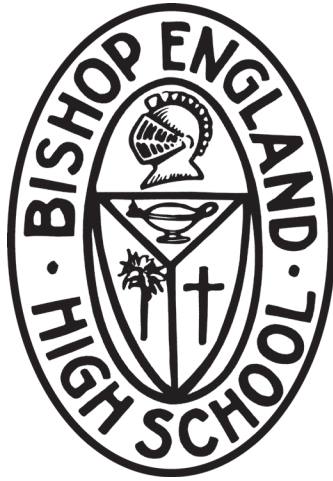


2011–2012
Student/Parent Handbook



Bishop England High School
363 Seven Farms Drive
Charleston, SC 29492
Phone 843-849-9599
Fax 843-849-9221
www.behs.com



Bishop England High School Administrative Team

Michael C. Bolchoz
Principal

Nancy Heath
Academic Dean

Michael Darnell
Director of Operations, Assistant Director of Athletics

Kit Brownell
Director of Admissions and Student Relations

Mary Anne B. Tucker
Director of Discipline

Paul Runey
Director of Athletics

Phone: (843) 849-9599
Fax: (843) 849-9221
www.behs.com

MISSION STATEMENT

As an institution of the Catholic Church, it is the mission of Bishop England High School to foster a faith community characterized by the Gospel message of mutual respect and charity. The school endeavors to promote the spiritual, intellectual and physical growth of the individual through the combined efforts of parents/guardians and faculty by establishing the best possible environment for learning: a climate of safety, trust, and respect for the individual and an appreciation for the acquisition of learning.

PHILOSOPHY

All individuals have the right to an education that directs that person to attain ultimate happiness with God in Heaven. True education should also lead individuals to pursue the good of the societies to which they belong and to share responsibilities with those societies.

Young persons must be encouraged to develop their entire persona so that they may recognize these responsibilities and be instructed in the skills that will enable them to communicate their ideas easily and to work effectively for the common good.

We share with other schools the tasks of bringing forth a more caring society, pursuing cultural enrichment, and helping to form morally, intellectually and physically sound young people.

FOREWORD

The information found in this handbook is presented as guidance for members of The Bishop England Community. Although we realize that no handbook can be all-inclusive, we do require that students, parents/guardians, and staff familiarize themselves with these policies. However, the administration reserves the right to adjust and adapt policies based on the needs of the school.

This handbook has been drafted by faculty members and the administration of Bishop England High School and has been approved by the Superintendent of Schools for the Diocese of Charleston. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parents and students will be asked to sign a form stating that they have read the contents of this handbook and are supportive of all school policies, including the commitment by parents and guardians to protect our students by refusing to host parties where alcohol and other drugs are available.

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BEHS 2011-2012 ACADEMIC CALENDAR

SUMMER EVENTS & FALL SEMESTER

SUMMER EVENTS

- July 11-22..... Summer prep session
- July 14..... Prep session students receive school packets
- July 14..... Students pick up school packets, 1:00-4:00 pm; tours available for incoming freshmen.
- July 19..... Used book sale, 9:00 am -1:00 pm
- July 20..... Student schedules available online
Parents can begin purchasing books online

FALL SEMESTER

1ST QUARTER

- Aug 5..... New teacher in-service, 9:00 am - 2:30 pm
Department chair meeting, 12:30 pm
Teacher workday
- Aug 8..... Faculty in-service, 9:00 am - 2:00 pm
- Aug 9..... Faculty in-service, 9:00-am - 2:00 pm
- Aug 10..... Orientation for 9th and 10th,
8:10am - 12:25pm
Faculty meeting, 1:00 - 3:00 pm
- Aug 10..... Information session for 9th grade students,
7:00 pm. Each student is to be accompanied by one parent. Attendance is a requirement.
- Aug 11..... Orientation for 11th and 12th,
8:10am - 12:25pm
- Aug 12..... First full day of classes
- Aug 19..... Paid TAG day money due
- Aug 30..... Parent visitation night, 7:00 pm
- Sep 5..... Labor Day - No School
- Sep 6..... Paid TAG day #1
- Sep 16..... End of 1st quarter progress report period
- Sep 20..... Progress reports mailed
- Sep 23..... John England Day
- Oct 7..... 1st Quarter ends/Homecoming game & dance

2ND QUARTER

- Oct 10..... Columbus Day - No School
- Oct 11..... First day of classes for 2nd quarter
- Oct 12..... PLAN/PSAT testing, no school for seniors
- Oct 13..... 1st Quarter report cards mailed
- Oct 17..... Students dismissed at noon
Parent-teacher conferences, 1:00-4:00 pm
No appointment needed.
- Oct 26..... Career Day
- Nov 2..... 1st Quarter Honor Roll TAG Day
- Nov 3..... Open House, 7:00 pm
- Nov 4..... End of 2nd quarter progress report period
- Nov 8..... Progress reports mailed
- Nov 14..... Paid TAG day #2
- Nov 17..... Fall Art Exhibit, 4:30-5:30 pm
National Day of Appreciation, Catholic School Principals
- Nov 22..... College Rivalry TAG day
- Nov 23-25 ... Thanksgiving holidays
- Nov 28..... Spirit Week winner TAG day
- Nov 30..... Canned food TAG day
- Dec 1..... Registration deadline for Placement Test
- Dec 1..... Food Basket Mass
- Dec 8..... Mass, Feast of the Immaculate Conception
- Dec 9..... 2nd Quarter ends

EXAM WEEK

- Dec.12..... Semester exams (1st & 2nd)
- Dec 13..... Semester exam (3rd)
- Dec 14..... Semester exam (4th & 5th)
- Dec 15..... Semester exam (6th)
- Dec 16..... Semester exam (7th)

***Dec 17 – Jan 2 - Christmas holidays**

BEHS 2011-2012 ACADEMIC CALENDAR

SPRING SEMESTER

3RD QUARTER

Jan 3 Students return to school
 Jan 4 Penny Drive TAG day
 Jan 5 1st semester report cards mailed
 Jan 7 Placement Test administered, 8:00 am
 Jan 9 Noon dismissal for students
 Parent Conferences, 1:00-4:00 pm
 Jan 12 Sophomore Parent Night
 Jan 16 Martin Luther King Holiday – No School
 Jan 25 2nd Quarter Honor Roll TAG day
 Jan 28 Winter semi-formal dance
 Jan 29 Catholic Schools Week begins
 Jan 30 Re-enrollment of current students
 Feb 3 End of progress report period
 Feb 6 Junior Parent Night
 Feb 7 Progress reports mailed
 Feb 13 Course selection assemblies
 Feb 15 Paid TAG day #3
 Feb 17 In-service/teacher workday – No school for
 students
 Feb 20 Presidents' Day Holiday – No School
 Mar 2 3rd Quarter ends

4TH QUARTER

Mar 5 First day of classes for 4th quarter
 Mar 7 3rd Quarter report cards mailed
 Mar 12 Students dismissed at noon
 Parent-teacher conferences, 1:00-4:00 pm
 Mar 14 Paid TAG day #4
 Mar 16 In-service/teacher workday
 Mar 28 3rd Quarter Honor Roll TAG day
 Mar 30 End of 4th quarter progress report period
 April 3 Progress reports mailed
 April 5-13. Easter break
 April 16 ... Students return to school
 April 18 ... Paid TAG day #5
 April 26 ... Spring Art Exhibit, 5:00-6:15pm
 April 27 ... Key Club v. Faculty basketball game
 May 7-11 . Teacher Appreciation Week
 May 7-18 . AP exams
 May 9 Academic Awards Night
 May 18 Senior Mass & Awards Ceremony
 Seniors dismissed following assembly
 May 20 Baccalaureate Mass

EXAM WEEK

May 21 Semester exams (7th & 6th)
 May 22 Semester exams (5th)
 May 23 Semester exams (4th & 3rd)
 May 24 Semester exam (2nd)
 May 25 Semester exam (1st), last day of school

*May 28 Memorial Day, offices closed

**May 29-31 . Teacher workdays

*****June 1 Graduation (tentative)**

FACULTY AND STAFF VOICE MAIL 2011-2012

NAME	EXTENSION	NAME	EXTENSION
Ms. Argenio	112	Mr. Nealon	358
Dr. Awkerman	301	Sr. Mary Anne Nemec	122
Mr. Barry	352	Ms. O'Brien	350
Ms. Bean	127	Ms. Prescott	346
Ms. Bianchi	304	Mr. Provost	356
Ms. Blackman	328	Ms. Ronco	326
Dr. L. Bolchoz	317	Ms. Rosebrock	312
Mr. Bolchoz	118	Ms. A. Runey	347
Ms. Boudreaux	141	Ms. D. Runey	348
Ms. Brandenburg	307	Mr. P. Runey	153
Ms. Brittingham	339	Ms. Ryan	125
Ms. Brown	308	Ms. Salley	124
Ms. Brownell	134	Ms. Shealey	351
Ms. Bunting	319	Mr. Sherman	367
Mr. Cantey	343 or 147	Ms. Slonecki	336
Ms. Casey	363	Ms. Smith	157
Mr. Colizzi	302	Ms. Snyder	128
Mr. Collier	158	Mr. Spence	353
Ms. E. Cox	337	Ms. St. Clair	335
Ms. R. Cox	323	Ms. Tarkany	360
Mr. Darnell	126	Mr. Taylor	154
Ms. David	306	Ms. Tompkins	123
Ms. Dawley	152	Ms. Trapalis	355
Ms. De Diago	300	Ms. Tucker	133
Ms. Durst	314	Ms. Van Metre	364
Mr. Durst	315	Ms. Weed	357
Mr. Gaeta	151		
Mr. Garrett	316		
Ms. Grisillo	354		
Ms. Hart	146		
Ms. Haviland	156		
Ms. Heath	129		
Dr. Hellstrom	320		
Mr. Holzworth	366		
Ms. Horton	322		
Ms. Humphreys	318		
Ms. Johnson	313		
Mr. Johnson	338		
Ms. Joos	368		
Fr. Kirby	139		
Ms. Linton	349		
Ms. McMillan	334		

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FACULTY ROLES & MODERATORS

DISCIPLINARIANS

Director of Discipline.....Ms. Tucker
12th grade.....Ms. Tucker
11th grade.....Mr. Colizzi
10th grade.....Dr. Bolchoz
9th grade.....Mr. Nealon

GUIDANCE COUNSELORS

Director of Guidance.....Ms. Tompkins
12th grade.....Ms. Tompkins
11th grade.....Sr. Mary Anne
10th grade (A-L).....Ms. Salley
10th grade (M-Z).....Sr. Mary Anne
9th grade.....Ms. Salley

STUDENT ACTIVITIES

Student Government Ms. St. Clair
Senior Board Ms. Shealey
Junior Board..... Dr. Bolchoz
Ms. Rosebrock
Sophomore Board Ms. Salley
Freshman Board Ms. Weed
Archery Club..... Mr. Provost
BEHS Ambassadors..... Ms Brownell
Campus Ministry Mr. Gaeta
Chess Club Ms. Brandenburg
Clay Shooting Club..... Captain Barry
CSMC..... Captain Barry
Dance Team Ms. Grisillo
Drama Club Ms. Slonecki
French Club..... Ms. Tarkany
Glee Club Mr. Johnson
Key Club Ms. Bunting
Library Council Ms. Haviland
Literary Magazine Ms. Brandenburg
Model UN Ms. Tarkany
Mu Alpha Theta Ms. D. Runey

National Honor Society.. Ms. D. Runey
Ping Pong Club..... Ms. McMillan
Science Club..... Dr. Awkerman
Spanish Club..... Ms. E. Cox
Ms. R. Cox
Speech & Debate Mr. Sherman
Yearbook Ms. McMillan
Youth in Government..... Ms. Heath
Ms. Humphreys

ATHLETICS

Baseball Mr. Darnell
Basketball (F) Mr. Runey
Basketball (M)..... Mr. Grevey
Cheerleading..... Ms. A. Runey
Cross Country..... Mr. Colizzi
Football..... Mr. Cantey
Golf (F)..... Ms. Ronco
Golf (M)..... Mr. Greavu
Hockey Club..... Mr. Runey
Intramurals..... Mr. Garrett
Lacrosse (F)..... Ms. Tucker
Lacrosse (M)..... Mr. Burch
Sailing Club Mr. Machowski
Ms. McMillan
Soccer (F) Mr. Snyder
Soccer (M)..... Mr. Khouri
Softball Mr. Pender
Swimming..... Ms. Van Metre
Tennis (F) Ms. Fleming
Tennis (M)..... Mr. DiNardo
Track..... Mr. Colizzi
Ultimate Frisbee Mr. Gaeta
Volleyball Ms. Baggott
Wrestling Mr. Spence

ADMISSIONS

Non-Discriminatory Policy: The schools of the Diocese of Charleston follow a non-discriminatory policy in regard to race, color, and national origin. Admission is open to students of all religious denominations.

Acceptance: Acceptance is contingent upon space availability and a number of other factors, including an applicant's academic and disciplinary records, standardized test scores, and recommendations. Because the primary mission of the school is to serve the Catholic community of the Diocese of Charleston, priority is given to those students currently enrolled in Catholic schools.

Students with special needs: Bishop England strives to meet the needs of a variety of students, including those with learning differences. Students may receive specific accommodations, such as extended time for testing, oral testing, or academic assistance in a learning lab, among many others. To qualify for such accommodations, students must have been tested by a licensed clinical psychologist or certified school psychologist within the past three years and must apply for specific accommodations. Martine Boudreaux oversees the application process (mboudreaux@behs.com).

Application: To be enrolled, a student must be living with a custodial parent/guardian. To make an application for his/her child to attend, the parent/guardian must:

1. Forward to the Director of Admissions the following:
 - application
 - copy of any custody arrangements (if applicable)
 - recent picture of the applicant
 - for those not enrolled in a Catholic partner school, a parent statement explaining your interest in BEHS
2. Request that the child's current school send the following to the Director of Admissions:
 - official transcript from current school
 - written recommendation from the principal, guidance counselor, or English/math teacher
 - standardized test scores for the past two years

Each of the above processes must be completed before an application can be considered. Prospective ninth and tenth grade students are also required to take a placement test administered each year in January.

Registration: Registration is not complete until each of the following is on file with the school:

- A completed registration form signed by parent(s)/guardian(s)
- A South Carolina Certificate of Immunization
- Payment of the non-refundable registration fee
- Signed tuition policy & signed tuition contract
- Verification of enrollment in FACTS for tuition payments

Transfer of grades: BEHS accepts credits from accredited institutions only. No adult education courses are accepted. Transcripts will not be forwarded to other schools until all financial obligations are met.

Transfer students: Typically, Bishop England does not accept local rising seniors or senior transfers. Contact the Director of Admissions to explain extenuating circumstances.

ACADEMICS AND EDUCATIONAL PROGRAM

Academic placement of students: Current teachers are most qualified to assess the optimum academic level for students; therefore, the subject teachers will recommend the appropriate levels. These recommendations are not made solely on parent or student requests. Whenever possible, student course selections and teacher recommendations will be honored, but final schedules and academic placement are subject to course availability.

Initial placement for incoming ninth grade students is based upon the following criteria:

- previous academic achievement in 6th, 7th, and 8th grades
- national test results, including the BEHS placement test and writing sample
- recommendations from teachers and principal of local Catholic partner or transfer school

Academic levels: The program of studies at BEHS is consistent with our philosophy of striving to challenge students representing a wide range of academic ability levels. The following pages outline the differences among our levels of instruction.

HONORS/AP ADVANCED PLACEMENT (AP)

TESTING

- Tests/quizzes can cover a relatively large amount of material; for example, a test might cover 2 to 4 chapters or 2 to 4 weeks of material. It might cover one entire math or science concept.
- Review of test material can be more independent; for example, review for a major test may be 10 to 20 minutes of a period.
- Tests should be very challenging, but students should always be able to complete the test within the class period; for example, a question might ask a student to develop a thesis without any idea of what the question is in advance. (If the teacher has difficulty completing his/her own test within 20 to 25 minutes, the test is probably too long for the students.)
- Students should do a significant amount of writing to answer free-response style questions.
- Free response items should frequently require students to analyze, evaluate, synthesize, and hypothesize; for example, a student may be asked to support the view that Germany was not the aggressor in WWI. Students may be asked to solve/graph a higher degree polynomial showing intercepts and key points plotted.
- Multiple choice and true/false items should require an understanding of material and the ability to apply concepts as opposed to just recalling and regurgitating facts; for example, students could be asked to recognize an example of federalism in the U.S. as opposed to separation of powers among branches of government. In literature, a student could be asked to recognize an example of a literary style in a story.

PACE

- Students should be expected to learn at a fast pace; for example, students should not have to be re-taught information/concepts that were previously covered. They can review independently.
- Lengthy review is not necessary for new material. Part of a class period for review of test material is usually sufficient. Once review is done, the teacher should feel free to move on to new information.

INDEPENDENT WORK

- Students should be expected to work independently; for example, students may have to read a chapter with no guided reading questions. In math or science, a student could be required to complete a multi-step process to solve a word problem. Students can be expected to complete homework that is not directly addressed in class.
- Students can be expected to do research assignments without extensive guidance from the teacher.

ACADEMIC I (AI)

TESTING

- Tests/quizzes can cover a large amount of material provided that there is thorough review; for example, tests may cover 1 to 3 weeks of material depending on the subject. A difficult math concept may need to be broken down into 2 tests.
- While quizzes may not require much review (a small portion of a class period), tests covering multiple chapters or several weeks of material should involve extensive review (a whole class period or most of one). Teachers should be cautious about going on to new material after review.
- Tests should always include a mixture of relatively easy questions and those that are moderate to difficult. There should be a very limited number of questions that require simple recall. Teachers should construct questions that require clear comprehension; for example, students may be asked to recognize examples of concepts or state several facts to support a conclusion.
- Students should be required to do some writing regularly on tests. Free response items should always be part of an exam.
- Students should be asked to compare and contrast, to explain or describe, instead of just listing facts.
- Multiple choice and true/false items should often challenge students with regard to understanding the material. In constructing questions, teachers should avoid using verbatim wording from class notes and the text for every item.

PACE

- The learning process should be moderately paced. Rather than reiterating information, teachers should go over concepts, ask 2 or 3 review questions to see if the class is on track and then move on.
- Students will need some review for every quiz and test; for example, students may need a whole class period or most of one to review for a major test.

INDEPENDENT WORK

- Students need to have some teacher guidance for work done outside of class; for example, reading assignments generally need guided reading questions.
- Students need clear guidelines for each research assignment component; for example, prior to the students handing in note cards, the teacher may need to review requirements regarding how much to put on each card, slugs, source numbers, etc.

ACADEMIC II (AII)

TESTING

- Tests/quizzes should cover small amounts of material; for example, every 2 to 3 days, students may need to be quizzed. A test may cover only one chapter, part of a chapter/ concept, or 1 to 2 weeks of material.
- Tests/quizzes require extensive review and repetition; for example, students may be required to do a review sheet in class with teacher supervision. Then the next day, students may play a game using the questions from the review guide.
- Tests should have very few questions where students have to apply a concept to an example that was not discussed in class. Some questions might ask students to explain a process or concept very briefly or to fill out a chart comparing, for example, the House of Representatives and the Senate.
- Students should be given plenty of supervised practice in preparing for a discussion question on a test. Teachers may need to give the students the topic in advance and have them prepare an outline in class to learn before the test.
- Students can be asked to explain and describe only if the concept is not too complex; for example, students may be asked to describe the difference between capital goods and consumer goods with an example of each.
- Multiple-choice items need to be constructed so that wrong answers are more blatantly incorrect. False statements need to be obviously false without being totally ridiculous or silly; for example, a student may need to recognize that George Washington was not the "Father of the Constitution" as opposed to recognizing that George Washington was not the King of England in the 18th century.

PACE

- Pace needs to be relatively slow.
- Lengthy review is always necessary and concepts need repeated review; for example, a test section may need to be reviewed for one class period or more in a variety of ways.

INDEPENDENT WORK

- Students need to be monitored carefully when they are required to take notes in class.
- Students can do very little independent work. They need very clear instructions for each assignment. Guided reading questions should never require inference. Homework should be used more to reinforce concepts taught in class rather than to supplement class material.
- Research assignments need extensive teacher guidance and supervision; for example, the teacher might take the whole class to the computer lab to show students how to access important information.

Options Program: This program is designed to provide an inclusive educational experience for students with moderate developmental or intellectual disabilities. In most cases, students accepted into the options program will not be eligible to receive a high school diploma.

Schedule changes: The guidance department or administration implements all schedule changes. Grade adjustments will be made for academic level changes when a student moves from Honors/AP to AI, from AI to AII, or any time that a student moves to a less challenging level of instruction in a subject. The last date on which any student can drop or add a course is ten school days into the semester. A change in academic level for returning students must take place by **September 16** (fall semester or year-long courses) and **February 3** (spring semester courses). The deadline for a change in a new student's academic level is the end of the first quarter of any course.

Student workload policy: Students should not be expected to take more than three tests in a given day or to have a combination of more than two tests and/or outside essays, papers, or projects. Students should notify their teachers immediately if they are being assigned a fourth test or major assignment so that an alternate date may be chosen for that assignment.

Grade reporting: Parents and students may utilize "Net Classroom" (available through our homepage at BEHS.com.) to view grades, the school calendar, and other significant information. Progress reports are provided midway through each quarter, and report cards are provided at the end of each quarter.

Incomplete grades: When students are missing grades due to excused absences, the teacher will set a reasonable date by which time all make-up work must be completed. If a student does not make up the work missed by the assigned date, the teacher is to record a zero for all work not completed.

Parent conferences: Time is allotted after each of the first three quarters for parent conferences. Parents/guardians with serious concerns that cannot wait until that time should contact the teacher.

Semester grades: Semester grades are based on a computation of the 1st quarter grade (40%), the 2nd quarter grade (40%) and the semester exam (20%). $\{(Q1 \times 2) + (Q2 \times 2) + \text{semester exam}\} \text{ divided by } 5$.

Exams: The only accepted excuses for not taking a required exam at the scheduled time are personal illness (doctor's note required) or an extraordinary family situation as determined by the Academic Dean, who must approve all changes in exam schedules. A student without an excused absence who fails to take an exam at the scheduled time will receive a grade of zero on that exam and be subject to disciplinary action. Students must remain in the classroom for the entire two hour exam period. The office will close each day one hour after the completion of the last exam.

Exemptions from exams: Seniors may exempt a midterm and/or final exam if the average of the 2 quarters of the semester is 89.5 or above or if the cumulative average in a year-long course is 89.5 or above. For all other students in yearlong courses, students must have a *yearly* average of 89.5 or above to be exempted. A cumulative grade for a yearlong course is computed by using the formula: $\{(Q3+Q4)/2, \text{ rounded } + (\text{Semester 1 average})\}/2$. For semester courses, students must have a *semester* average of 89.5 or above to be exempted.

Promotion standards: A student who fails five or more classes will not be invited to return to BEHS. A student with a good discipline record who fails three or four classes will be invited back but must repeat the academic year. A student who fails a required English or math course must attend summer school.

Summer school: Students who fail a course may choose to retake that course at a South Carolina public school or a private school accredited by SACS, PAIS, or SCISA. If BEHS offers summer school, returning students are required to enroll at BEHS for English or math. Only four units of credit toward a diploma may be earned in summer school, and the maximum passing grade which will be recorded on both the SCUGS and BEHS transcripts will be a 70. Students planning to attend summer school must check with the guidance department to assure the school meets accreditation standards and provides 60 hours for a semester course and 120 hours for a year-long course. Credit will not be given for tutoring for courses taken at a non-accredited school, or for new courses (except for driver's education).

Academic probation: A student experiencing academic difficulties may be placed on academic probation and must meet the terms of the probation in order to remain in school.

Retaking a course for which a credit was earned: If a student receives a credit in the eighth grade for a course, he or she may opt to retake the course at BEHS. In this case, the student must forfeit his or her eighth grade credit, which means that the student is required to attend summer school if he or she fails the retake. In addition, the eighth grade course will not appear on the transcript if retaken in high school. If a student receives a credit at BEHS for a course in math or world language, the student may retake the course upon the recommendation of the subject teacher. The student will not receive an additional credit for the retake, but the grades for the course will appear on the transcript and figure into the student's cumulative GPA. These policies are prescribed in the South Carolina Uniform Grading Policy.

Dual Credits: With the permission of the administration, students may be allowed to take courses at a local college for dual credit. Students may not take a course for dual credit if that course is offered at BEHS. Approval for any dual credit course is determined on an individual basis.

Rank in class: BEHS does not rank students; however, state law requires schools to include a SCUGS ranking on the final transcript in order for the students to qualify for lottery scholarship money.

Quality Point System of BEHS: The grade point average (GPA) that appears on report cards and BEHS transcripts is based on the following quality point system that weights grades according to academic level.

		AP	Honors	AI	AII
90-100	A	6.5	5.5	4.5	3.5
85-89	B+	6.0	5.0	4.0	3.0
80-84	B	5.5	4.5	3.5	2.5
75-79	C	5.0	4.0	3.0	2.0
70-74	C-	4.5	3.5	2.5	1.5
Under 69	F	0.0	0.0	0.0	0.0

South Carolina Uniform Grading Scale (SCUGS): In addition to the aforementioned BEHS weighted GPA, all transcripts will include a SCUGS weighted GPA. This additional information is required for our students to qualify for the HOPE, LIFE, or Palmetto Fellows scholarships, respectively. The SCUGS table is shown on the following page.

South Carolina Uniform Grading Scale Conversion				
Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000

Graduation requirements: Ordinarily, a student must attend BEHS for the last three semesters before graduation. In order to participate in commencement exercises, students must pass all required subjects, have a good discipline record, attend graduation practice and Baccalaureate Mass, meet the minimum of eight semesters required for secondary school attendance and earn the following credits:

Theology	4*
English	4
Mathematics	4
Science	3
World Language (same).....	2
U.S. History.....	1
U.S. Government.....	1/2
Economics	1/2
World History	1
Computer Technology.....	1
Physical Education	1
Fine Arts.....	1
Additional elective	1
Total credits required.....	24

*Theology required only for the time student is attending BEHS.

First & second honor graduates: In order to be named valedictorian or salutatorian, a student must have earned more than half of his or her high school credits at BEHS.

National Honor Society: The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. To be eligible for membership in the Father O’Brien Chapter of the National Honor Society as a sophomore or junior, a student must have a cumulative grade point average of at least 4.5 since grade nine and must have attended Bishop England at least one semester. Additionally, the student must meet the character and leadership qualities as determined by the faculty selection committee. It is highly recommended for the student to be involved in several different activities to meet the leadership requirement. Students must also have a minimum of 16 service hours by the end of 2nd quarter to be considered for membership in the NHS. Some service opportunities will be listed on the bulletin board in the Theology wing of the school. See the NHS advisor, Ms. Desiree Runey, with any questions.

COMMUNITY SERVICE

As an institution of the Catholic Church, Bishop England High School is ever mindful of our Lord’s admonition, “as you did it the one of the least of these brethren, you did it to me” (Matthew 25:40). Therefore, the school strongly encourages the students to live out the demands of their faith in works of mercy, service, and charity.

Throughout the school year, students will be encouraged to participate individually in community service and through various groups and clubs at Bishop England High School, who will be organizing service opportunities. Students will not have grades awarded or taken away for community service.

Approved outside groups are still encouraged to send in information and requests that will be posted on the service project bulletin board. These requests and all relevant information for service opportunities will be posted by the service project coordinator.

ATTENDANCE

Missing school, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement; therefore, students should be present and on time whenever school is in session. Once a student has missed **ten** school days, he/she will be notified that a doctor's note must be obtained for any further absences. The required doctor's note must be submitted to the main office on the day the student returns from the absence. A doctor's note that is signed by a parent/guardian who is a physician will not be accepted. Failure to present a doctor's note puts a student at risk for failing the quarter and/or school year since the student will be given zeros for any graded work that was missed.

In addition, seniors that have missed ten days without doctor's notes will lose their free period privilege for the remainder of the school year and must report to an assigned study hall. Students with 10 or more absences may be denied the opportunity to attend a class field trip. Sophomores, juniors, and seniors will be allowed to miss **two** extra days for college visits, provided that the student submits documentation to the senior guidance counselor verifying the student's visit to the college. Students who are planning to miss school are strongly encouraged to notify their teachers in advance so that arrangements can be made promptly to make up any work that will be missed.

A student must be present for at least six class periods in order to receive credit for full-day attendance and be present for at least four class periods in order to receive credit for a half-day of attendance. Except in cases of school-sponsored activities, students may not participate in an extra-curricular activity unless they are in school for at least four periods.

Parent responsibility: The school is not responsible for students dropped off before 6:30 or picked up more than one hour after the dismissal of school. Students not picked up immediately after school may use the library for study hall until 3:30 pm. No other area of campus is directly supervised after 3:15 pm.

Campus arrival: When students arrive on campus, they are expected to come inside one of the buildings immediately. Students may not enter the grounds and then leave campus without first notifying the office. Since homerooms are opened and supervised beginning at 8:00 am, students on campus are encouraged to report to homeroom at that time. Parents dropping off students for morning arrival after 7:30 am or picking up students for afternoon dismissal before 3:30 pm **MUST** use the carpool line (football field side of the school).

General procedures regarding absences:

- A parent/guardian is to notify the school by the day of a student's absence by calling the attendance office (849-9599, ext. 128) between the hours of 7:30 am and 9:00 am or by sending in a note signed by a parent/guardian in advance of an anticipated absence.
- Immediately upon returning to school, the student must present a note signed by the parent/guardian (unless a note was sent in prior to an anticipated absence) containing the following information:
 1. Date of the absence(s)
 2. Time of arrival if the absence resulted in a tardy.
 3. Telephone number of the parent/guardian.
- Faxes and e-mails are acceptable in lieu of notes when accompanied by a parent/guardian phone call. Failure to present a note will result in a disciplinary consequence of two demerits and two detentions.

Illness: During the school day, students who are too ill to remain in class may request a note from the teacher to report to the office. The school may allow students to drive home only if the parent/guardian gives verbal approval to a school official. The school reserves the right to require that a parent/guardian come to sign an ill student out of school.

Medical appointments: Any student requesting an excused absence or early dismissal for a medical appointment must present a dated note signed by a parent or guardian to the school office before the school day begins. The note must state the time to be dismissed and a contact number for the parent. In order for the absence to be medically excused, the student must present a doctor's note stating the date and time the student left the office. Doctors' notes should be submitted to the main office the next day.

Make up work: Students are responsible for required work missed due to any excused absence. Students missing work must arrange to complete the work outside of the normal class period, at a date and time determined by the teacher.

Unexcused absences: The following guidelines will be applied for unexcused absences.

- Students are not allowed to complete academic work that is due during the time of the unexcused absences. Such work may not be completed prior to or after an unexcused absence.
- Work completed, performed, or exhibited on the day of the unexcused absence will be assigned a grade of zero. Teachers will not provide additional work to compensate for a grade of zero.
- Long-term work due on the day of an unexcused absence must receive a late penalty of not less than 10%, and it is unacceptable for anyone other than the student to turn in such work.
- Any "non-credit" materials (handouts, worksheets, study guides, etc.) provided to other students during the time frame of the unexcused absence will be provided to the student upon return to school.

- In the case of extended projects where multiple class periods are utilized, the student should receive a zero for that portion of the project not completed. If the unexcused absence prevents the student from completing the project safely and adequately because of insufficient preparation, he/she will receive a zero for the entire lab or project.
- In the case of group projects, the student's grade will be reduced according to the aforementioned guidelines, but his/her absence should have no impact on the other students in the group.

Early dismissal: With the exception of medical appointments/medical emergencies and school-sponsored activities, all requests for early dismissals, including college visits must be made by the parent/guardian in writing. For all early dismissals, students and parents/guardians should adhere to the following procedures In the event that a student forgets to bring a note, a member of the office staff must call the parent/guardian to verify the time of dismissal.

- Students must sign out in the office before leaving campus and sign back in at the office if they return to school that day.
- Students are responsible for completing any work assigned while away from class for an excused early dismissal. Students with unexcused early dismissals are subject to the same academic and disciplinary penalties listed under unexcused absences.

Missed classes due to school-sponsored activities: Students missing a class for school-sponsored activities accept the responsibility of securing assignments and making up work based on reasonable teacher expectations. When a student is to miss classes due to a school-sponsored academic activity, then a parent/guardian must sign a school-generated permission slip that will indicate that parents/guardians are aware of the educational purpose of the activity, the amount of school to be missed, the mode of transportation, special behavior regulations if necessary, appropriate dress, and the number of chaperones

Tardies: Students who are not in their respective homerooms by 8:10 am are tardy. These students must report to the office and present a note from the parent/guardian on the next school day. The note must contain the date of the tardiness, arrival time at school, and a parent contact number.

As of a seventh tardy, a conference will be scheduled with the student and he/she will be placed on a tardy contract by the Director of Discipline. The contract must be signed by parent/guardian. Policy reminders will be sent to students who accumulate four non-medical tardies. If a senior accumulates 10 tardies, he/she will lose his/her free period privilege for a period of 6 weeks. At the end of that time, the student must see his or her disciplinarian to apply for reinstatement of free period. The free period will be restored if the student has not had any additional tardies in violation of the tardy contract that was previously arranged.

Cut days: BEHS does not authorize “cut days.”

DAILY BELL SCHEDULES

The regular school day begins at 8:05 AM and ends at 2:50 PM. It is divided into time blocks as detailed below. Because special events necessitate amending the normal schedule, classes may be conducted according to one of the following bell schedules:

Regular school day (Schedule 1)

8:05 Warning Bell
8:10 - 8:20..... Homeroom
8:25 - 9:10..... 1st time block
9:15 - 10:00..... 2nd time block
10:05 - 10:50..... 3rd time block
10:55 - 11:40..... 4th time block
11:40 - 12:15..... Lunch
12:20 - 1:05..... 5th time block
1:10 - 2:00..... 6th time block
2:05 - 2:50..... 7th time block

Half day (Schedule 2)

8:05 Warning Bell
8:10- 8:20 Homeroom
8:25 - 8:50 1st time block
8:55 - 9:20 2nd time block
9:25 - 9:50 3rd time block
9:55 - 10:20 4th time block
10:25-10:50 5th time block
10:55 -11:25 6th time block
11:30 -11:55 7th time block

All school Mass (Schedule 3)

8:05 Warning Bell
8:10 - 8:20..... Homeroom
8:20-8:30..... Homerooms called to Mass
8:30-9:30..... Mass
9:35-10:10..... 1st time block
10:15-10:55..... 2nd time block
11:00-11:40..... 3rd time block
11:40-12:15..... Lunch
12:20-12:55..... 4th time block
1:00-1:35..... 5th time block
1:40-2:15..... 6th time block
2:20-2:50..... 7th time block

All school assembly (Schedule)

8:05 Warning Bell
8:10 - 8:20 Homeroom
8:25-9:00 1st time block
9:05-9:40 2nd time block
9:45-10:20 3rd time block
10:25 – 11:00 4th time block
11:05 - 11:40 5th time block
11:40-12:15 Lunch
12:20 - 1:05 6th time block
1:10 – 1:50 7th time block
1:55 – 2:05 Report to gym
2:10 Assembly

***Announcements will be made during the 6th time block.**

Exam schedule

8:00 Teachers open classrooms
8:05 Warning Bell
8:10 Tardy Bell
8:25 – 10:25 1st exam of the day
10:55 Teachers open classrooms
11:05 Warning Bell
11:10 – 1:10 2nd exam of the day
2:10 Office closes

***First semester exams begin
with first period.**

***Second semester exams begin
with 7th period.**

2011-2012 CLASS ROTATION SCHEDULE

Academic classes rotate through the 45-minute time blocks on a weekly basis. On Schedule A, the day begins with first period; on schedule B, the day begins with second period, etc. This continues through schedule G. Listed below is the weekly rotation schedule for the 2011 - 2012 academic year.

<u>DATE</u>	<u>SCHEDULE</u>	<u>DATE</u>	<u>SCHEDULE</u>
August 10-12	A	January 3-6	D
August 15-19	A	January 9-13	E
August 22-26	B	January 17-20	F
August 29 – Sept 2	C	January 23-27	G
September 6-9	D	January 30 – Feb 3	A
September 12-16	E	February 6-10	B
September 19-23	F	February 13-16	C
September 26–30	G	February 21-24	D
October 3-7	A	Feb 27 – Mar 2	E
October 11-14	B	March 5-9	F
October 17-21	C	March 12-15	G
October 24-28	D	March 19-23	A
October 31-Nov 4	E	March 26–30	B
November 7-11	F	April 2-4	C
November 14-18	G	April 16-20	D
November 21-22	A	April 23-27	E
November 28 – Dec 2	B	April 30-May 4	F
December 5-9	C	May 7-11	G
December 12-16	Exams*	May 14-18	A
		May 21-25	Exams**

* 1st semester exam schedule is 1,2,3,4,5,6,7

**2nd semester exam schedule is 7,6,5,4,3,2,1

DISCIPLINE POLICY

The discipline policies of BEHS foster an environment that promotes the total Christian education of the student. With the cooperation of parents, students, and faculty, the discipline system serves as a positive element in providing such an environment.

Disciplinary referrals: Teachers who believe that a student has demonstrated inappropriate behavior will submit a disciplinary referral to the disciplinarian. The disciplinarian will determine the consequences.

School detentions: School detentions are assigned following a school discipline referral. Detention hall is held for one hour after school and takes precedence over all non-academic activities, including athletic practices.

Teacher detentions: Teacher detentions (i.e. trash detail at lunch, staying after school, or washing boards) may be given for minor discipline infractions. Students will be given at least 24 hours notice to complete the task, and these detentions do not appear on a student's conduct record.

Demerits: The school's rules will be enforced by a demerit system administered by the disciplinarians. Demerits always carry at least one detention. The number of demerits assigned as a consequence for inappropriate behavior is subject to the judgment of the disciplinarian. *For each month in which a student receives no disciplinary referrals, one demerit will be dropped.*

Suspension: Students may be suspended for any act that, in the judgment of the disciplinarians, detracts from the learning environment prescribed by the mission of the school. Additionally, any student who accumulates **20** demerits will be suspended for 2 days and placed on disciplinary probation for the remainder of the current year and through the following year. Suspended students will be allowed to make up academic work at the convenience of the teacher, but teachers are not obligated to offer special help session to accommodate the suspended student. At the conclusion of the academic quarter, the student's quarter grade in each course will be reduced two points for each day of the suspension. During the period of suspension, students are not allowed to attend or participate in any co-curricular activities. Students who are suspended will not be allowed to return to school until readmitted by a school administrator.

Disciplinary probation: Students who are experiencing discipline difficulties are subject to being placed on disciplinary probation. Failure to comply with the strict guidelines established by the probation will result in dismissal from school. Students may be placed on probation as the result of one serious violation or an excessive number of demerits. The terms of the probation will be determined by the administration.

Expulsion: Students who accumulate 30 demerits during a single academic year or demonstrate behavior that is judged to be detrimental to the school community will be expelled from BEHS and may not apply for readmission. If a student is expelled or asked to leave the school for disciplinary reasons, he or she may not participate in or attend school-sponsored activities without the principal's permission. Seniors leaving school under these conditions have the responsibility of contacting prospective colleges regarding the circumstances involved in withdrawing from BEHS.

Guidelines for specific infractions: The disciplinarians are given a wide range of discretion in assigning consequences for inappropriate behavior. Although the following list is not exhaustive, it does provide guidelines that are considered when making such decisions:

- Dress code violation - 2 demerits
- Late to class – 1 demerit
- Hair infraction—2 demerits
- Excessive tardiness – 2 demerits (see page 13)
- Failure to present a note following an absence or tardy – referral to disciplinarian
- Gum chewing - 2 demerits
- Consuming food in a non-designated area – 2 demerits
- Drinking beverages other than water in a non-designated area - 2 demerits
- Failure to report to a staff member – 2 demerits
- Cutting detention hall - 3 demerits
- Lying / deceit – subject to 5 demerits and suspension
- Improper testing procedure – 5 demerits
- Presence in a non-authorized campus area – 5 demerits
- Leaving school grounds without permission – 5 demerits
- Unauthorized use of electronic devices, including cell phones– 5 demerits, and parent must make contact with the Director of Discipline in order to have the device returned to the student
- Visible (not on) unapproved electronic devices including cell phones – 2 demerits
- Parking / Driving violation – subject to 5 demerits and /or suspension of privileges
- Disturbance, major – subject to 5 demerits and suspension
- Use of profanity – subject to 10 demerits, depending upon the discretion of disciplinarian
- Forging signatures – subject to 5 demerits and suspension or integrity violation
- Possession of obscene materials – subject to 5 demerits and suspension
- Public displays of affection – consequences dependent upon the nature of the infraction
- Skipping a class – 5 demerits; second offense – suspension
- Skipping a day of school – 10 demerits and suspension; second offense – expulsion
- Disrespect to staff by word, gesture, or action – subject to 10 demerits, suspension or expulsion
- Possession of tobacco or related products – subject to 10 demerits or suspension (see below)
- Fighting – 10 demerits and suspension or expulsion
- Harassment /Hazing (see below) of others - subject to 10 demerits, suspension or expulsion
- Defacing school property – subject to 10 demerits and suspension or expulsion
- Possession of a weapon - subject to expulsion and notification of law enforcement officials
- Stealing – subject to 10 demerits, suspension or expulsion, and notifying police
- Alcohol and other drug use – see policy below

Tobacco Products: Students are not to be in possession (including in one's car) of any tobacco products or related paraphernalia while on Daniel Island, at any school-sponsored activity, or while wearing the school uniform.

Harassment and Hazing: In keeping with our mission of fostering a faith community characterized by the Gospel message of mutual respect, the following are considered to be serious violations: physical fighting, hazing, and personal harassment. This policy extends beyond the school day and includes electronic communication. Where reasonable doubt exists as to the aggressor, all of those involved will receive the same penalty. (Please see Bullying/Harassment Policy.)

Initiations: Initiations for athletic teams or any other school related activity are considered a form of hazing and will not be tolerated.

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 clearly all materials quoted, paraphrased, or summarized from any published or unpublished work. These definitions encompass, but are not limited to the following infractions:

- Possession of unauthorized materials during a test or quiz
- Use of a cell phone or laptop computer during an exam, test, or quiz
- Unauthorized communication of information about the contents of a quiz, lab report, test, or any other graded assignment.
- Possession of unauthorized resource materials including, but not limited to Cliff's Notes, SparkNotes, etc.
- Copying of assignments
- Forgery
- Copying of magnetic media
- Unauthorized use of the Internet
- Failure to paraphrase
- Inaccuracies in citing sources for a research assignment. (For example, giving an incorrect page number or not making clear what information or words came from a specific source.)
- Misquoting a source used in a research assignment.
- Other unauthorized procedures as determined by the classroom teacher

The severity of an offense is based upon the academic weight given to the assignment. Assignments classified as minor count for less than 10% of the quarter grade. Those labeled as major count for 10% or more of the quarter grade. The reporting and follow-up procedures for all offenses are as follows:

- The teacher will submit a detailed report to the Director of Discipline.
- The Director of Discipline will meet individually with both the teacher and student and consult with the faculty council if necessary.
- The Director of Discipline will notify the parent/guardian of the infraction.
- A record of the incident will be kept in a separate file and destroyed after the student graduates.
- Periodic reports will be made to the principal.

Consequences for cheating and plagiarism:

- 1st Offense:** Minor assignment - A grade of 0 on the assignment; up to 5 demerits / 5 detentions
- 1st Offense:** Major assignment - A grade of 0 on the assignment; up to 10 demerits / 10 detentions
- 2nd Offense:** Up to 3-day suspension and possible expulsion.
- 3rd Offense:** Expulsion

- **Additional note:** Once a student has been inducted into the National Honor Society, violations of the academic integrity policy may result in dismissal from that organization.

ALCOHOL AND DRUG POLICY

No student shall possess, transmit, conceal, consume or show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, or any mind-altering substances, look-alike or synthetic drugs. This includes the misuse of prescription and legal drugs. Included in the prohibition are any substance(s) represented as a controlled substance, non-alcoholic beer, steroids, tobacco, or tobacco products (see “Tobacco Products” above).

When a student has violated this policy, he/she may be expelled from school. In the event that the student is not expelled from school, he/she must strictly adhere to the following school guidelines in order to remain in school:

- The student’s parent or guardian will be contacted for an immediate conference with the administration to discuss the school’s concerns.
- The student will receive demerits and be suspended from school.
- At the family’s expense, the student must have a professional evaluation including a blood and/or urine screen before returning to BEHS. The administration must be notified in writing by the referral facility/specialist of the results of the evaluation and of the treatment plan. **If the parents and/or student reject the plan, or if the student does not follow the plan, he may not continue at Bishop England High School.**
- Any repeat offense of chemical use may result in the dismissal of the student from Bishop England High School.
- The Principal may contact the local police.

Any student involved in the sale or distribution of alcohol or other drugs will be immediately expelled. *The administration reserves the right to search any person, book bag, locker or vehicle when the presence of alcohol or other drugs is suspected.*

BULLYING/HARASSMENT POLICY

Harassment of any kind will not be tolerated. The prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school. Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits. Harassment disrupts the educational process and creates an intimidating or hostile educational or work environment.

Bullying and harassment include, but are not limited to, the following behaviors:

- Cyber-bullying/harassment
- Physical bullying/harassment
- Retaliation
- Sexual harassment/bullying
- Social/relational bullying/harassment

Please be advised that **cyber-bullying/harassment** includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, and/or text messages; inappropriate content includes:

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others.

INTERNET AND COMPUTER TECHNOLOGY

Bishop England High School provides educational computers allowing access to the Internet. Although the school acknowledges that we cannot completely monitor all Internet activity by our students, the school does have the right and responsibility to supervise Internet usage. This level of supervision includes the right to monitor student Internet usage both on and off campus.

Acceptable Use: The use of school computers must be in support of education and research and consistent with the mission of BEHS. School computers may be used only for directed assignments and must comply with the rules for such directed class work.

Unacceptable Use: Transmission of material in violation of any U.S. or state regulation, including copyright laws, is prohibited. Computers may not be used to access or transmit threatening, harassing, violent, or obscene material, and matter protected by trade secrets. Accessing or removing files or passwords belonging to the user, installing any software, creating links without permission, or making any hardware alterations is prohibited. Users are responsible for damages to the equipment caused by negligent actions. Any attempt to enter the school network will result in dismissal from school.

Bishop England School students exercising this privilege shall also accept the responsibility for all materials sent and received under their user accounts.

Users of school computers should be aware that any information stored, transmitted, or uploaded using school computers is not private. File storage areas may be treated like school lockers. School personnel may review files and communications to maintain system integrity and to insure that users are using the system responsibly.

Users have no privacy rights to any data received or disseminated on the school computers or through e-mail. By utilizing the school computers, students consent to the school's right to audit all files and documents. If a user acts inappropriately through the communications systems, Bishop England High School reserves the right to report such actions to any outside authorities and/or to take appropriate internal disciplinary action.

The following are some examples of inappropriate use and activity:

- Sending, displaying, uploading, or downloading offensive or inappropriate messages, files or pictures. This includes music files.
- Accessing or using web-based e-mail accounts such as hotmail, yahoo, or AOL
- Using obscene or inappropriate language
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Altering software set-ups, deleting files or introducing viruses into the systems
- Violating copyright laws in any way
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Posting personal contact information about yourself or other people
- Employing the computers for commercial purposes
- Plagiarism

The preceding list is not an all inclusive list of inappropriate uses and activities. Violations may result in loss of access as well as other applicable disciplinary or legal actions.

DRESS CODE - All students

Students must adhere to strict regulations regarding school attire and grooming. Handbook regulations concerning the uniform are applicable at all times, whether on or off campus. It is expected that the uniform will be in satisfactory condition. In addition to handbook guidelines, any other attire or grooming patterns determined to cause distractions are not acceptable.

Shoes: Leather dress shoes that are black, brown, cordovan or natural leather colors and completely enclosed are permitted. Athletic shoes, skateboard shoes, boots, or shoes that resemble bedroom shoes are not permitted. No other shoes are permitted, and shoes must remain in good repair, properly tied, and properly fitted at all times. A note must be given to the school nurse if a foot injury requires the wearing of non-uniform shoes. If the injury requires the wearing of non-uniform shoes for more than a three week period, the student must wear plain all-black leather athletic shoes.

Outerwear: Approved outerwear sold through Stagecoach I is permitted. BEHS apparel approved by the administration such as team or club membership outerwear is permitted for students **in good standing** with that team or organization. Students wearing non-approved outerwear to school must remove it each morning by 8:10 am. Sweat clothes, visible thermal underwear, and hats are not permitted. Sunglasses may only be visible outside of the building.

Body markings: Body markings such as tattoos or those made by ink pens must be covered while on school grounds or while representing the school.

Jewelry: Jewelry must be tasteful and not cause a distraction to the school environment. Short strings of pearls, gold or silver chains, or religious medals may be worn. Pocket chains, beads, woven necklaces and bracelets, and any other unauthorized accessories are not acceptable.

TAG days: At various times during the school year, students are given the opportunity to come to school out of uniform. Some TAG (Tasteful, Approved Garments) days are free; others require a small fee to support a charitable cause or to recognize a specific activity or achievement. On any day that students are allowed to be out of uniform, posted TAG day standards (see page 21) must be followed. TAG days are considered a privilege that may be revoked for individuals failing to follow guidelines.

DRESS CODE - Females

Skirt: Skirts must be purchased from Stagecoach. Skirts may not be shorter than two inches above the knee and must remain buttoned and zipped. The skirts may not be rolled, secured by safety pins, staples, etc. Turtlenecks are permitted only if worn with long sleeved blouses.

Socks: Only uniform socks, plain nylon stockings, or dark green, navy, black, or brown tights that are plain are permitted.

Makeup, accessories, and jewelry: A limited amount of makeup and jewelry is permitted. Rings through body pierced areas are restricted to the lower earlobes. There is a limit of two earrings per ear. Headpieces and scarves are not permitted.

Hair: Hairstyles may not be distracting, as determined by the administration. Hair must be clean and styled in a moderate fashion, and hair guidelines do not change on TAG days.

DRESS CODE - Males

Slacks: Green slacks purchased from Stagecoach are required.

Belts: Black, dark brown, cordovan or natural leather belts with buckles must be visible. Belts and buckles are to be free from inappropriate or distracting symbols.

Shirt: Plain white, full button shirts with long or short sleeves and white buttons are required and must be tucked in at all times. All buttons except the top one must be buttoned. Knit shirts and oversized shirts are not permitted. Only plain white T-shirts are permitted under the shirt. Long sleeved white t-shirts or turtlenecks are permitted only if worn with long sleeved shirts.

Ties: School ties from Stagecoach must be in good condition and worn properly. Ties are required from November through February. Ties must be on by 8:10 am.

Socks: Only argyle socks from Stagecoach are permitted and must be worn properly.

Body Piercing: Body piercing is not permitted.

Hair: Hairstyles may not be distracting, as determined by the administration. Hair must be tapered (gradual change in length) and may not touch the collar. Hair may not be pushed behind ears and only one quarter of the ear may be covered. Hair must not extend into the eyebrows when combed down. Portions of the hair may not be shaved. Sideburns may not extend more than half way below the top of the ear. Use of styling gel to circumvent regulations is not permitted. It is the student's responsibility to anticipate the need for a haircut. Extensions will not be given for hair appointments, and hair guidelines do not change on TAG days. Facial hair is not permitted.

TAG DAY STANDARDS

Regular TAG Day Guidelines:

- 1) Shirts or blouses must fall into one of the following categories:
 - a. No writing or logos
 - b. Legitimate BEHS logos
 - c. Legitimate college or pro team logos
 - d. Shirts with tasteful brand logos—this will allow shirts that advertise athletic equipment (Nike, Adidas, Russell, etc.); clothing manufactures (Polo, Izod, etc.)
- 2) Shirts and blouses must be long enough to be tucked in with no midriff or back showing when standing, sitting, or bending.
- 3) Shoes must have a back (part of original shoe) that secures them to the feet.
- 4) Dresses, shirts, and blouses must be appropriate. Tube tops, tank tops, halter tops, or tops that reveal any midriff or cleavage are not permitted.
- 5) Shorts, skirts, and dresses are to be no shorter than 2 inches above the top of the kneecap.
- 6) Hats, sunglasses, and torn or distressed clothing are not permitted.
- 7) Males are not allowed to wear earrings.
- 8) Hair should be styled appropriately. Hair guidelines do not change on T.A.G. days.
- 9) Any style item or adornment that is considered inappropriate or distracting to the educational environment will not be allowed.

Green TAG Day Guidelines:

- 1) All regular TAG day guidelines apply.
- 2) In addition students must wear predominately green shirts or blouses.

This list is not meant to be exhaustive. Good taste and judgment must be utilized. If a student comes to a TAG Day in regular school uniform, he/she must wear the uniform in its entirety following the uniform guidelines in the Student Handbook. In addition to out-of-uniform consequences, students who violate TAG Day guidelines are subject to losing these privileges. Furthermore, any student violating TAG Day guidelines in a manner that cannot be corrected will be required to wait in the office until suitable clothing can be obtained. During that time, the student will receive an unexcused absence.

TRANSPORTATION POLICIES

Student drop off and pick up: Between 7:30 am and 3:30 pm, only the west end of the school (football field side) may be used for student drop-off and pick-up. **Parents are encouraged to drop off students before 7:55 am and pick up students after 3:15 pm in order to avoid congestion.**

Driving to and from campus: Exceeding the speed limit or driving irresponsibly on campus or to or from campus may result in disciplinary action, including the suspension of driving privileges.

Application for parking permit: Any student possessing a valid driver's license, car registration, proof of insurance, and a BEHS parking sticker may drive to school. The application process begins in April for the following school year. The process is not complete until a completed application form and parking fees (\$70.00 for an academic year) are submitted to the office. The parking decal must be visible from the rear of the car. Decals may be secured after the start of the school year at a rate of \$7.00 per month (paid in full). Additional decals may be purchased for a cost of \$20.00.

Parking: Students may not park cars in any areas (including roads on Daniel Island) other than their assigned parking spaces and may not move their cars to other parking areas until after 3:15. As soon as arriving on campus, students who drive must park their cars and immediately walk into one of the main school buildings. Students are never allowed to go to the parking lot unless they have been dismissed from school. Additional guidelines are included on the parking application form. Violations of these guidelines may result in demerits and / or suspension of privileges.

GENERAL SCHOOL POLICIES

Announcements: A staff member must approve all announcements before they are submitted to the office. Announcements must be written on the proper form, and they may not be read more than four times or for more than two consecutive days.

Athletic facilities: The Athletic Director must approve the use of all athletic facilities.

Change of address and phone numbers: Any changes in address, telephone numbers, e-mail address, custody arrangements or other important demographic information must be reported to the office immediately.

Child custody and the school: Parents/guardians must adhere to court ordered custody arrangements. Parents/guardians must deliver to the school a copy of the court order as it is applicable to the custody and visitation rights of separated or divorced parents.

Conduct on/off-campus: Because the people of the Charleston community view the conduct of Bishop England students as an indicator of the values that are important to our school, students should conduct themselves appropriately at all times. This responsibility is present whether students are in or out of uniform, on or off campus. The administration reserves the right to impose school sanctions for inappropriate behavior regardless of the location or times in which that behavior takes place.

Electronic devices: Electronic devices such as, but not limited to, cellular phones, beepers, headsets, laser pointers, radios, hand-held games, etc. may not be used or visible from the time students arrive on campus until all students have been dismissed from school. Disciplinary reserve the right to view any text messages and pictures on confiscated cell phones.

Emergency procedures: Information for handling emergencies such as hurricanes, fire, and other situations has been presented to teachers. It is imperative that students become familiar with these procedures and treat drills in a serious manner. In addition to regularly scheduled fire drills, the school uses the following codes to designate appropriate actions in the event of other emergency situations:

- Code Green: Teachers escort students outside of the building and await additional instructions. Students must remain with their classes throughout this process.
- Code Purple: Teachers lock their doors and move students to an area of the room that is the farthest distance from the door and await additional instructions. Students may not leave their classrooms for any reason during a code purple.

Falsified documents: The school's ability to provide for the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit falsified documents, to alter documents, or to sign under false pretenses, is subject disciplinary action. Serious falsifications could be considered to be violations of the integrity policy and subject to more serious consequences.

Field trips/team dismissals: Based on a failing class average, a large number of demerits, and/or a large number of absences with or without doctor's notes, a student may be denied the opportunity to attend a field trip or athletic event if the event occurs during the school day. A phone call is not an acceptable substitute for the proper form.

Food and beverages: Students may drink any brand of bottled water (including Vitamin Water) throughout the campus. Drinking other types of drinks and consuming any food is restricted to the gym area or outside. This policy applies to all students, including seniors on free period.

Fraternalities, sororities, social clubs and gangs: Membership in fraternalities, sororities, social clubs or gangs is expressly prohibited. Therefore, the displaying of associated symbols is strictly prohibited.

Gambling: Students are forbidden to gamble on campus.

Gum: Gum chewing is not allowed anywhere on campus.

Honor Roll: The honor roll is composed of students with a quarterly average of 90 or better.

Identification cards: Students will be issued an identification card for the purpose of using library resources and attending most on-campus extracurricular functions. Students should carry cards at all times while on campus. Replacement cards are \$5.00 and may be obtained through the office.

Inclement weather: Efforts are made to convey inclement weather decisions via the school voice mail greeting system. In the event of inclement weather, the school adheres to the decisions made for the Charleston County schools. Should the school be closed for any other emergency, information will be distributed through Net Classroom.

Insurance: Accident insurance for school-sponsored activities is provided for all students. This policy insures the student to and from school, during school, and while participating in school-sponsored activities, including competitive sports. A twenty-four hour wrap around policy is available to students at an additional charge.

Personal technology: Students wishing to use laptops or e-book devices at school must complete an application that is available from their guidance counselor. Laptop usage is limited to note-taking only, and students must follow the guidelines listed on the application.

Library: To use the library facilities, students must present a valid student identification card and observe proper behavior at all times. Fines must be paid in a timely manner.

Lockers: Each student is assigned a locker for the storage of books and equipment and is responsible for the cleanliness of that locker. Lockers are to be secured at all times. Locker decorations must be appropriate and removed in a timely manner. Unauthorized entry into another person's locker is considered a major offense and carries strong behavioral consequences. Lockers are the property of the school, and the administration reserves the right to open them and examine their contents at any time.

Lost and found: Students who have lost items should check with the maintenance staff or the office staff.

Married students: Students who are married or have been married may not be enrolled at BEHS.

Medication: All prescription medication and potentially dangerous over the counter medications must be handled through the office. The possession of or improper use of such medications could be a violation of the alcohol and other drugs policy.

Performing Arts Center: The Director of Operations must approve the use of the Performing Arts Center. Students are not to be in the theater portion of the center without permission.

Personal property: Students must assume the responsibility of taking precautions with regard to their personal belongings. At all times, book bags should remain in sight, lockers secured, and cars locked. Students may leave valuable items in the office for safekeeping.

Pregnancy Policy: In keeping with Catholic doctrine, the following guidelines will be applied whenever female or male students become involved in a pregnancy:

1. As soon as possible after learning of the pregnancy, the female and male student(s) and their parents will meet with the Principal to inform the school of the situation.

2. A female student will obtain a medical statement from her doctor giving her due date and her medical fitness to remain in school. The statement must include any medical problems of which the school should be aware. When it is deemed necessary by the administration, she will proceed to a homebound education program. At that time, the male student will also proceed to a homebound education program.
3. Female and male students must follow a bona fide program of counseling which their church or other religious support agency offers. The name of the counselor must be given to the Principal.
4. During the time of the pregnancy and after the birth, participation for both the mother and the father in all co-curricular activities, as well as graduation, is at the discretion of the Principal.
5. After the birth, the students and their parents must schedule an interview with the school administration to determine the feasibility and conditions of returning to school.

Psychological evaluations: All psychological evaluations must be given initially to the respective guidance counselor, so she can authorize before distributing appropriate forms to the teachers.

Religious education: Catholic education, its instruction and internalization, require both intellectual stimulation and outward expression for optimum spiritual growth. All students, regardless of faith, are required to take required Theology courses, attend liturgies, and participate in other required religious activities.

School Seal: The school seal may not be used in anyway (on clothing, stationery, etc.) without the expressed consent of the principal.

School organizations: All students are encouraged to become active members of our school clubs and take part in various co-curricular activities. Continued membership in any group depends upon the student's academic and discipline records, consistent participation and willingness to contribute to the group. All organizations must be approved by the principal.

School rings: The only rings that may be blessed at the Ring Mass are those purchased through the school.

Senior privileges: Seniors in good academic, attendance, and disciplinary standing may be granted certain senior privileges. Each privilege requires the separate expressed written consent of a parent or guardian. Each of these privileges is dependent upon specific guidelines found in the permission forms. Failure to adhere to these guidelines will result in the loss of these privileges. The following guidelines apply to senior privileges.

- Seniors who are free first period and arrive late for second period or fail to attend a first period mandatory assembly will have that senior privilege suspended.
- Seniors who fail a course first semester will be assigned to a study hall for second semester. These students may petition their guidance counselor to regain their free period at the end of third quarter based on successful academic performance.
- Seniors who have attained at least 10 absences without a doctor's note will be assigned to study hall during their free period for the remainder of the school year.
- Seniors who have been tardy 10 times will lose their free period for 6 weeks or longer depending on their being on time to school.
- Seniors who are leaving school during free period, or going across the street for lunch, must use the front doors. Students are not allowed to go into the parking lots or side yards except when arriving to or leaving school.
- Footballs, frisbees, etc., are not allowed on school grounds but may be used in Etiwan Park.

- Seniors are responsible for the trash generated at lunch and during free periods. One or two people from the group should get a trash bag from a lunch supervisor before going outside. They are not to use the receptacles provided at the park.
- School uniform guidelines are applicable at all times, even when students are enjoying their free periods.

Social functions: School dances and other social events for students are held throughout the year. All social activities will be properly chaperoned, but BEHS is not responsible for the monitoring of students after the social ends. Students who have been asked to leave BEHS are not allowed to attend such functions. The Junior-Senior Prom is limited to tenth, eleventh, and twelfth graders.

Summer reading: Summer reading is a requirement of the academic program. Detailed instructions and assessment procedures are distributed prior to summer break. Consult our website (www.behs.com) for summer reading information.

Telephone messages: Parents may call the school to leave messages for students only when it is vital that information be passed along to the student. The timing for message delivery is dependent upon the nature of the emergency.

Unacceptable materials: Students are not allowed to bring offensive materials to school or to distribute such materials while on campus. Unacceptable materials include, but are not limited to: distasteful literature, inappropriate notes, racially or gender biased statements, and drug paraphernalia.

Visitors: All visitors, including alumni, must report to the office. Upon reporting to the office, visitors will receive an ID badge that must be displayed prominently while on campus. Students are not allowed to have visitors on campus at anytime.

Bishop England High School
Athletic Handbook
2011-2012

Athletic Director: Paul Runey

Bishop England High School Athletic Handbook **2011-2012 School Year**

The Bishop England High School Athletic Handbook cannot possibly cover every situation that may arise in our athletic department. The Athletic Handbook, along with the Bishop England Parent/Student Handbook, addresses the majority of issues that take place in athletics. In the event that guidance is not offered in the handbooks, the Bishop England High School Administration will dictate policy and procedure.

MEMBERSHIP

Bishop England High School is a member of the South Carolina High School League. We adhere, at a minimum, to the policies and regulations set forth by SCHSL. The SCHSL handbook is available online at www.schsl.org

ATHLETIC TEAMS AVAILABLE AT BISHOP ENGLAND HIGH SCHOOL:

Fall

- Varsity Football
- Junior Varsity Football
- Varsity Volleyball
- Junior Varsity Volleyball
- Varsity Cross Country
- Varsity Tennis (Girls)
- Junior Varsity Tennis (Girls)
- Varsity Swimming
- Varsity Golf (Girls)
- *Varsity Cheerleading
- *Junior Varsity Cheerleading

*Cheerleaders make a two-season commitment when they become members of the cheerleading team. They are expected to cheer at football and basketball games.

Winter

- Varsity Basketball (Boys & Girls)
- Junior Varsity Basketball (Boys & Girls)
- Varsity Wrestling
- Junior Varsity Wrestling
- Varsity Cheerleading
- Junior Varsity Cheerleading

Spring

- Varsity Baseball
- Junior Varsity Baseball
- Varsity Softball

- Junior Varsity Softball
- Varsity Golf (Boys)
- Varsity Tennis (Boys)
- Varsity Soccer (Boys & Girls)
- Junior Varsity Soccer (Boys & Girls)
- Varsity Lacrosse (Boys & Girls)
- Track & Field (Boys & Girls)

Absences:

1. A student-athlete who is absent from school will not be permitted to participate in athletic activities that day.
2. A student-athlete must be present for a minimum of four (4) academic blocks in order to participate in that day's athletic activities.
3. Any student-athlete who leaves school due to illness may not return for any athletic activities that day.
4. These guidelines do not apply to excused absences from school. Absences excused by the Bishop England High School Administration will also be excused by the Athletic Department.
5. Student-athletes missing classes due to athletics are responsible for all missed assignments.
6. Late games are not an excuse to arrive late for school the next day.

Attire:

1. Bishop England High School student-athletes will follow the dress codes and grooming policies established by Bishop England High School.
2. Student-athletes will not be permitted to be in team pictures if not appropriately groomed.
3. At no time are athletes permitted to practice or play without shirts.
4. Female athletes must wear shirts over their sports bras at all times.

Sportsmanship:

1. All athletes, coaches, parents, students and fans will be expected to conduct themselves in an appropriate manner at all times according to the guidelines established by the SCHSL athletic committee and the Bishop England High School Handbook.
2. Violations of the SCHSL Policy by coaches or student-athletes may result in fines, suspensions, or both.
3. If a coach or a student is ejected from a contest and the school is fined, the coach or the student will be responsible for paying the fine.
4. Any student or coach ejected from a game must meet with the Athletic Director before resuming participation. Serious infractions of policy/conduct may result in termination.
5. If a student is ejected from an athletic contest for poor sportsmanship twice in a season, that student may be dropped from the team for the remainder of the season.
6. Fans that are disruptive or disrespectful will be escorted from the premises and may also be banned from attending future contests.

GENERAL POLICIES

Daily updates and general information will be posted on the Bishop England High School Sports website: www.besport.net Check it often to keep informed.

Directions to opposing schools may be found on and downloaded from the Bishop England High School Sports website: www.besports.net

Eligibility: In order to be eligible for interscholastic activities, a student must be a resident of Charleston County or Daniel Island Proper, or be a newly enrolled student graduating from a Catholic partner school. Any student who does not meet these requirements must contact the Athletic Director. Additionally, a student must meet all South Carolina High School League academic requirements, including the following:

1. To be eligible in the first semester a student must have passed a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school. He or she must also have achieved an overall average of 70 and have passed at least five academic courses.
2. To be eligible during the second semester, a student must meet one of the following conditions:
 - a. If the student met first semester eligibility requirements then he or she must pass the equivalent of 4 ½ units during the first semester.
 - b. If the student did not meet first semester eligibility requirements, then he or she must pass the equivalent of 5 ½ units during the first semester.
3. Basketball players and wrestlers may complete their seasons even if they do not meet second semester requirements.
4. Once a student enters the ninth grade, he or she is eligible to participate in athletics only for the next four years, whether that student participates or not.

Additional guidelines for athletics:

1. Athletic participation is restricted to those students currently enrolled at BEHS and 7th & 8th grade students attending Catholic partner schools.
2. If a student quits a sport or is dismissed from a team, he or she may not participate in another sport until that season ends. In extenuating circumstances this policy may be waived by the Athletic Director.
3. The school attendance policies also apply to athletic participation.
4. Prior to initial participation in a sport, parents must complete an insurance form, submit a copy of the physical exam, and provide a copy of an original certified birth certificate from a government entity. Every student who wishes to participate on a school team must have a physical exam before beginning practice. Once a student has been cleared for participation, it is not necessary to get an additional exam within the same academic year.
5. Accident insurance for school-sponsored activities is provided for all students. Once during an academic year, athletes (including cheerleaders) are required to pay \$5.00 for catastrophic insurance. This coverage, mandated by the South Carolina High School League, does not serve in place of medical coverage, and carries a deductible of \$10,000 with coverage up to \$5,000,000.

6. All athletes must abide by the guidelines established by the athletic department concerning behavior, misrepresentation, and the use of alcohol, other drugs, and tobacco.
7. Initiations, Hazing, Bullying, Harassing, etc. are NEVER permitted at Bishop England High School. Violations of this policy may lead to dismissal from teams and further disciplinary action as deemed appropriate by the Administration of the school.

Forms that are needed for athletics may be found on and downloaded from the Bishop England High School Sports website: www.besports.net

Injuries:

1. All injuries should be reported to the onsite certified athletic trainer.
2. Ability to participate after an injury will be determined by Bishop England High School's certified athletic trainer. Only written notification from a physician of the family's choosing can override this decision.

Physicals: All student-athletes are required to have a completed physical examination and parent permission form on file with the athletic trainer. These forms can be downloaded from our school website at www.besports.net.

Practice Guidelines:

1. Start dates for all sports can be found on the SCHSL website at www.schsl.org. Please refer to our Bishop England High School Sports website www.besports.net for individual team start dates, which may differ from SCHSL start dates.
2. During Holy Week, all practices, games, and scrimmages must end at 5pm on Holy Thursday. There will be no practices, games, or scrimmages on Good Friday, Holy Saturday or Easter Sunday.
3. Student-athletes participating with a team whose season is still in progress may not practice with the next season's team until the current season has officially ended. In extenuating circumstances this policy may be waived by the Athletic Director.

Procedure for handling a difficulty with a coach: Should a student or a parent be experiencing a difficulty with or have a complaint about a coach or a particular sport, the following steps should be followed in an effort to resolve the issue:

1. The student should speak directly with the coach about the difficulty.
2. If a satisfactory resolution is not reached, the parent should speak directly to the coach about the difficulty.
3. If a satisfactory resolution is not reached, the student and/or the parent should request a meeting with the Athletic Director and the coach together.
4. The Athletic Director will facilitate that meeting in order to bring about a satisfactory resolution to the difficulty with all parties present.

Registered Students: Only those students who are fully registered at Bishop England High School and meet SCHSL league guidelines are permitted to work out with Bishop England High School teams when school is not in session.

Special Notes:

1. Bishop England High School student-athletes can participate in one sport per season. In extenuating circumstances this policy may be waived by the Athletic Director.
2. In- season sports at Bishop England High School take precedence over all other sports that our student-athletes may be participating in.
3. Due to the overlap between sport seasons, it is virtually impossible to have all student-athletes available at the official start dates. Because of this, tryouts cannot be held with all potential team members present. Student-athletes will be afforded the opportunity to try out for sports teams when their current season concludes. Be advised that there is a possibility that a student-athlete may participate in a sport for several weeks before the final team is chosen.
4. Student-athletes are not permitted to communicate outside practice and game times with the coaching staff via cell phone, home phone, e-mail, text-messaging or instant-messaging. All communications outside practices and game times will be communicated through parents.

Substance Abuse Policy: The athletic department fully endorses Bishop England High School's policy on substance abuse and tobacco use. In addition to disciplinary action taken by the school for students who may violate these policies, the athletic department reserves the right to enforce disciplinary actions of its own. Off campus behavior may fall under the guidelines of athletic department policy. The guidelines are as follows:

1. First Offense (Tobacco and Alcohol): Student will be subject to disciplinary action from his/her coach. This may include suspension from one or more games.
2. First Offense (Illegal Non-Prescription or Prescription Drugs and Synthetic Drugs): Student will be dismissed from the team for the remainder of the playing season.
3. Second Offense (Tobacco and Alcohol): Student will be dismissed from the team for a minimum of two weeks. This dismissal must be for a two-week period, or the suspension will carry over to the next athletic season.
4. Second Offense (Illegal Non-Prescription or Prescription Drugs and Synthetic Drugs): The student's athletic career at Bishop England High School is ended.
5. Third Offense (Tobacco and Alcohol): The student will be dismissed from the team and banned from all athletic participation for one calendar year.
6. Students suspended from athletics for substance abuse violations are not permitted to participate in games, practices, meetings, workouts, etc.
7. Any behavior judged detrimental to Bishop England High School Sports may result in dismissal.

Transportation:

1. All student-athletes are required to have on file with the athletic department the transportation waiver that may be downloaded from our website www.besports.net.
2. When a team travels to a sporting event on a bus, it is recommended that the student athletes also return on the bus.

Uniforms and Equipment: Student-athletes will be held financially responsible for any uniforms or equipment not returned to the school. Bishop England High School will hold grade reports and transcripts until all athletic equipment is turned in or until invoiced payment has been made in full.