

TABLE OF CONTENTS

Academic calendar.....	2	Gambling.....	24
Faculty and staff	3	Gum.....	24
Mission Statement	4	Honor Roll.....	24
Philosophy	4	Identification cards.....	24
Forward.....	4	Inclement weather	24
Admissions	5	Insurance	25
Academics and educational program.....	6	Personal technology	25
Academic Integrity	9	Library.....	25
Service projects.....	10	Lockers.....	25
Internet and computer technology	11	Lost and found	25
Attendance	11	Married students.....	25
Daily bell schedules	14	Medication	25
Class rotation schedule	15	National Honor Society.....	25
Discipline policy.....	16	Performing Arts Center.....	25
Dress Code.....	18	Personal property	25
TAG day standards	20	Photos of students	25
Financial information.....	21	Pregnancy.....	26
Athletics.....	22	Psychological evaluations	26
Transportation policies	23	Religious education.....	26
General school policies.....	23	School seal	26
Announcements	23	School organizations	26
Athletic facilities.....	23	School rings.....	26
Change of address.....	23	Senior privileges.....	27
Child custody.....	23	Social functions.....	27
Conduct off campus	23	Summer reading	27
Electronic devices	24	Telephone Messages	27
Emergency procedures.....	24	Unacceptable materials	27
Falsified documents	24	Visitors.....	27
Field trips.....	24	Faculty roles and moderators	28
Food and beverages	24	Sample note for absence	29
Fraternities / Sororities.....	24	Sample note for tardy.....	29

BEHS 2010-2011 ACADEMIC CALENDAR (Tentative as of June 1)

FIRST SEMESTER

July 12 - 23...Summer prep session
 July 23Prep session students receive school mailings, handbook, and directory
 July 26Students pick up schedules and other information (9:00–1:00). Tours available for incoming freshmen.
 July 27Used book sale (9:00-1:00)
 July 28Student schedules available online
 Parents can begin purchasing books online
 Aug 6New teacher meeting (9:00–2:30)
 Department chair meeting (12:30)
 Aug 9Faculty in-service (9:00-2:00)
 Aug 10Orientation for 9th and 10th (8:05-12:30)
 Aug 10Information session for 9th grade students.
 Each student is to be accompanied by one parent. Attendance is a requirement (7:00)
 Aug 11Orientation for 11th and 12th (8:15-12:30)
 Aug 12Start of school for all students
 Aug 16Senior parent night (7:00)
 Aug 24Parent visitation night (7:00)
 Sep 6Labor Day - no school
 Sep 17End of progress report period
 Sep 23Distribution of progress reports
 Oct 11Columbus Day – no school
 Oct 13PLAN/PSAT testing, no school for seniors
 Oct 15End of 1st quarter
 Oct 20Distribution of report cards
 Oct 21Students dismissed at noon
 Parent conferences (1:00-4:00)
 Oct 22Diocesan in-service
 Oct 27Career Day
 Nov 4Open House (7:00)
 Nov 12End of progress report period
 Nov 17Distribution of progress reports
 Nov 24-26....Thanksgiving holidays
 Dec 1Registration deadline for placement test
 Dec. 8Mass - Feast of the Immaculate Conception
 Dec. 10Food Basket Mass
 Dec.13Semester exams (1st & 2nd)
 Dec 14Semester exam (3rd)
 Dec 15Semester exam (4th &5th)
 Dec 16Semester exam (6th)
 Dec 17Semester exam (7th)
 Dec 18 – Jan 2 - Christmas holidays

SECOND SEMESTER

Jan 3Students return to school
 Jan 6Distribution of report cards
 Jan 7Noon dismissal for students
 Parent Conferences (1:00-4:00)
 Jan 8Placement test (9:00)
 Jan 10Sophomore parent night (7:00)
 Jan 17Martin L. King Holiday – No School
 Jan 29 Winter semi-formal dance
 Jan 31Start of Catholic Schools Week
 Jan 31Re-enrollment of current students
 Feb 4 End of progress report period
 Feb 7 Junior parent night
 Feb 10 Distribution of progress reports
 Feb 11 In-service – No school for students
 Feb 14 Course selection assemblies
 Feb 21 Presidents’ Day Holiday– No School
 Mar 4 End of 3rd quarter
 Mar 9 Ash Wednesday – Mass
 Mar 10 Distribution of report cards
 Mar 11 Teacher in-service – no school for students
 Parent Conferences (1:00-4:00)
 Mar 25In-Service for teachers – no school for
 April 1End of progress report period
 April 7 Distribution of progress reports
 April 21 - May1Easter Break
 May 2Students return to school
 May 2-14 ..AP exams (schedule TBA)
 May 10Academic Awards Night
 May 13Senior Awards Ceremony
 Seniors dismissed following assembly
 May 15Baccalaureate Mass
 May 18Semester exam (7th)
 May 19Semester exams (6th and 5th)
 May 19 Graduation practice (1:30-3:00)
 May 20Semester exams (4th)
 May 23Semester exam (3rd and 2nd)
 May 24Semester exam (1st), last day of school
 May 25-27 .Teacher workdays
 May 27 Graduation (tentative at 10:00 am)

2010 – 2011 FACULTY AND STAFF

ADMINISTRATION

Msgr. McNerny M. Office
 Ms. Heath 215A
 Mr. Hutto 206A
 Ms. Brownell M. Office

ADMIN. STAFF

Ms. Bean M. Office
 Ms. Hart 118A
 Ms. Snyder M. Office
 Ms. Argenio M. Office
 Ms. Wartner M. Office

THEOLOGY

Mr. Durst* 251A
 Capt. Barry 237A
 Ms. Curran 218A
 Ms. Durst 238A
 Mr. Garrett 236A
 Mr. Nealon 229A
 Mr. Provost 252A

CAMPUS MINISTRY

Mr. Gaeta 230A

CHAPLAIN

Fr. Tomlinson 230A

BUSINESS/TECH.

Ms. Blackman* 207B
 Mr. Kniffin 206B
 Ms. Prescott 206B

ENGLISH

Ms. Brandenburg* 201A
 Ms. Brown 212A
 Ms. Casey 216A
 Ms. David 217A
 Ms. Grisillo 213A
 Ms. Horton 211A
 Ms. Linton 214A
 Ms. Ronco 202A
 Ms. Shealey 203A

FINE ARTS

Ms. Johnson* 101C
 Mr. Johnson 164C
 Ms. Slonecki 109D

MATHEMATICS

Ms. A. Runey* 157A
 Ms. Bianchi 155A
 Ms. Brownell 156A
 Mr. Cantey 208A
 Ms. O'Brien 114A
 Ms. Prescott 156A
 Ms. D. Runey 134A
 Mr. Sherman 128A
 Ms. Tucker 154A

OPTIONS PROGRAM

Ms. Boudreaux* 108D
 Ms. Joos 108D

PHYSICAL EDUCATION

Ms. Dawley* 121C
 Mr. Cantey 141C
 TBA Gym
 Mr. Runey 144C

SCIENCE

Dr. Hellstrom* 167A
 Dr. Awkerman 110B
 Dr. L. Bolchoz 103B
 Mr. Colizzi 105B
 Mr. Holzworth 108B
 Ms. St. Clair 166A
 Ms. Van Metre 160A

SOCIAL STUDIES

Ms. Heath* 215A
 Ms. Bunting 253A
 Ms. Cox 102A
 Ms. Humphreys 224A
 Ms. McMillan 240A
 Mr. Spence 235A
 Ms. Trapalis 234A
 Ms. Weed 246A

WORLD LANGUAGE

Ms. Rosebrock* 113A
 Ms. Brittingham 115A
 Ms. E. Cox 112A
 Ms. R. Cox 102A
 Ms. DeDiago 101A
 Ms. Grisillo 213A
 Ms. Tarkany 103A
 Fr. Tomlinson 230A

MAINTENANCE

Mr. Collier* 111C
 Mr. Brown 111C
 Ms. Dunlap 111C
 Mr. Guarisco 111C
 Mr. Mazyck 111C
 Mr. Smith 111C
 Ms. Washington 111C

DISCIPLINARIANS

Mr. Colizzi 105B
 Dr. Bolchoz 103B
 Mr. Nealon 229A
 Ms. Tucker 154A

GUIDANCE

Ms. Tompkins* 123A
 Sr. Mary Anne Nemeck 122A
 Ms. Clifton 124A
 Ms. Ryan 121A

LIBRARY

Ms. Haviland 208B

TECH. COORDINATION

Mr. Kniffin 206B

PERMANENT SUB

Mr. Gaeta M. Office

ATHLETIC DEPT.

Mr. P. Runey* 144C

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.***

For your convenience, the more significant changes in handbook policies for the 2010-2011 academic year have been underlined.

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, passing all subjects during the previous academic year, 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: It is the policy of the Diocese of Charleston to admit students with special needs whenever possible, provided the school has a program to effectively accommodate those needs. As a college prep school, BEHS is unable to meet the needs of all students, including those who require additional time for testing. Parents of special needs students should contact the director of admissions prior to submitting an application in order to determine if the school can meet the needs of the student.

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 form
 - copy of any custody arrangements (if applicable).
 - recent picture of the applicant
 - parent statement explaining your interest in BEHS for those not in a partner school

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 teacher
 - standardized test scores for the past three 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 custodial parent(s)
- A South Carolina Certificate of Immunization
- Payment of the non-refundable registration fee

Transfer of grades: BEHS accepts credits from accredited institutions only. Report cards and/or transcripts will not be forwarded to other schools until all financial obligations are met.

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 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 is a brief description of each of our academic levels:

- **Honors/Advanced Placement Program:** This program challenges gifted students to pursue their studies in greater depth. Extensive independent study, research, analysis, and critical thinking characterize the curriculum. Students selected for the honors program must demonstrate maturity and the capacity for independent learning to remain at this level.
- **College Preparatory (Level AI):** This program provides a challenging curriculum for the majority of our students. Some independent study and a fast learning pace characterize this level of study. Students selected for this program follow a rigorous college preparatory course of study.
- **College Preparatory (Level AII):** This program is designed for students who learn best at a decelerated pace and require a more guided approach to their studies. Students selected for this program follow a college preparatory course of study.
- **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 17** (fall semester or year-long) and **February 4** (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.

Examples of acceptable reasons for schedule changes:

- The teacher or guidance department feels that the student is misplaced academically.
- The student must choose an alternative elective because of scheduling difficulties.

Examples of unacceptable reasons for schedule changes:

- The student wishes to withdraw from a class due to GPA considerations.
- The student does not like the teacher or the class.

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. All progress reports and report cards must be signed by a parent or guardian and returned to the homeroom teacher within three school days.

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%). $\{(Q1 \times 2) + (Q2 \times 2) + \text{semester exam}\}$ 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 expected 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. State law requires schools to include a SCUGS ranking on the 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.....	6.0	5.0	4.0	3.0
85-89	B+.....	5.5	4.5	3.5	2.5
80-84	B.....	5.0	4.0	3.0	2.0
75-79	C.....	4.5	3.5	2.5	1.5
70-74	C-.....	4.0	3.0	2.0	1.0
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.

Graduation requirements: Ordinarily, a student must attend BEHS for the last three semesters before graduation. In order to participate in commencement exercises, student 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:

Class of 2011

Theology	4*
English	4
Mathematics.....	4
Science	3
Foreign Language (same).....	2
U.S. History	1
American Government.....	½
Economics.....	½
World History	1
Computer Technology.....	1
Physical Education.....	1
Fine Arts.....	½
Additional elective	½
Total credits required.....	23

Classes of 2012, 2013, 2014

Theology	4*
English	4
Mathematics.....	4
Science	3
Foreign Language (same).....	2
U.S. History	1
American Government.....	½
Economics.....	½
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.

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 assistant principal will decide the severity of an offense 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 assistant principal.
- The assistant principal will meet individually with both the teacher and student.
- The assistant principal 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; 5 Demerits / 5 detentions

1st Offense: Major assignment - A grade of 0 on the assignment; 10 Demerits / 10 detentions

2nd Offense: Automatic 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.

SERVICE PROJECTS

- As a part of each course in Theology, each student must complete 30 service credits per year.
- In order to receive credit, a student must choose a service project that assists non-profit, charitable **organizations** whose purposes are in accord with Catholic Church teaching.
- There are two categories of service projects, “works of mercy” and “works of service.”
- Each “work of mercy” counts as two credits for each hour of service. These activities will be projects that deal directly with helping the sick, needy, underprivileged, etc., through a non-profit charitable organization in accord with Catholic teaching.
- Each “work of service” is given one credit for each hour of service. These activities involve projects that help with school, parish, and organizational activities.
- Service, meeting the guidelines, done during the summer can be applied to the following year.
- Students are allowed to use service projects performed through Bishop England clubs towards their required 30 credits.
- Service credit verification forms (faxes and electronic submissions are not permitted) must be submitted to the theology teacher by May 4. If this deadline is not met with all 30 credits completed and verified, the semester grade will be 20 points lower. Students may not exempt a final exam in Theology if the service project is incomplete. Please note that forms signed by a parent will not be accepted.
- Students must have the approval of their theology teacher for any organization not listed in this handbook. Service project forms may only be signed by an authorized representative of the organization. Students should clarify any uncertainty they have about acceptable signatures and projects well before the deadline.

Examples of “works of mercy” and “works of service” are listed below.

Works of Mercy	Works of Service
Hospitals	School and church bazaars
Soup kitchens	Altar serving
Nursing homes	Church choir
Childcare (with non-profit organization)	Library
Tutoring (through school or club)	Assisting a teacher
Mission trips or assisting with retreats	Helping athletic or rec. dept.
Teaching CCD/Sunday school/Bible school	SPCA
Habitat for Humanity or Camp Happy Days	Beach Sweep
John’s Island Outreach	Turkey Day Run
Family Honor	Daughters of St. Paul Bookstore
Goodwill	Fundraisers for charity org.
ECCO	
WINGS for kids	
Special Olympics	
Rein and Shine	
Buddy system (through rec. dept.)	

INTERNET AND COMPUTER TECHNOLOGY

BEHS 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. Students may not access any e-mail account or personal website from school. 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.

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; faxed doctor's notes are not accepted. A doctor's note that is signed by a parent/guardian 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: BEHS 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. No other area of campus is directly supervised after 3:15.

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, students on campus are encouraged to report to homeroom at that time. Parents dropping off students for morning arrival after 7:30 or picking up students for afternoon dismissal before 3:30 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 a.m. and 9:00 a.m. 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.
- Telephone calls, faxes and e-mails are not acceptable in lieu of notes. Failure to present a note will result in a disciplinary consequence of two demerits and two detentions.

Parents are encouraged to use the sample note found in the back of this handbook.

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 (no telephone calls, faxes, or e-mails) 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 students must present a doctor's note stating the date and time the student left the office. (Telephone calls, faxes, or e-mails are not accepted) to the office by the next school day with the date and time the student left the office.

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 (no telephone calls, faxes, or e-mails). A student arriving to school without a written note for early dismissal may not leave unless the parent/guardian comes to the main office and presents proper identification before signing the student out of school. For all early dismissals, students and parents/guardians should adhere to the following procedures

- 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 are tardy. These students must report to the office and present a note (no telephone calls, faxes or e-mails accepted) 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. Parents are encouraged to use the sample note found in the rear of the handbook.

As of a seventh tardy, a conference will be scheduled with the student, and he or she will be placed on a tardy contract by the assistant principal. The contract must be signed by a parent or guardian. Students may not make up academic work missed as the result of an invalid tardy. Disciplinary consequences may be imposed for additional tardiness. 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 six weeks. At the end of that time, the student must see his or her disciplinarian to re-apply for a free period. The free period privilege 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.” Should a significant number of students be absent on a particular day, the administration reserves the right to require medical verification, require students to make up school days, or impose disciplinary consequences when students have missed school without prior permission.

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
8:25 - 9:00 1st time block
9:05 - 9:40 2nd time block
9:45 - 10:00 Homeroom (to be called to mass)
11:05 - 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**

2010-2011 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 2009 - 2010 academic year.

DATE	SCHEDULE	DATE	SCHEDULE
August 10-13	A	January 3-7	D
August 16-20	A	January 10-14	E
August 23-27	B	January 18-21	F
Aug 30 – Sept 3	C	January 24-28	G
September 7-10	D	Jan 31 – Feb 4	A
September 13-17	E	February 7-10	B
September 20-24	F	February 14-18	C
Sep 27 – Oct 1	G	February 22-25	D
October 4-8	A	Feb 28 – Mar 4	E
October 12-15	B	March 7-10	F
October 18-22	C	March 14-18	G
October 25-29	D	March 21-24	A
November 1-5	E	Mar 28 – Apr 1	B
November 8-12	F	April 4-8	C
November 15-19	G	April 11-15	D
November 22-23	A	April 18-20	E
Nov 29 – Dec 3	B	May 2-6	F
December 6-10	C	May 9-13	G
December 13-17	Exams*	May 16-17	A
		May 18-20	Exams*
		May 23-24	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.

Discipline 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 (including shaving) – referral to the assistant principal
- 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 assistant principal 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 – (specific information located 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.

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

Sexual harassment: Sexual harassment is a form of discrimination that violates the mission of the school and will not be tolerated.

Alcohol and other drugs: The use of or possession of alcohol and or other drugs by a BEHS student on/off school property or at any school event is strictly forbidden. Additionally, the conveying of information to other students about the sale and or distribution of alcohol or drugs is strictly forbidden. When a student has violated this policy but is not expelled from school, he/she must strictly adhere to the school guidelines in order to remain in school. Depending upon the nature of the offense, any combination of the following conditions may be applied:

- The student will receive demerits and be suspended from school.
- Law enforcement officials could be notified.
- The student must complete a professional assessment, including a sample. The results of the assessment must be provided to the school along with a report of any recommendations for follow-up counseling or rehabilitation activities.
- For any second offense prior to graduation, the student will expelled from school.

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.*

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.

***Shahid’s Uniform Shop is no longer in business for the 2010-2011 school year. Any uniform items that were previously purchased there are still permitted, but new items will have to be purchased from Stagecoach clothing store in Mount Pleasant.**

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 and tied 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 clothing store or previously purchased from Shahid’s 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. 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 clothing store unless previously purchased at Shahid's. 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.

Blouse: Plain white, full button blouses, loosely fitted, with long or short sleeves and white buttons are required and must be tucked in at all times. Fitted / tapered blouses are not allowed. All buttons except the top one must be buttoned. Knit shirts and oversized blouses are not permitted. Only plain white T-shirts and undergarments are permitted under the blouse. Long sleeved white t-shirts or turtlenecks are permitted only if worn with long sleeved blouses.

Socks: Only uniform socks, plain nylon stockings, or dark green or black 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. Teachers will refer questionable hairstyle to the assistant principal.

DRESS CODE - Males

Slacks: Green slacks purchased from Stagecoach clothing store, unless previously purchased from Shahid's, are required.

Belts: Black, dark brown, cordovan or natural leather belts with buckles must be visible. Belts and buckles are to be free from any words or 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 clothing store or Shahid's must be in good condition and worn properly. Ties are required from November through February. Ties must be on by 8:10.

Socks: Only argyle socks from Stagecoach clothing store or previously purchased at Shahid's 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.

T.A.G. 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) Clothing or adornments may not promote alcohol, tobacco, music groups, bars, or make reference to any questionable activity.
- 3) Shirts and blouses must be long enough to be tucked in with no midriff or back showing when standing, sitting, or bending.
- 4) Shoes must have a back (part of original shoe) that secures them to the feet.
- 5) Dresses, shirts, and blouses must be appropriate. Tube tops, tank tops, halter tops, or tops that reveal any midriff or cleavage are not permitted.
- 6) Shorts, skirts, and dresses are to be no shorter than 2 inches above the top of the kneecap.
- 7) Hats, sunglasses, and torn or distressed clothing are not permitted.
- 8) Males are not allowed to wear earrings.
- 9) Hair should be styled appropriately. Hair guidelines do not change on T.A.G. days.
- 10) 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 T.A.G. 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 T.A.G. Day guidelines are subject to losing these privileges. Furthermore, any student violating T.A.G. 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.

BEHS – 2010-2011 FINANCIAL INFORMATION

- **Registration fee:** (Due when the child is accepted for admission for the coming year.)
Each student \$150

- **Tuition:**
Parishioner \$6,900
Non-Parishioner \$10,060

- **Tuition insurance:** (Please see payment policies for explanation.)
Parishioner \$210
Non-Parishioner \$300

- **Grounds and maintenance charges:** (per family)..... \$125

- **Books and fees:** Parents are responsible for buying books and paying fees for certain classes.

Financial aid: Realizing that the need far outweighs the amount of money currently available for tuition assistance, the school must be diligent in assuring an equitable distribution of these limited funds. Therefore, we have contracted with FAIR, an independent company that specializes in tuition for Catholic schools, to assure impartial determinations and protect the confidentiality of our families. *Financial aid applications may be picked up from Ms. Ryan in the guidance department, and will be available from March 1 through March 30, and must be postmarked to FAIR by April 15.*

Payment policies: Families who pay the tuition in full before August 10 are not required to purchase tuition insurance. However, the school will not provide refunds to families who have opted not to purchase tuition insurance. Tuition insurance is required if families choose to pay tuition in ten equal monthly installments, with the first payment being due July 10 and the last payment being due April 10. The school does not send tuition reminders. Grounds and maintenance charges and tuition insurance charges are due with the first month payments

Delinquency: A \$20.00 late fee is charged for any tuition payment not received by the 10th of the month. Families who are behind in the payment of tuition or other fees will be denied access to all records; including report cards, transcripts, and Net Classroom. Additionally, students of families who are more than two months delinquent in their tuition payments are subject to being withdrawn from school. There will be a \$25.00 fee for any check that has been returned from the bank.

Refund Policies: Students who are expelled from school are responsible for 100% of the yearly tuition. Should a family move out of town during the school year, tuition will be charged on a daily pro-rated basis. If parents withdraw a student for any reason other than family relocation, tuition will be payable based on the following percentages of yearly tuition:

- Prior to the start of the school year:..... 0%
- From start of school through Sept. 30 25%
- Oct. 1 through Nov. 30 50%
- Dec. 1 through February 1 75%
- After February 1 100%

ATHLETICS

Eligibility: In order to be eligible for interscholastic activities, a student must have attended BEHS the previous year, be a resident of Charleston County or Daniel Island Proper, or be a newly enrolled student graduating from a Catholic partner school. Additionally, a student must meet all South Carolina High School League academic requirements, including the following:

- To be eligible in the first semester a student must pass 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. Achieve an overall average of 70, and pass at least five academic courses.
- 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.
- Basketball players and wrestlers may complete their seasons even if they do not meet second semester requirements.
- 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:

- Athletic participation is restricted to those students currently enrolled at BEHS.
- If a student quits a sport without the agreement of the head coach, he or she may not participate in another sport until that season ends.
- The school attendance policies also apply to athletic participation.
- If a student is ejected from an athletic contest for poor sportsmanship twice during a season, that student will be dropped from the team for the remainder of the season.
- 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.
- 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.
- All athletes must abide by the guidelines established by the athletic department concerning behavior, misrepresentation and the use of alcohol, other drugs, and tobacco.

TRANSPORTATION POLICIES

Student drop off and pick up: Between 7:30 and 3:30, 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 and pick up students after 3:15 in order to avoid congestion.**

Driving to and from campus: Exceeding the speed limit or driving irresponsibly to or from campus may result in disciplinary action which could result in 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. Unless being given expressed permission from a school administrator, students are not 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.

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 to 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.

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.

Fraternities, sororities, social clubs and gangs: Membership in fraternities, 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 form available from their guidance counselor. Laptop usage is limited to note-taking only, and students must follow the guidelines entailed on the application form.

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.

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.

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 4.0 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. At a minimum, a student must follow the guidelines for service credits, as outlined in the theology department, and must have at least 16 service hour credits completed by the end of second quarter of the current academic year.

Performing Arts Center: The assistant principal 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.

Photos of students: BEHS attempts to be highly responsible when including photos of students using a variety of media, including the yearbook, newspapers, and the school's website. Parents or guardians who do grant permission for the school to use such photos must write the principal by the completion of the first week of school, expressing a desire not to have their students photo used in such instances. This policy applies only to those publications printed after August 1, 2007.

Pregnancy: As a ministry of the Catholic Church, the school supports and promotes the Church's position that sexual relations are reserved for married persons. The school also supports and promotes the Church's position with regard to the sanctity of and the right to human life. Male or female students who become involved in a pregnancy must adhere to the following guidelines in order to remain enrolled in school:

1. As soon as possible after learning of the pregnancy, the student and a parent 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.
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, female and male students may not participate in any co-curricular or public activities. This includes athletics, field trips, service programs, etc.
5. The student(s) may not participate in any graduation related ceremonies. They will receive a Bishop England High diploma, provided they have met all academic and disciplinary requirements.
6. After the birth, the students must schedule an interview with the principal. They may not bring the baby to school for any school activity.

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 not be allowed to have a free period second semester.
- 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
Parent/Guardian Verification of Student ABSENCE

PLEASE PRINT:

Student Name: _____ Homeroom# _____

Date(s) of Absence _____

Parent contact number(2): _____

Parent Signature: _____

Date: _____

*Please send a doctor's note if the student visited a physician's office. Note that a doctor's note is required if the student has missed at least 10 school days.

Families are encouraged to make copies of this form, but a parent's signature must be the original, not photo copied.

Bishop England High School
Parent/Guardian Verification of Student TARDINESS

PLEASE PRINT:

Student Name: _____ Homeroom# _____

Date(s) of Tardy _____

Parent contact number(2): _____

Parent Signature: _____

Date: _____

*Please send a doctor's note if the student visited a physician's office. Note that a doctor's note is required if the student has missed at least 10 school days.

Families are encouraged to make copies of this form, but a parent's signature must be the original, not photo copied.