeting with the Principal must take place before the student may be re-admitted to classes
7. The student may not take part in any extracurricular activities while on suspension

As regarding a 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:

1. Truancy
2. Cutting class
3. Disregard for School regulations
4. Excessive detention
5. Repeated detention for the same offense or other serious matters
6. Violation of out of bounds regulation
7. Threat to students, Faculty, Staff or School
8. Fighting

## **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 Dean of Student Life and respective parent(s) will be required before the student may 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 Bishop Hendricken High School 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.

### **TURNITIN.COM**

Students may be required to turn in written work to [www.turnitin.com](http://www.turnitin.com), a website that filters papers for plagiarism.

### **ATTENDANCE/ABSENSE/LATENESS PROCEDURES**

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 regulation requires cooperation of parent(s) and students.

An official record of student attendance, absence, and lateness is recorded by the Administration. For time missed from school not exceeding  $\frac{1}{4}$  of the school day, a student is considered tardy; a  $\frac{1}{2}$  day absence is assigned to a student who misses between  $\frac{1}{4}$  and  $\frac{1}{2}$  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 7:15AM and close at 3:30PM. Upon arrival at School in the morning, students are to assemble in the cafeteria prior to homeroom or Academies.

### **PARTICIPATION IN EXTRACURRICULAR OR ATHLETIC EVENTS**

If participation (i.e. practice, participation in an athletic competition or extracurricular meeting or event) 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 at 401-739-3450 between 7:30-8:30am**. The parent should state the following: who is calling; 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 at school must be contacted. Any missed senior experience day(s) 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 School Counselor.

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

When a 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 Main 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.**

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 on all work missed.

## **EXCESSIVE ABSENCE**

*Parents will be required to provide a physician's note excusing any absence beyond a cumulative total of 15 days during the School year.*

## **LATENESS**

Arriving late for school means reporting to school, class, etc., after the time when homeroom 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 Administration. 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.

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

**Students who are late more than 5 times in a quarter will be required to attend a meeting with their parent(s) and the Dean of Students Life before being readmitted to School.**

Seniors, with permission of parent(s) and the Dean of Student Life, may leave Campus after their last class period of the day. Also, seniors who have the first period free do not have to report to school until 9:15AM. **Any senior who accrues 6 or more lateness violations in a quarter will lose this privilege and must report to homeroom at 8:10AM. They will also be assigned to a study and will therefore not be allowed to leave Campus last period.**

### **EARLY DISMISSAL**

No student is allowed to leave School early without permission. Upon arrival on Campus, no student may leave the building during the school day, under any circumstances. Only the 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 the building. Students must return to the Main Office upon returning to School.

### **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.

### **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 area 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 Email 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 High School does not condone and does not permit the use of such materials in the School environment by our students. Students knowingly or negligently viewing 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 (i.e. computer virus etc.) 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 (i.e. talk/chat/Internet relay chat) or any interactive communications features. The System 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 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 of 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 AND VIOLATIONS

Penalties for violations may include, but are not limited to:

1. Suspension/revocation of information network access
2. Suspension/revocation of network privileges
3. Suspension/revocation of computer access, which may result in withdraw/fail
4. Disciplinary action as outlined in the Bishop Hendricken High School Parent/Student handbook
5. 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 attorney's fees incurred by the school relating to, or arising out of any breach of this contract.

## 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 annually. For families with 2 or more students, 12 calendars must be sold per family.) ***Any student not selling the minimum of 8 calendars annually 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: ABC 6, CBS 12, and NBC 10. We contact the Rhode Island Broadcast System usually by 5:30AM; ordinarily, a closing will be broadcast by 6:00AM. If, for example, a storm threatens during school hours, we contact these stations as soon as a decision is made to close school.

A message will be made to the entire school community as soon as the decision to cancel school has been made.

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

## **CHANGE OF ADDRESS TELEPHONE NUMBER ETC.**

Parents should notify the School in writing of any changes of mailing address, email 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 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 with Administrators, or other School personnel. Ordinarily, an appointment is necessary for such a conference.

The Administration and Teachers will not respond to anonymous communications.

## **PROCEDURE FOR COMMUNICATION**

Parents wishing to make contact with an Administrator or Teacher should make an appointment, ordinarily by a telephone call to the main office, or by an email to the Administrator or Teacher. Responses 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 2:30PM and on a day convenient for 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 School Counselor or the Assistant Principal.

## **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 guardian.

## **PARENT-TEACHER CONFERENCES**

Parents are encouraged to check on their son's progress on Plus Portals. Passwords are available through our technology department.

A general conference of Teachers and parents is held after the first report card is issued. This conference provides the opportunity for parents to meet with Teachers regarding their son's progress. Parents are encouraged to schedule an appointment via the on-line portal. All parents are invited to attend each general parent - Teacher conference. Parents of students who have failed any subjects during the 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 BOOK STORE**

All items purchased through the School Book Store must be paid for by cash, check, or credit card at the time of the transaction. No credit is permitted.

## **TRANSFERS**

A student transferring from Bishop Hendricken High School must present a written request from his parent(s) to the Director of School Counseling that his record be sent to a designated secondary school. The procedure for transfer will be explained to the student and/or parent(s) at the time of such notification. The student's record will be sent directly to the designated school if all obligations to Bishop Hendricken High School 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 a permission form which releases the School from liability. A student who does not have the 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 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 an overnight trip prior to boarding the bus or van. An Administrator will address each group before they leave Bishop Hendricken High School about the consequences of their actions. Coaches/Moderators will establish a high profile in the public area of the hotel prior to “lights out”. After the “lights out” period Coaches/Moderators 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/Moderators will go into each room and inspect each room for any irregularities. The Coaches/Moderators will inspect each room used by students upon checking out of the hotel.

Students and parents are required to sign a permission form 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 High School 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 High School 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.
4. Graduate, attend any graduation related activities (such as senior prom, senior breakfast etc.), have transcripts forwarded to colleges and universities.

Bishop Hendricken High School requires all families to register with FACTS Tuition Management and utilize the three authorized payment plans:

1. **Payment in Full.** This payment plan required full payment by June 20<sup>th</sup>. This plan would offer a \$150 discount. Discounts are only offered for families that make full tuition payment of \$15,175.00. If tuition is discounted for financial aid or any other tuition reduction, no discount is given for choosing this plan. There is no cost to register with FACTS for families choosing this plan.
2. **Two Payment Plan.** This payment plan required half payment of tuition by June 20<sup>th</sup>, and the second payment by December 20<sup>th</sup>. There is no discount for choosing this plan. There is no cost to register with FACTS for families choosing this plan.
3. **Monthly Payment Plan.** There are two monthly payment plan options:
  - a. A 10 payment plan with the initial payment due in June and the final payment due in March. Parents may choose the payments to be due on the 5<sup>th</sup> or 20<sup>th</sup> of each month. There is a fee to FACTS for families that choose this plan.
  - b. An 11 payment plan with the initial payment due in June and the final payment due in April. Parents may choose the payments to be due on the 5<sup>th</sup> or the 20<sup>th</sup> of each month. There is a fee to FACTS for families that choose this plan.

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

<b>If withdrawal is from</b>	<b>You will be responsible for</b>
Beginning of School Year to September 30th	25% of annual tuition
October 1 <sup>st</sup> to October 31 <sup>st</sup>	50% of annual tuition
November 1 <sup>st</sup> to January 31 <sup>st</sup>	75% of annual tuition
February 1 <sup>st</sup> to the End of the School Year	100% of annual tuition

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

## **FINANCIAL AID**

Financial Aid requests are processed exclusively through FACTS. In order to qualify for any financial assistance, parents must complete and submit information through FACTS on line at [www.online.factsmgt.com/3HQ4Z](http://www.online.factsmgt.com/3HQ4Z) (applications open on November 1<sup>st</sup>) or by paper application. FACTS customer service number is 1-866-412-4637. In addition to submitting your application, you will 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, 1040EZ, 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. The date is normally in the middle of February. Failure to submit your application by the due date may adversely affect your reward. Submission of your application will qualify you for all financial assistance available through Bishop Hendricken High School and the Diocese of Providence.

Applications must be made for every year that you are looking for financial 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 parents of the need to resubmit their application, and the new due date. Parents will not automatically be mailed a new application. These applications must be requested from the Business Office. It is important that parents read all emails from Bishop Hendricken High School. If you are not receiving emails from Bishop Hendricken High School, or have changed your email address, please notify the Main Office of this to ensure that you receive all electronic communications.

Financial Aid awards may 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.

## **BUS TRANSPORTATION AND PARKING**

### **BUS TRANSPORTATION**

Request to ride on the busses. Seats on the busses are first come, first served. Riders from the previous year have the “first right of 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 has 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.

## **PARKING**

### **Student Vehicles**

Juniors and seniors who are legally licensed and have permission from the School, as well as their parents, may drive to/from School and park on the campus. All student vehicles must be registered with the Main Office at the beginning of the school year. 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 is equal to the number of parking spaces 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 emergency and then only with the permission of the Dean of Students, or in his absence, another Administrator.

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 and staff. *Only juniors and seniors are permitted to park on campus.*

The School has no insurance covering the use of private vehicles for transportation of students to/from school related activities. Owners of private vehicles used for this purpose (ie parents, teachers) may be held personally liable in the event of accident or injury. Therefore, Bishop Hendricken High School discourages the use of private vehicles for the transportation of students to/from school related activities. If such an arrangement is necessary, a call and note from a parent is required as well as approval from the 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 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 Director of Admissions. 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 faculty or staff member, or approved by the student monitor. When finished using computers, students should turn off computers, properly dispose of any debris, push 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 High School Acceptable Use Policy.

## ATHLETICS

### ATHLETIC FACILITIES

It is the School's expectation that all athletes, teams, and coaches respect all of the athletic facilities at Bishop Hendricken High School, including all outdoor facilities, indoor facilities, locker rooms and meeting spaces. Damage to any space, facilities, or equipment may result in the revocation of the privilege of using said facilities, as well as financial and/or disciplinary consequences.

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 gymnasiums 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 gymnasium area or weight room at any time unless a faculty or staff member is supervising the area.**

### LOCKER ROOMS/ LOCKERS

Eating and/or drinking is not allowed in locker rooms, as well as in the gymnasiums 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 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 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 of any part of the School building or School vehicles.**

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

Physical Education lockers are for daily use only. Students must purchase a School lock to secure their belongings during their class, and must remove all of their belongings and their lock at the conclusion of their class.

Coaches are responsible for keeping the Coaches Locker Room clean and presentable.

## **ADMISSION TO SCHOOL ALTHLETIC EVENTS**

Admission for students to home athletic events at Bishop Hendricken High 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 Athletic Director.

## **ELIGIBILITY - ATHLTIC/EXTRACURRICULAR ACTIVITIES**

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

1. Beginning on the day report cards are distributed or emailed, any student 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 able to participate in any Rhode Island Interscholastic League game or scrimmage. Students with two “F’s” are ineligible until 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 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 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 the progress reports are distributed or emailed. 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 periods.
6. Students on Academic Probation may NOT dress in uniform for games or scrimmages.
7. Any student who fails three or more subjects is ineligible to compete in the Rhode Island Interscholastic League until the day report cards are distributed or emailed for the following quarter.
8. All students MUST provide the School with a current State of Rhode Island Physical Form from their doctor's office. These forms are good for 13 months from the date of the physical examination date listed on the form.

## **INTRAMURALS**

Bishop Hendricken High School 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 appointment approval 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.

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 may 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 Dean of 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 outlined in 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, Moderator of Student Council, and the Dean of Student Life. Students must be in good standing both academically and behaviorally in order to run for office.

## **LOST PROPERTY**

Lost and Found is operated through a room in the cafeteria hallway. Students may claim their items in this location by contacting the Main Office Staff. While the School assumes no responsibility or liability for lost or stolen property, any such losses should be reported to the Dean of Student Life or Principal immediately. Found articles should be turned into the Main Office or to the Dean of Student Life.

## **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'Angelos 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 beverages and snacks are also available.

## **MAIN OFFICE**

The Main Office is opened every regular work day according to the following schedule:

- During the regular School year from 7:30AM - 3:30PM

- During the summer vacation from 8:00AM- 12:00PM

## **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 announcement, and is later referred to the Administration will automatically be assigned detention.**

## **SUPERVISION**

Administrators are on duty beginning at 7:30AM. Ordinarily, Teachers supervise students on Campus from 7:45AM 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 7:15AM until 4:00PM. 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 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.

## **HEALTH SERVICES**

The Health Office is under the direction of a registered Nurse who is a certified school/nurse Teacher. Any student who becomes ill at school may be seen by the Nurse after receiving a pass from their Teacher. If it 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 parent's permission to do so.

The following are the responsibilities of the School Nurse:

- Administer prescription medications
- Care for students who become ill at school
- Treat minor school-related injuries
- 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 parents
2. Physical Examination - to be completed by student's physician. These forms are good for 13 months from the date of the Physical Examination.
3. Assumption of Risk - to be completed by parents.

The following health forms are required of every student at the beginning of the school year.

1. Authorization for prescription medication - to be completed by the student's physician and signed by a parent
2. Permission for over the counter medications (i.e. Tylenol, Advil, Mylanta, etc.) - to be signed by parents. This form also includes permission to transport a student to an appropriate Medical Facility in case of emergency
3. A current Physical Examination form - to be completed by student's physician. These forms are good for 13 months from the date of the Physical Examination

## **GUIDELINES FOR MEDICATION ADMINISTERED DURING SCHOOL HOURS**

All prescription medication must be in a prescription container appropriately labeled by a pharmacist. Over the counter medication should be in the original container, clearly labeled with the student's name on it. A note from his parent is also required by the 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 inhaler or Epi-pen, students **MUST** have a Self-Carry Care Plan from his physician faxed to the Nurse at 401-732-8261.

## **INSURANCE - INJURY REPORTING**

Bishop Hendricken High School 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 those which are covered by the parent's 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 a 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 (i.e. his Coach, Teacher, Moderator, etc.) as soon as possible.
2. Report the injury to the School Trainer if it occurs after school in an approved Interscholastic League 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 parents, and then signed by the Athletic Director. The form is submitted directly to the MCA Administrators by the parents, along with any supporting documentation (i.e. EOB from private insurance coverage, receipts for out of pocket expenses directly related to the injury, etc.) ***The claim form MUST be submitted to MCA Administrators within 1 year from the date of injury, or the claim will be denied by the supplemental insurance company***

Questions about the form or the filing process should be directed to the Athletic Director.

## **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 alert the Nurse at 401-739-3450 x136.

### **Student-Athlete Concussion Policy and Protocol**

If a member of the Bishop Hendricken High School 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 a concern to a member of the Athletic Training 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 Trainer's Association. The health and welfare of a 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 should be continually monitored for deterioration every few hours and over the following days as problems may arise over the 24-48 hours following the occurrence of a concussion. The student-athlete should be monitored regularly until they are symptom free. ***If necessary, the student-athlete should be referred to a medical professional if symptoms persist, or if there is a question of a more serious condition.***

### **Academic Referral after a Concussion**

If a student-athlete presents with signs, symptoms, or problems affecting their cognitive function, he may be held from attending academic classes until the signs, symptoms or problems have diminished. Due to the nature of head injuries, the concentration and focus needed to not only to 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 Staff will be notified in order to help take appropriate actions for their academic well-being. The Athletic Director, Nurse, and School Counselor will be notified in order to lend support to the student-athlete and act as a liaison between the Athletic Training and Academic Staff.

It is the job of the School Counselor to notify the student-athlete's Teachers of the circumstances regarding the nature of the injury and to explain the appropriate actions necessary in regards to the student-athlete's studies. The above mentioned Staff will continually work with the Athletic Training Staff in order to monitor the healing process of the student-athlete and will be notified of when the student-athlete is cleared to return to a regular academic schedule. For more concussion guidance visit: [www.aan.com/go/practice/concussion](http://www.aan.com/go/practice/concussion)

## **STUDENTS WITH LIFE -THREATENING ALLERGIES**

Procedures currently in place at Bishop Hendricken High School are as follows:

- All Bishop Hendricken High School students are encouraged to self-carry their Epi-pens.
- An Epi-pen is stored in the Nurse's office, Library, and President's Office in case of emergency.
- No peanut/tree nut products are used or sold in the Bishop Hendricken High School cafeteria.
- There are peanut/tree nut free tables in the cafeteria for all lunches.
- All Faculty/Staff are trained annually in the symptoms of allergic reactions, anaphylaxis, Epi-pen injectors, and are advised to immediately call 911 in the event of an allergic reaction.

## **SCHOOL SONG**

**FIGHT FOR THE GREEN,  
FIGHT FOR THE GOLD,  
LOYAL MEN OF HENDIRCKEN.**

**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.**