

Patrick Finneran

*Principal*

Fr. Bryan Babick

*Chaplain*

Nancy Heath

*Academic Dean*

Michael Darnell

*Director of Operations, Assistant Director of Athletics*

Kit Brownell

*Director of Admissions and Student Relations*

Lisa Gastaldi

*Director of Counseling*

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**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 Director of Catholic Education 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***.

***\*Information found in this handbook can also be found on our website,*** [***www.behs.com***](http://www.behs.com)***.***

***\*\*The school administration reserves the right to amend the contents of this handbook. Notice will be provided via email, and the amended handbook will be posted on the school website.***

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**SUMMER EVENTS**

July 25-27….Summer Prep Session

July 25……. Students pick up orientation packets that include schedules, etc. from 1:00 to 4:00 pm. Tours available for new students

July 27……..Used book/uniform sale, 9:00 am (online bookstore accessible)

**QUARTER 1**

Aug 11……. New faculty/staff in-service, 9:00 to 3:30 pm

Department Chairpersons meeting, 12:30 pm

Aug 11……. **FRESHMAN** Retreat, 8:00 am

Aug 14-16… Faculty/staff in-service days, 9:00 to 3:00 pm

Aug 16……. New Family Informational Session for those who have not had another student attend BE within the past five years, 7:00 pm

Aug 17…….Orientation: 9th & 10th grades, 8:10am - 12:15pm

Aug 18…….Orientation: 11th & 12th grades, 8:10am - 12:00pm

Aug 21…….No school (solar eclipse)

Aug 22…….First day of classes for all students

Aug 29…….All-School Mass

Aug 30…….Freshman/Naviance Night hosted by Counseling Department, 6:30 pm

Aug 31……. Paid TAG Day #1

Sept 1………Last day to drop a course and add another course

Sept 4………LABOR DAY – No school

Sept 6………Parent Visitation Night, 7:00 pm

Sept 15……..All-School Mass; Mid-quarter progress report alert for Quarter 1; Deadline to drop a year-round class and add a study hall **OR** change a level in a first semester class

Sept 20……..Senior Night hosted by Counseling Dept., 6:30pm

Sept 21……..Key Club Blood Drive #1

Sept 22……..John England Day/Green TAG Day

Sept 29……. Buddy Walk TAG Day

Oct 1……… Buddy Walk

Oct 2-6……. Spirit Week TAG Days/Homecoming on Friday

Oct 9……….COLUMBUS DAY – No School

Oct 11…….. PSAT testing for 9th, 10th, and 11th grades;

 **SENIOR** Retreat

Oct 13…….. Quarter 1 ends/Deadline for level changes in year-long classes

**QUARTER 2**

Oct 16……. First day of Quarter 2

Oct 17……. Quarter 1 grades online

Oct 18……. All-School Mass; Financial Aid Night hosted by Counseling Department, 6:30 pm

Oct 19……. Spirit Week TAG day winner

Oct 20……. Teacher Workday, 8:00am - 12:00 pm

 Parent-Teacher Conferences, 1:00 to 4:00pm, no appointment needed

Nov 1……..All-School Mass (All Saints’ Day)

Nov 2……. Open House for prospective families, 7:00 pm

Nov 2……. Quarter 1 Honor Roll TAG Day

Nov 7……. Seniors order graduation materials/Juniors order class rings

Nov 10……Mid-quarter progress report alert for Quarter 2

Nov10-11…Fall drama production-*Legend of Sleepy Hollow,* 7:00pm in the PAC

Nov 14……Fall Art and Ceramics Exhibit, 4:30-5:30 pm

Nov 16……Bishops’ Boutique

Nov 21……NHS College Rivalry TAG Day

Nov 22-26...THANKSGIVING HOLIDAYS – No School

Nov 30……Key Club Blood Drive #2

Dec 1…….. Food Basket Mass (TENTATIVE);

 Registration deadline for Placement Test

Dec 8……..All-School Mass (Immaculate Conception)

 Advent Choral Concert, 7:00pm in PAC

Dec 13…… Quarter 2 ends/Paid TAG Day #2

Dec 14-20...Mid-Term Exams

Dec 21…… CHRISTMAS HOLIDAYS begin

**MID-TERM EXAM WEEK**

December 14….. Exam for period 1

December 15….. Exam for period 2

December 18….. Exams for periods 3 and 4

December 19….. Exam for period 5

December 20….. Exams for periods 6 and 7

**NOTE: Christmas holidays will begin later than usual this year. Please make every effort NOT to schedule any family vacation before exams end on the 20th of December.**

**Bishop England High School**

**2017-18 Academic Calendar**

**Summer Events and First Semester (as of 6-19-17)**

**QUARTER 3**

Jan 3………. School resumes/Quarter 3 begins

Jan 3………. Quarter 2 and first semester averages online

Jan 6………. Placement Test – Pool 1, 8:00 am

Jan 8………. First semester report cards mailed

Jan 11………Money Drive TAG Day

Jan 12…….. **JUNIOR** Retreat/Teacher workday, 8:00am to 12:00pm/Parent-Teacher Conferences, 1:00 to 4:00pm, no appointment needed

Jan 13………Winter Semi-formal, 8:00pm

Jan 15………MLK JR. DAY – No school

Jan 17………Sophomore/Junior College Planning Night hosted by Counseling Department, 6:30 pm

Jan 18………Last day to drop a second semester class and add another semester class (per BEHS guidelines)

Jan 24………Quarter 2 Honor Roll TAG Day

Jan 25………Key Club Blood Drive #3

Jan 26………Re-enrollment of current students begins

Jan 28………Catholic Schools’ Week begins

Jan 28………Ring Mass

Feb 1……… Paid TAG Day #3

Feb 2……… Mid-quarter progress report alert for Quarter 3; Deadline to drop a 2nd Semester course and add a study hall **OR** deadline for level changes in a 2nd Semester course

Feb 14…….. Course Selection Assemblies

Feb 14……..Ash Wednesday – Mass, 10:30am

Feb 19…….. PRESIDENTS’ DAY – No School

Mar 9………Quarter 3 ends

**QUARTER 4**

Mar 12……..Quarter 4 begins

Mar 13……..Quarter 3 averages online

Mar 14……..Career Day

Mar 15……..Paid TAG Day #4

Mar 16……..**SOPHOMORE** Retreat/Teacher Workday-Faculty Scholarship Mtg./Parent-Teacher Conferences, 1:00 to 4:00pm, no appointment needed

Mar 16-17….Spring Drama Production

Mar 29……..EASTER HOLIDAYS begin

Apr 9……… Students resume classes

Apr 12……..Quarter 3 Honor Roll TAG Day

Apr 14…….. Junior-Senior Prom

Apr 16…….. Key Club v. Faculty Basketball Game/Green TAG Day

Apr 19…….. Key Club Blood Drive #4

Apr 20…….. Mid-quarter progress report alert for Quarter 4

Apr 26…….. Spring Art Exhibit, 4:30 to 5:30pm

May 3………Paid TAG Day #5

May 3………Academic Awards Night, 7:00pm in PAC

May 7-11…..Teacher Appreciation Week

May 18……. Spring Choral Concert, 7:00pm in PAC

May 7-18…..Advanced Placement Exams

May 24……. Baccalaureate Mass, Blessed Sacrament Church, 6:00 pm

May 25……. Senior Awards Ceremony-Seniors dismissed following ceremony

May 28…….MEMORIAL DAY – No School

May 29-June 1….Final exams

\*All Second Semester Masses will be announced once confirmed by the school’s chaplain.

**FINAL EXAM WEEK**

May 29……. Exams for periods 7 and 6

May 30……. Exams for periods 5 and 4

May 31……. Exams for periods 3 and 2

June 1………Exam for period 1

June 4-6……Teacher workdays

June 9………Graduation, 10:00am at McAlister Field House, The Citadel (tentative)

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**Bishop England High School**

**2017-18 Academic Calendar**

**Second Semester (as of 6-19-17)**

 **FACULTY AND STAFF VOICE MAIL 2017 - 2018**

**NAME EXTENSION**

Ms. Argenio 112

Father Babick 132

Mr. Beach 352

Ms. Beltz 117

Ms. Bianchi 304

Ms. Bing 156

Ms. Boudreaux 141

Ms. Brown 308

Ms. Brownell 134

Ms. Canterbury 371

Mr. Cantey 147

Ms. Chappell 360

Ms. Coggins 322

Mr. Colizzi 302

Mr. Collier 158

Ms. Condon 350

Mr. Collins 317

Ms. E. Cox 337

Ms. R. Cox 323

Mr. Cusack 370

Mr. Darnell 126

Ms. David 306

Ms. Deluca 307

Ms. Doyle 139

Ms. Duffy 151

Ms. Durst 314

Mr. Durst 315

Ms. Estrada 356

Mr. Finneran 118

Mr. Garrett 316

Ms. Gastaldi 123

Ms. Geilfuss 119

Mr. Gerber 324

Mr. Gibbes 338

Ms. Gonzalez 319

Ms. Grisillo 354

Ms. Hart 146

Ms. Heath 129

**NAME EXTENSION**

Dr. Hellstrom 320

Ms. Herbert 300

Mr. Holzworth 366

Ms. Humphreys 318

Ms. Johnson 313

Ms. Jones 343

Mr. Jones 351

Ms. Joos 368

Ms. Kundinger 122

Ms. Linton 349

Ms. Martini 339

Ms. McMillan 334

Ms. Moore 345

Mr. Moya 120

Mr. Nealon 358

Ms. Neuroth 152

Mr. Parry 363

Ms. Prescott 346

Mr. Pridgen 335

Ms. Ronco 326

Ms. Rosebrock 312

Ms. Runey 348

Mr. Runey 153

Ms. Ryan 125

Ms. Salley 124

Mr. Scofield 154

Ms. Searson 128

Mr. Spence 353

Ms. Staten 111

Ms. Stephens 347

Ms. Stephenson 336

Ms. Story 127

Mr. Traeger 328

Ms. Trapalis 355

Mrs. Tucker 133

Ms. Van Metre 364

Ms. Weed 357

Mr. Williams 359

**DEPARTMENTS & OFFICES**

Admissions .Main Office, ext. 134

Athletics…………………………C144, ext. 153

Finance Office………………….A118, ext. 146

Development…………............... .A206, ext. 151

English…………………………..A204, ext. 142

Fine Arts…………………………D104, ext. 159

Guidance………………………...A121, ext. 127

Library…………………………...B203, ext. 156

Maintenance……………………..C111, ext. 158

Math…………………… …………A165, ext. 136

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Options Program…………………..A115, ext. 141

Parents’ Guild.…...................Main Office, ext. 301

Physical Education . C141, ext. 147

Science . B114, ext. 138

Social Studies . A248, ext. 143

Technology.......................................B210, ext. 157

Theology . A250, ext. 144

World Languages . A104, ext. 137

**FACULTY ROLES & MODERATORS**

**DISCIPLINARIANS**

Dean of Students………Mrs. Tucker

12th grade………………Mrs. Rosebrock

11th grade………………Mr. Colizzi

10th grade………………Mrs. Jones

9th grade………………...Mr. Nealon

 **SCHOOL COUNSELORS**

Director of Counseling….Ms. Gastaldi

11th & 12th grades (A-K)...Ms. Gastaldi

11th & 12th grades (L-Z)...Ms. Salley

9th & 10th grade (A-K)…. Ms. Kundinger

9th & 10th grade (L-Z)…...Ms. Staten

**FINANCE OFFICE**

Business Manager……….Ms. Hart

Bookkeeper………………Ms. Geilfuss

 **STUDENT ACTIVITIES**

Student Government Ms. Herbert

Mr. Beach

Senior Board Mr. Cusack

Junior Board Ms. E. Cox

 Ms. Canterbury

Sophomore Board Mr. Collins

Freshman Board Ms. Weed

Archery Club Ms. Ronco

BEHS Ambassadors Ms. Brownell

Book Club……………...Ms. Bing

Campus Ministry Mr. Moya

CSMC Ms. Neuroth

Dorothy Day Society…...Mr. Parry

Drama Club Ms. Stephenson

French Club Ms. Chappell

Glee Club……………….Mr. Gerber

Key Club Ms. Moore

Literary Magazine Ms. Coggins

 Ms. Bing

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Model UN Ms. Chappell

Mu Alpha Theta Ms. Runey

National Honor Society Ms. Runey

Photography Club………Ms. Kundinger

Ping Pong Club Ms. McMillan

Robotics Club…………..Mr. Pridgen

Spanish Club Ms. E. Cox

 Ms. R. Cox

Yearbook Ms. Martini

Youth in Government Ms. Heath

 Ms. Humphreys

 **ATHLETICS/CLUBS**

Baseball Mr. Darnell

Basketball (F) Mr. Runey

Basketball (M) Mr. Grevey

Cheerleading Ms. Condon

Cross Country Mr. Colizzi

Football Mr. Cantey

Golf (F) Ms. Ronco

Golf (M) Mr. Greavu

Hockey Club Mr. Darnell

Intramurals Mr. Garrett

Lacrosse (F) Mr. Weiner

Lacrosse (M) Mr. Keiper

Pom Squad Ms. Grisillo

Rugby…………………..Mr. Darnell

Sailing Club Ms. McMillan

Soccer (F) Mr. Snyder

Soccer (M) Mr. Khouri

Softball Mr. Cusack

Swimming Ms. Van Metre

Tennis (F) Ms. Arnold

Tennis (M) Ms. Arnold

Track Mr. Colizzi

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 the following factors: space availability at any level of study, academic records (grades/standardized testing scores), disciplinary records, and recommendations. Students who complete and submit the online application and test in the first seating of the Placement Test are considered first pool applicants. Students who complete and submit the online application on or after the first testing date and test in the second seating of the Placement Test are considered second pool applicants. Because the primary mission of the school is to serve the Catholic community of the Diocese of Charleston, priority is given to students in the following order:

* Catholic partner school students who took the Placement Test and are in the first pool of applicants.
* Catholic students from other public/private schools who took Placement Test and are in the first pool of applicants.
* Non-Catholic students from other public/private schools who took the Placement Test and are in the first pool of applicants.
* Catholic partner school students who took Placement Test and are in the second pool of applicants.
* Catholic students from other public/private schools who took Placement Test and are in the second pool of applicants.
* Non-Catholic students from other public/private schools who took the Placement Test and are in the second pool of applicants.
* Catholic students from Catholic partner schools who did not take the Placement Test.
* Catholic students from other public/private schools who did not take the Placement Test.
* Non-Catholic students from other public/private schools who did not take the Placement Test.

Other points of consideration for acceptance:

* Any applicant who failed to pass one or more subjects at the semester will receive a letter from the Director of Admissions stating provisional acceptance. Under provisional acceptance, an applicant must submit his/her third quarter report card to the Director of Admissions which must show all passing scores to continue the admissions process. If the applicant is still not passing at the end of third quarter, then the final report card must submitted to the Director of Admissions for review. If at that time, the applicant has passed all classes, then the applicant may finish the application process on a space-available basis only.
* Diocesan policy mandates that parents of students with special needs or serious learning differences should contact the Director of Admissions in order to discuss the student’s needs and the school’s ability to meet those needs.

**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. The Counseling Department oversees the application process. Questions should be referred to the student’s school counselor.

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**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:

* Online application
* Copy of any custody arrangements (if applicable)
* Recent picture of the applicant

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, school counselor, or English/math teacher
* Standardized test scores for the past two years
* Documentation denoting a learning difference, if applicable.

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 beginning 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

**Tuition Refund Policy**: For those students withdrawing from Bishop England High School, tuition will be payable based on the following percentages of yearly tuition:

* Prior to the start of the year …………..0%
* From start of the year through the end of first quarter……25%
* Start of 2nd quarter through the end of first semester……..50%
* Start of 2nd semester through the end of third quarter….…75%
* After the start of the 4th quarter…………………………..100%

Should a student move out of town during the school year, tuition would be charged on a daily pro-rated basis. International students will not be refunded tuition if he/she changes schools. Students expelled from Bishop England High School are responsible for 100% of the yearly tuition.

**Transfer of grades:** BEHS accepts credits from accredited institutions only; credits received through home-schooling are accepted from home school associations only. No adult education courses are accepted. Final transcripts will not be forwarded to other schools until all financial obligations are met.

**Transfer students:** Local transfer students must attend Bishop England for their last three semesters of high school unless there are extreme, extenuating circumstances which will be determined by the Director of Admissions and Principal on a case by case basis. Typically, Bishop England does not accept local rising seniors or senior transfers. Contact the Director of Admissions to explain extenuating circumstances.

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**ACADEMICS AND EDUCATIONAL PROGRAM**

Academic ability grouping is used at Bishop England. The college preparatory curriculum is offered at three instructional levels: Honors and Advanced Placement, College Preparatory (Academic I), and College Preparatory (Academic II). Bishop England requires a placement test for incoming freshman and sophomore students, which is one of the criteria used to determine the instructional level of the student. A student may be placed in more than one academic level based on his or her academic strengths. For returning students, the current teacher recommends the appropriate instructional level for the next school year. BEHS recognizes that the student’s teacher is best qualified to make this recommendation, having worked with the student in the particular subject.

The **Honors and AP program** is designed to challenge gifted students. As part of the Honors curriculum, Bishop England participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB) and offers eleven AP courses. Because the Honors program and AP curricula require such intense study, students selected for this program must demonstrate maturity, learn at an accelerated pace, and review/complete assignments with a high degree of independence. They are expected to be capable of writing well-organized, analytical essays and to apply information in a manner that goes beyond the basic comprehension of facts. They should be able to evaluate and synthesize information as well.

The majority of our students are placed at the College-Preparatory (**Academic I)** level**.** Students are able to learn at a moderate, yet challenging, pace. As they develop the necessary skills, they may be expected to complete assignments with a moderate degree of independence. Testing will involve some application and analysis.

At the College-Preparatory **(Academic II)** level, students are prepared to go on to college level work after graduation; however, they are given a significant degree of guidance from teachers in preparing papers and other assignments. Tests may be given more frequently and encompass less content than tests in the AI level and will focus largely on the comprehension of information. Throughout the duration of the AII course, emphasis will be placed on developing the student’s ability to compare and contrast.

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

**Schedule changes:** The Counseling Department or administration implements all schedule changes. The last date on which any student can drop or add a course is ten school days into the semester; however, a student may drop a course and add a study hall without penalty until **September 15 for Fall Semester, and until February 2 for all Spring Semester courses.** Beyond that date, a student who wishes to drop an academic class may withdraw with a “WF” (Withdrawn - Failing) for all subsequent marking periods. The “WF” classification equates numerically to a 50%. Students enrolled in classes that have ten or fewer students may not be allowed to withdraw. (It is a requirement that underclassmen be enrolled in at least six academic classes each semester; seniors must be enrolled in at least five academic classes each semester.) Changes in academic level must take place by **September 15** for first semester courses; by **October 13** for year-long courses; and by **February 2** for second semester courses.

**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.

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**Grade reporting:** Parents and students should use the Student/Parent Portal (available through our homepage at [www.behs.com](http://www.behs.com)) to view grades. Parents will be alerted by email midway through the quarter to check students’ academic progress. Additionally, report cards will be available on the online grading module after each quarter. A hard copy of the student’s report card will be mailed after each semester. Unofficial transcripts will be available by the end of June. For problems or issues with the Student/Parent Portal, please direct inquiries to mmshelp@behs.com.

**Incomplete grades:** When students miss assignments due to excused absences, the teacher will set a reasonable date by which all make-up work must be completed. If a student does not make up the work missed by the assigned date, the teacher will record a zero for all work not completed. “MI” in the Student/Parent Portal signifies that assignments are missing. “MI” averages in as a zero until the work has been made up and graded.

**Parent conferences:** Time is allotted after each of the first three quarters for parent conferences. Appointments are not necessary. 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 x 2) + (Q2 x 2) + 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 yearlong 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 year-long course is computed by using the formula: {(Q3+Q4)/2, rounded + (Semester 1 average)}/2. For semester courses, students must have a *semester* average of 89.5% or above to be exempt from the exam.

**Promotion standards:** A student who fails to earn at least a 70% in five or more classes may not be invited to return to BEHS. Based on the determination of the school administration, a student with a good discipline record who fails to earn a 70% in three or four classes may be invited back and may be asked to repeat the academic year. A student who fails to earn at least a 70% in a required English or math course may be mandated to attend summer school in order to return for the next school year. (If a student received credit for Algebra I in the 8th grade and fails to earn at least a 70% in a required math course at Bishop England, he or she may be recommended to re-take the course during the following

school year at Bishop England rather than taking the course in summer school. This recommendation will be made by the school counselor or a member of the administration.)

**Re-taking courses**: Students who earn less than 70% in a required course must re-take the course either during the next school year or in summer school prior to the start of the next school year. Both the original grade in the BE course and the “re-take” grade will be included in the student’s transcript. 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 SCUGP and BEHS transcripts, will be a 70%. Credit will not be given for tutoring, for courses taken at a non-accredited school, or for new courses (except for driver’s education or approved online options).

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Credits earned in middle school: If a student receives a Carnegie unit prior to his or her 9th grade year, he or she may opt to retake the course at BEHS. In this case, the student must forfeit his or her earned credit, which means that the student is required to attend summer school if he or she earns less than 70% in the retake while at Bishop England. In addition, the course will not appear on the transcript if retaken in high school.

**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. The terms of academic probation will include an academic plan determined by the administrative team in conjunction with the student’s school counselor. Failure to comply with the academic plan may result in the student being asked to withdraw from Bishop England High School.

Regulation of courses outside of Bishop England: If a student wishes to transfer any high school or college course to his/her Bishop England transcript, approval by the Director of Counseling or Academic Dean is imperative. This approval must be obtained BEFORE enrollment into the course. These grades are NOT included when calculating the BEHS valedictorian and salutatorian. Grades from no more than four dual credit/high school credit/college credit courses will be included on the BE transcript. Courses required for graduation will not be allowed to be taken online during a student’s senior year.

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 by the Director of Counseling. Grades from no more than four dual credit courses will be included on a student’s BEHS transcript. These grades are NOT included when calculating the BEHS valedictorian and salutatorian. Students are responsible for having their official transcript sent to BEHS within thirty days of completion of the course in order to have it reflected in the BEHS records.

Rank in class: Bishop England ranks students based on the South Carolina Uniform Grading Policy (SCUGP) for 9th, 10th, 11th, and 12th grades at the end of each school year. SCUGP rank is provided to in-state colleges on the transcript.

**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 and must have the highest quality point average based on an internal quality point system.

Seniors failing a class: Any senior who fails a class for the first semester will lose his/her free period privileges and be placed in a study hall. These privileges MAY be reinstated at the school counselor’s discretion upon demonstration of significant academic progress (as noted on the third quarter report card). It is the responsibility of the student to request the academic review at the end of the third quarter.

Cumulative GPA – Bishop England High School calculates two cumulative GPA’s to be reported on the students’ transcripts at the end of each school year.

The first is based on the SCUGP which is considered in awarding Palmetto Fellows, LIFE, and HOPE scholarships. Under South Carolina state guidelines, the cumulative GPA reported on the final transcripts is calculated using the SCUGP 10-point scale found on page 15 of this handbook. This 10-point SCUGP is in the process of being transitioned to full use in the following manner:

1. Class of 2018 is a ratio of 2:2.
2. Class of 2019 is a ratio of 1:3.
3. Class of 2020 is the first class to have fully implemented the SCUGP 10-point scale in calculating the cumulative GPA for the final transcripts.

The second GPA is the Bishop England High School GPA based on the grading scale listed on the following page.

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**GPA System of BEHS:** The BEHS grade point average (GPA) that appears on student transcripts is based on the following system that weights grades according to academic level. This unique system is used in the college admissions process to reward our students for the rigor of our academic program.

 **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

Both the Bishop England and SCUGP cumulative GPA’s are calculated by totaling the final averages that the student has earned in his or her high school courses. (These courses include driver’s education classes taken off-campus and the high school credits earned in middle school, unless the student opted to retake a course in high school.)

The following facts describe how SCUGP works with reference to the scales on the next pages:

* AP Courses are assigned the SCUGP AP GPA.
* Honors English, social studies, science, and math courses are assigned the SCUGP Honors GPA. Honors courses in disciplines other than English, social studies, science, and math are assigned the SCUGP College Prep GPA; however, only the first two years of Honors world language courses are assigned the SCUGP college prep GPA; third and fourth year Honors courses in world languages are assigned the SCUGP Honors GPA. Advanced Fine Arts courses are assigned the Honors GPA.
* Courses taken on the AI and AII level are assigned the SCUGP College Prep GPA.
* ALL theology courses are assigned the SCUGP College Prep GPA.
* Unless designated as Honors courses, middle school courses that count as high school credits are assigned the SCUGP College Prep GPA and appear on the high school transcript unless they are retaken in high school, in which case they are removed from the transcript.
* Courses re-taken in summer school are assigned the SCUGP College Prep GPA.

* Dual credit courses are assigned the SCUGP AP GPA.

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**The following 7-Point Scale was used for SCUGP calculations until August 15, 2016. (Please see details on pages 12 & 13.)**

|  |
| --- |
| **South Carolina Uniform Grading Policy 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 |

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**The following 10-Point Scale is used for SCUGP calculations beginning on August 15, 2016. (Please see details on pages 12 & 13.)**

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|  |
| --- |
| **South Carolina Uniform Grading Policy Conversions** |
| **Numerical****Average** | **Letter Grade** | **College Prep****Weighting** | **Honors****Weighting** | **AP/IB/Dual Credit****Weighting** |
| 100 | A | 5.000 | 5.500 | 6.000 |
| 99 | A | 4.900 | 5.400 | 5.900 |
| 98 | A | 4.800 | 5.300 | 5.800 |
| 97 | A | 4.700 | 5.200 | 5.700 |
| 96 | A | 4.600 | 5.100 | 5.600 |
| 95 | A | 4.500 | 5.000 | 5.500 |
| 94 | A | 4.400 | 4.900 | 5.400 |
| 93 | A | 4.300 | 4.800 | 5.300 |
| 92 | A | 4.200 | 4.700 | 5.200 |
| 91 | A | 4.100 | 4.600 | 5.100 |
| 90 | A | 4.000 | 4.500 | 5.000 |
| 89 | B | 3.900 | 4.400 | 4.900 |
| 88 | B | 3.800 | 4.300 | 4.800 |
| 87 | B | 3.700 | 4.200 | 4.700 |
| 86 | B | 3.600 | 4.100 | 4.600 |
| 85 | B | 3.500 | 4.000 | 4.500 |
| 84 | B | 3.400 | 3.900 | 4.400 |
| 83 | B | 3.300 | 3.800 | 4.300 |
| 82 | B | 3.200 | 3.700 | 4.200 |
| 81 | B | 3.100 | 3.600 | 4.100 |
| 80 | B | 3.000 | 3.500 | 4.000 |
| 79 | C | 2.900 | 3.400 | 3.900 |
| 78 | C | 2.800 | 3.300 | 3.800 |
| 77 | C | 2.700 | 3.200 | 3.700 |
| 76 | C | 2.600 | 3.100 | 3.600 |
| 75 | C | 2.500 | 3.000 | 3.500 |
| 74 | C | 2.400 | 2.900 | 3.400 |
| 73 | C | 2.300 | 2.800 | 3.300 |
| 72 | C | 2.200 | 2.700 | 3.200 |
| 71 | C | 2.100 | 2.600 | 3.100 |
| 70 | C | 2.000 | 2.500 | 3.000 |
| 69 | F | 1.900 | 2.400 | 2.900 |
| 68 | F | 1.800 | 2.300 | 2.800 |
| 67 | F | 1.700 | 2.200 | 2.700 |
| 66 | F | 1.600 | 2.100 | 2.600 |
| 65 | F | 1.500 | 2.000 | 2.500 |
| 64 | F | 1.400 | 1.900 | 2.400 |
| 63 | F | 1.300 | 1.800 | 2.300 |
| 62 | F | 1.200 | 1.700 | 2.200 |
| 61 | F | 1.100 | 1.600 | 2.100 |
| 60 | F | 1.000 | 1.500 | 2.000 |
| 59 | F | 0.900 | 1.400 | 1.900 |
| 58 | F | 0.800 | 1.300 | 1.800 |
| 57 | F | 0.700 | 1.200 | 1.700 |
| 56 | F | 0.600 | 1.100 | 1.600 |
| 55 | F | 0.500 | 1.000 | 1.500 |
| 54 | F | 0.400 | 0.900 | 1.400 |
| 53 | F | 0.300 | 0.800 | 1.300 |
| 52 | F | 0.200 | 0.700 | 1.200 |
| 51 | F | 0.100 | 0.600 | 1.100 |

**Graduation requirements:** Ordinarily, a student must attend BEHS for the last three semesters before graduation. All seniors must attend graduation practice and Baccalaureate Mass. Failure to attend either event will result in disciplinary consequences unless prior approval has been given by the Dean of Students or if the absence is due to illness authenticated by a doctor’s note. In order to participate in commencement exercises, students must pass all required subjects, have a good discipline record, 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 ½

Economics ½

World History 1

Computer courses 1

Physical Education 1

Fine Arts 1

Additional elective 1

**Total credits required.............24\*\***

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

\*\*Graduation requirements are not allowed to be taken online during a student's senior year.

**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 BE GPA 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 that the student 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 the second quarter to be considered for membership in NHS. Some service opportunities will be posted 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 to 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 which will be organizing service opportunities. Students’ grades will not be affected by community service.

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

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**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 without presenting a doctor’s note(s), he/she will be notified that a doctor’s note (as well as a parent/guardian note) must be obtained for any further absences. The required doctor’s note must be submitted to the main office as soon as 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 is missed.

In addition, seniors that have missed ten days without a doctor’s note(s) will lose their free period privileges for the remainder of the school year and must report to an assigned study hall. Students with ten or more absences may be denied the opportunity to attend class field trips.

**College Visits**: Sophomores, juniors, and seniors will be allowed to miss twoextra days for college visits, provided that the student submits to the Main Office official documentation from the college verifying the student’s visit to the college. In the event that additional days are needed for college visits, approval must be received in advance from the Director of Counseling. 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.

**College Representatives on Campus:** Students are not permitted to miss class to visit with a college representative unless they have signed up via Naviance prior to the day of the visit. Students must have the “college representative pass” signed by the teacher or teachers who will be affected by the visit.

**Total Absences:** The total of a student’s absences is determined by adding all class periods missed (including homeroom, study halls and seniors’ free periods) from the beginning of the school year. 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 academic periods of the day (not including homeroom).

**Parent responsibility:** The school is not responsible for students dropped off before 7:30am or picked up more than one half-hour after the dismissal of school. Students not picked up immediately after school may use the library for studying until 3:30pm. No area of campus is directly supervised before 7:30am or after 3:15pm.

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

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**General procedures regarding absences:**

A parent/guardian should notify the school on the day of a student’s absence by calling the attendance office (849-9599, ext. 128) between the hours of 7:30 and 9:00am. Should direct verbal contact not be made, the student must present a note signed by the parent/guardian authorizing the absence on the day he/she returns to school. An email or fax from a parent or guardian (see guidelines below) to the attendance office authorizing the absence is acceptable **only** when accompanied by direct verbal contact.

* A parent/guardian note, email, or fax authorizing an absence must contain the following:
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 should be sent to (843) 849-7849; e-mails should be addressed to

attendance@behs.com.

* If the student will miss school due to an anticipated absence, a note authorizing the absence and signed by a parent/guardian may be sent to the office in advance to make the school aware of the upcoming absence.

**Illness:** During the school day, students who are too sick to remain in class may request a note from the teacher to report to the nurse’s 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 a sick student out of school.

**Medical appointments:** Anystudent requesting 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 or guardian. In order for an absence or early dismissal to be medically excused, the student must also present a doctor’s note stating the date and time the student left the doctor’s office.

**Make up work:** Students are responsible for making up 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. “MI” in the Student/Parent Portal indicates that the student has missed assignments or assessments that should be made up as soon as possible. “MI” counts as zero until the make-up work is completed and graded.

**Unexcused absences:** The following guidelines will be applied for unexcused absences (a student in violation of the 10-day absent list, cutting school, etc.).

* 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%. 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.

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* 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, should be made by the parent/guardian in writing. Phone calls are only accepted when accompanied by a parent/guardian fax or email. For allearly 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.

**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, 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 8:10am are tardy. These students must report to the office upon arrival at school and must present a signed 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.

If a student is tardy more than six times, a conference will be scheduled with the student and he/she will be placed on a tardy contract by the appropriate disciplinarian. The contract must be signed by parent/guardian and returned to the disciplinarian the next school day. 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 privileges for a period of 6 weeks. At the end of that time, the student must see the Dean of Students to apply for reinstatement of the free period. The free period will be reinstated if the student has not had any additional tardies.

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

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## DAILY BELL SCHEDULES

The regular school day begins at 8:05am and ends at 2:50pm. 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) Half-day (Schedule 2)**

8:05 Warning Bell 8:05 Warning Bell

8:10 - 8:20 Homeroom 8:10 - 8:20 Homeroom

8:25 - 9:10 1st time block 8:25 - 8:50 1st time block

9:15 - 10:00 2nd time block 8:55 - 9:20 2nd time block

10:05 - 10:50 3rd time block 9:25 - 9:50 3rd time block

10:55 - 11:40 4th time block 9:55 - 10:20 4th time block

11:40 - 12:15 Lunch 10:25 - 10:50 5th time block

12:20 - 1:05 5th time block 10:55 - 11:25 6th time block

1:10 - 2:00 6th time block 11:30 - 11:55 7th time block

2:05 - 2:50 7th time block

**All-school Mass (Schedule 3) (*Subject to change)* All school assembly (Schedule 4)**

8:05 Warning Bell 8:05 Warning Bell

8:10 - 8:20 Homeroom 8:10 - 8:20 Homeroom

8:25 - 9:00 1st time block 8:25 - 9:00 1st time block

9:05 - 9:40 2nd time block 9:05 - 9:40 2nd time block

9:45 – 10:25 3rd time block 9:45 - 10:20 3rd time block

10:30 – 10:40 Homerooms called to Mass 10:25 - 11:00 4th time block

10:45 - 11:40 Mass 11:05 - 11:40 5th time block

11:40 - 12:15 Lunch 11:40 - 12:15 Lunch

12:20 - 12:55 4th time block 12:20 - 1:05 6th time block

1:00 - 1:35 5th time block 1:10 - 1:50 7th time block

1:40 - 2:15 6th time block 1:55 - 2:05 Return to homeroom

2:20 - 2:50 7th time block 2:10 - 2:50 Assembly

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

**EXAM SCHEDULE**

8:00 Teachers open classrooms \***First semester exams begin**

8:05 Warning Bell **with the 1st period class.**

8:10 Tardy Bell

8:25 – 10:25 1st exam of the day

10:55 …………… Teachers open classrooms \***Second semester exams begin**

11:05 Warning Bell **with the 7th period class.**

11:10 – 1:10 2nd exam of the day

2:10 Office closes

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**2017-2018 CLASS ROTATION SCHEDULE**

Academic classes rotate through the 45-minute time blocks on a weekly basis. On Schedule 1, the day begins with first period; on schedule 2, the day begins with second period, etc. This continues through schedule 7. Listed below is the weekly rotation schedule for the 2017 - 2018 academic year.

### DATE SCHEDULE DATE SCHEDULE

August 17 – 18 1 January 3 – 5 4

August 22 – 25 1 January 8 – 12 5

August 28 – Sep 1 2 January 16 – 19 6

September 5 – 8 3 January 22 – 26 7

September 11 – 15 4 Jan 29 – Feb 2 1

September 18 – 22 5 February 5 – 9 2

September 25 – 29 6 February 12 – 16 3

October 2 – 6 7 February 20 – 23 4

October 10 – 13 1 Feb 26 – Mar 2 5

October 16 – 20 2 March 5 – 9 6

October 23 – 27 3 March 12 – 16 7

Oct 30 – Nov 3 4 March 19 – 23 1

November 6 – Nov 10 5 March 26 – 29 2

November 13 – 17 6 April 9 – 13 3

November 20 – 21 7 April 16 – 20 4

Nov 27 – Dec 1 1 April 23 – 27 5

December 4 – 8 2 April 30 – May 4 6

December 11 – 13 3 May 7 – 11 7

December 14 – 20 Exams\* May 14 – 18 1

 May 21 – 25 2

May 29 – June 2 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

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DISCIPLINE POLICY

The discipline policies of Bishop England High School 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.

**Conduct on/off-campus:** Because the Charleston community views 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.

**Demerits:** The school’s rules will be enforced by a demerit & detention system administered by the disciplinarians with oversight by the Principal and the Dean of Students. The consequence assigned for inappropriate behavior is subject to the decision made by the disciplinarian following the guidelines established below.

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

**After-School detentions:** After-school detentions may be assigned following the submission of a school disciplinary referral. These detentions are held for one hour after school and take precedence over all non-academic activities, including athletic and drama practices.

**Teacher detentions:** Teacher detentions (i.e., trash detail at lunch or cleaning items in the classroom) may be given for minor disciplinary 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.

**Suspension:** Students may be suspended for any act that, in the judgment of the Dean of Students, detracts from the learning environment prescribed by the mission of the school. Additionally, any student who accumulates twenty demerits may be suspended. Suspended students will be placed on disciplinary probation for the remainder of the current year and through the following year. (The terms of disciplinary probation are determined by the administration. See below.) The suspension period and terms of suspension begin immediately upon notification of the student’s parent or guardian and continue until the student is allowed to return to the normal school setting. During the period of suspension, students are not allowed to attend or participate in any co-curricular or extra-curricular activities. Students who are suspended will not be allowed to return to school until readmitted by a school administrator. The student’s junior/senior counselor will report instances of suspension (throughout the high school career) to each college to which the student has applied; therefore, it is incumbent upon the student to report this information to each college to which he/she has applied.

**In-School Suspension**: Suspended students will be placed in In-School Suspension (ISS) for the number of days determined by the administration based on the infraction. Students will be given work to complete during the ISS period by their academic class teachers. All graded work (tests, quizzes, etc.) that is assigned during the suspension period will be assigned a grade of 70% of the grade earned.

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**Out of School Suspension**: The nature of a disciplinary infraction (as determined by the administration) may necessitate out-of-school suspension. All graded work (tests, quizzes, etc.) that is assigned during the suspension period will be assigned a grade of 70% of the grade earned.

**Disciplinary probation:** Students who are experiencing disciplinary difficulties are subject to being placed on disciplinary probation. Students may be placed on disciplinary probation as the result of one serious violation, an excessive number of demerits, or as the result of a suspension. The terms of disciplinary probation will include a disciplinary plan determined by the Dean of Students in conjunction with the administration. Failure to comply with the guidelines established by the disciplinary plan may result in expulsion from Bishop England High School.

**Expulsion:** Students who accumulate 30 demerits during a single academic year or demonstrate behavior that is judged to be detrimental to the school community may be expelled or asked to withdraw 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. Seniors leaving school under these conditions have the responsibility of contacting prospective colleges regarding the circumstances involved in withdrawing from BEHS.

**Guidelines for disciplinary infractions**: Disciplinary infractions are classified according to the guidelines established below. The consequences that pertain to each category follow each list. Thedisciplinarians are given a wide range of discretion in assigning consequences for inappropriate behavior. Although the following lists are not exhaustive, they do provide guidelines that are considered when making such decisions:

**TYPE I OFFENSES**

1. Dress code / Hair / Shaving infraction
2. Late to class
3. Gum chewing
4. Excessive tardiness
5. Failure to present a note following an absence or tardy
6. Consuming food or beverage in a non-designated area
7. Failure to report to a staff member
8. Failure to report to after-school or lunch detention
9. Failure to return a signed form
10. Cell phone disruption (other than cell phone usage)
11. Parking / driving violation
12. Public displays of affection

**CONSEQUENCES**: First occurrence of a Type I offense: warning; second occurrence: one detention; third occurrence: two detentions; fourth occurrence: three detentions; fifth occurrence: becomes a Type II offense with corresponding consequences.

**TYPE II OFFENSES**

1. Lying / deceit
2. Forgery
3. Insubordination
4. Improper testing procedure
5. Cutting class
6. Presence in an unauthorized campus area
7. Leaving school grounds without permission
8. Unauthorized use of electronic devices, including cell phones
9. Use of profanity
10. Dismissal from class due to unacceptable behavior
11. Defacing/destroying another person’s property
12. Defacing/destroying school property

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1. Academic Integrity (1st offense, minor) (See below.)
2. Submitting an assignment that has previously been turned in to another teacher as though it were a new assignment
3. Engaging in any behavior that is detrimental to or damages the reputation of Bishop England High School

**CONSEQUENCES**: First occurrence of a Type II offense: up to 5 demerits and 5 detentions; second occurrence: 5 demerits and 5 detentions; third occurrence: becomes a Type III offense with corresponding consequences.

**TYPE III OFFENSES**

1. Major Disturbance
2. Stealing / Major Theft
3. Sexting
4. Possession of obscene materials
5. Cutting school
6. Disrespect to staff by word, gesture, or action
7. Possession of tobacco or related products (including vaping and e-cigarettes) (See below.)
8. Fighting
9. Academic Integrity (1st offense, major) (See below.)
10. Academic Integrity (2nd offense) (See below.)
11. Harassment / Hazing (See below.)
12. Alcohol and other drug use – see policy below
13. Engaging in any behavior that is detrimental to or damages the reputation of Bishop England High School

**CONSEQUENCES**: First violation of a Type III offense: up to 10 demerits and 10 detentions, or suspension and disciplinary probation; second violation: 10 demerits, suspension, and disciplinary probation; third violation: becomes a Type IV offense with corresponding consequences.

**TYPE IV OFFENSES**

1. Possession of a weapon at school or at any school activity (including inside a vehicle)
2. Threats of violence, injury, or death against the school, students, and/or school personnel
3. Assault and/or battery of another student or school personnel
4. Academic Integrity (2nd or 3rd offense) (See below.)
5. Selling, giving, delivering, or otherwise transferring any illegal drug or controlled substance
6. Arrest by civil authorities for crime against persons or property.

**CONSEQUENCES**: THESE VIOLATIONS ARE CONSIDERED DISMISSIBLE OFFENSES AND ARE SUBJECT TO EXPULSION/DISMISSAL/WITHDRAWAL OF OFFENDING STUDENT FROM BISHOP ENGLAND HIGH SCHOOL.

**Tobacco Products:** Students are not to be in possession of (including in one’s car) any tobacco products (including vaping and e-cigarettes) 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. (Please see Bullying/Harassment Policy on pages 26 & 27.)

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

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**ACADEMIC INTEGRITY**

Issues of academic integrity touch at the core of our mission to foster personal responsibility and high moral standards. Therefore, these issues will be handled firmly regardless of the type of assignment or test. Violations of academic integrity include cheating and plagiarism. 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
* Unauthorized use of an electronic portable device during an exam, test, or quiz
* Unauthorized communication of information about the contents of a quiz, lab report, test, or any other graded assignment
* Copying of assignments
* Failure to document any words or ideas that originate somewhere other than with the student (whether intentional or not). Any infraction that falls into the following categories is considered plagiarism:
* Verbatim plagiarism – word for word copying
* Mosaic plagiarism – pulling bits and pieces from a work and changing a few words
* Inadequate paraphrase – failure to adequately put the ideas of the passage into student’s own words
* Uncited paraphrase or quotation
* Using material from another student's work
* 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
* Intentionally downloading material to claim as a student’s own work.

The severity of an offense is based upon the academic weight given to the assignment. An assignment is classified as “minor” if it is weighted at less than 10% of the quarter grade. Those labeled as “major” assignments are weighted at 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 Dean of Students.
* The Dean of Students will meet individually with both the teacher and student and consult with the Faculty Council if necessary.
* The Dean of Students 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 academic integrity violations:**

**1st Offense:** Minor assignment - A grade of 0 on the assignment; (Type II offense)

**1st Offense:** Major assignment - A grade of 0 on the assignment; (Type III offense)

**2nd Offense**: Suspension and disciplinary probation; or expulsion. (Type III or IV offense)

**3rd Offense:** Expulsion (Type IV offense)

* **Note:** If a student is found to have plagiarized an assignment after a grade has been assigned, the grade will be changed to zero.
* **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.

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**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.**
* The student may be subject to additional random drug tests for the remainder of the school year *and* the following semester at the parent’s/guardian’s expense.
* Any repeat violation of the Alcohol & Drug Policy 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

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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, WIRELESS, AND COMPUTER TECHNOLOGY**

The Bishop England High School Internet and Computer Technology Policy is a separate and very important document that is posted online at [www.behs.com](http://www.behs.com). A form indicating acceptance of the Internet and Computer Technology Policy is sent home with all students at the beginning of the school year to be signed by both the student and his/her parent or guardian. This document contains the following items:

* Acceptable Use Policy
* Social Media Policy
* Privacy Policy
* Media Release Agreement

# 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.

**Outerwear:**  Approved outerwear sold through Stagecoach is the only outerwear 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 8:10am. Sweat clothes, visible thermal underwear, and hatsare not permitted. Sunglasses may only be worn outside of the building. Wearing outerwear (of any type) does not excuse a student from wearing an appropriate uniform blouse or shirt underneath. A uniform blouse or shirt must be worn at all times when in uniform.

**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.

**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 pages 29-30) must be followed. TAG days are considered a privilege that may be revoked for individuals failing to follow guidelines. Neither pajamas nor swimwear is acceptable attire on TAG days.

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### DRESS CODE - Females

**Skirts:** Skirts must be purchased from Stagecoach. Female members of the Classes of 2020 and 2021 are required to wear the plaid skirt with the attached undershorts. All other girls may wear the green skirt or the plaid skirt with the attached undershorts. Skirts must fit appropriately, must not be shorter than two inches above the knee, and must remain buttoned and zipped. The skirt may not be rolled, secured by safety pins, staples, etc.

**Blouses:** There are two blouse options:

1. The first blouse option has ¾-length sleeves and is made of a cotton-blend material. It has darts and a finished hem; therefore, it does not have to be tucked in. (This is the ONLY blouse option that does not have to be tucked in.) All buttons except the top must be buttoned. It is available at The Stage Coach in Mount Pleasant.
2. Girls may also wear the button-down Oxford shirt. These shirts must be plain white, full-button, and LOOSELY FITTING with long or short sleeves and clear buttons. These shirts must be tucked in at all times. Fitted/tapered Oxford shirts are not permitted. They should have no logo or brand indication and no more than one pocket. All buttons except the top must be buttoned. It is also available at The Stage Coach in Mount Pleasant.

Only plain white, non-distracting 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.

**Shoes:** Leather dress shoes that are black, brown, cordovan or natural leather colors and completely enclosed are permitted. CANVAS OR LINEN SHOES (TOM’S, BOB’S, CANVAS BOAT SHOES, HEMP SHOES, ETC.) ARE NOT PERMITTED. Athletic shoes, skateboard shoes, boots, “Duck” shoes, “Duck” boots, and shoes that resemble bedroom slippers 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.

**Socks:** Only socks purchased from Stagecoach, plain nylon stockings, or plain dark green, navy, black, or brown tights are permitted. All socks, stockings, and tights should be in good condition.

**Makeup, accessories, and jewelry:** A limited amount of makeup and jewelry is permitted. The only permissible visible piercings are through the ears. Those piercings should be kept to a minimal number and in the lower lobe. Gauges are not permitted. 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 must be purchased from Stagecoach.

**Belts:** Dark-colored belts with buckles must be worn and visible at all times. 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. Shirts should have no logo or brand indication. Shirts should have no more than one pocket. 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.

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**Ties:** School ties from Stagecoach must be worn properly and in good condition. Ties are required from November through February. Ties must be on by 8:05am.

**Shoes:** Leather dress shoes/boots that are black, brown, cordovan or natural leather colors and completely enclosed are permitted. CANVAS OR LINEN SHOES (TOM’S, BOB’S, CANVAS BOAT SHOES, HEMP SHOES, ETC.) ARE NOT PERMITTED. Athletic shoes, skateboard shoes, “Duck” boots, “Duck” shoes, work boots, and shoes that resemble bedroom slippers are not permitted. No other footwear is permitted, and all footwear 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.

**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:
	1. No writing or logos
	2. Legitimate BEHS logos
	3. Legitimate college or pro team logos
	4. Shirts with tasteful brand logos—this will allow shirts that advertise athletic equipment (Nike, Adidas, Russell, etc.); and clothing manufacturers (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. Sleeveless tops and dresses must have straps no less than 2 inches wide.
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 TAG days.
9. Any style item or adornment that is considered inappropriate or distracting to the educational environment will not be allowed.
10. Excessively tight pants are not allowed.

Green TAG Day Guidelines:

1. All regular TAG day guidelines apply.

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1. In addition students must wear predominately green shirts or blouses, or a shirt or sweatshirt with a legitimate BEHS logo or from a BEHS team or organization.

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**: Students who drive to school must park on campus in a space assigned by the administration and must display the assigned parking decal. 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 online application process for a parking permit begins in June for the following school year. The process is not complete until a completed application form and parking fees are submitted. The parking decal must be permanently affixed to the outside left rear window or to the back left bumper. Additional decals may be purchased from the main office for $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 3:15pm. Upon 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 or given explicit permission from an administrator or a member of the office staff. See additional parking rules and regulations on the BEHS website ([www.behs.com](http://www.behs.com)). Violations of these rules and regulations may result in demerits and/or suspension of privileges. Parking fees are non-refundable.

**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.

**Electronic devices:** Use of cellphones and smartphones on campus is prohibited from the time of the student’s arrival until 2:50pm. Students wishing to use electronic portable devices at school must register the device with the IT Department. Electronic portable devices that are registered for use on campus may only be used for academic purposes. Any other use while on campus during school hours may result in the revocation of this privilege and/or disciplinary consequences. Students must follow the guidelines listed on the BEHS website. Teachers reserve the right to restrict the use of electronic portable devices in class. Any staff member has the right to view any material on any device.

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**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. Should the school need to notify parents of an emergency situation, the SchoolMessenger system will be used.

**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 are subject to more serious consequences.

**Field trips/team dismissals:** Students with a good academic, disciplinary, and attendance record may participate in field trips and team dismissals from class. Students must have filled out the proper paperwork in order to participate. A phone call is not an acceptable substitute for the proper form.

**Food and beverages:** Students may drink water throughout the campus. Drinking other types of beverages and consuming any food is restricted to the gym area or outside or with the permission of a staff member. 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 SchoolMessenger 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 SchoolMessenger.

**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.

**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.

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**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 over-the-counter medications must be handled through the office. The possession or improper use of such medications could be a violation of the Alcohol and Drug 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.

**Pro-Life Policy:** It is understood that we, as Catholic educators, are convinced of the value and dignity of human life. We hold a pro-life stance which enables us to bring to our students the realization that a Christian code of morality based on the Gospel should give their lives direction and that thorough instruction should help them understand their own sexuality.

While we do not condone contraception or premarital sex, once a young couple becomes responsible for the conceiving of human life, we believe every effort must be made and every measure must be taken to preserve this life. In all instances, the student(s) will be treated with charity.

In keeping with these beliefs, 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 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 an alternative educational program. At that time, the male student will also proceed to an alternative educational 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.

In addition, we believe that abortion at any stage of pregnancy is the taking of the life of an innocent human person. Therefore, a female student who attempts to procure an abortion or a male student who enables this attempt must withdraw from the school immediately.

**Psychological evaluations**: All psychological evaluations must be given initially to the respective school counselor for authorization. The school counselor will distribute the forms to the appropriate teachers.

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**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 will face disciplinary consequences and may lose this privilege.
* Students who fail to attend a Mass or mandatory assembly will face disciplinary consequences and may lose their privileges.
* Seniors who earn less than a 70% in a course for the first semester will lost their free period and be assigned to a study hall for second semester. These students may petition their school counselor and disciplinarian to regain their free period at the end of third quarter based on successful academic performance. Seniors in a second semester class who have an average of less than 70% for the third quarter will be placed in study hall for the entire fourth quarter in lieu of their free period. Any senior who is in danger of failing a class required for graduation may be removed from free period and placed in a study hall for the remainder of the year.
* Seniors who have attained at least ten 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 ten times will lose their free period for a minimum of six weeks. Reinstatement of the free period privilege will be determined by the Dean of Students based upon the student’s demonstration of punctuality in reporting to school.
* Seniors who are leaving school during free period, or going across the street for lunch, must use the front doors of the school. Students are not allowed in the parking lots or side yards during their free periods (or any other time of the school day) unless they have been dismissed from 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 assignments:** Summer assignments are required in several academic disciplines**.** Summer reading is a requirement of the English Department’s academic program; summer review work is required for all math courses; and summer assignments are also part of many AP courses. Details on all summer assignments are available on the school website ([www.behs.com](http://www.behs.com)).

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

**Tuition and Fees Policy**: Bishop England High School is not only a ministry but also a business that has employees who must be paid on time and financial obligations to vendors and suppliers that must be met.  Therefore, families are expected to meet their financial obligations fully and on time so that Bishop England High School is able to fulfill its financial obligations.

1. Families are given an option of paying tuition in full or participating in the FACTS Tuition Pro-gram.  In order to receive the parishioner discount on tuition, families must be active, participating, contributing members of a tri-county area Catholic parish.

2. If tuition and fees are not current at the time of mid-terms and final examinations, the student(s) will not be permitted to take their examinations, and report card(s) will not be distributed until the balance is paid in full with a certified check or money order.

3. Any tuition account that falls 60 days or more past due will result in the school disabling the family’s online grade module account and holding all information having to do with grading and academic progress.

4. Students graduating from 12th grade must have a zero (0) balance for all financial obligations to the school in order to participate in any graduation activities and in order to have transcripts forwarded to other institutions.

5. Students withdrawing from Bishop England High School prior to the end of the school year are required to pay tuition based on the departure date of their withdrawal.  Transcripts will not be released until the balance is paid in full.

6. Generally, fees are not refunded if a student withdraws before the school year begins.

**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 any time.

**Weapons**: It is a felony for “any person, except state, county, or municipal law enforcement officers or personnel authorized by school officials, to carry on his/her person, while on any elementary or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms, or any other type of weapon, device, or object which may be used to inflict bodily injury or death.” In the event that a student is on campus or at a school event in possession of any weapon (as described above), he or she will be subject to expulsion and law enforcement will be notified.

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**Bishop England High School**

**Athletic Handbook**

**2017-2018**

**Athletic Director: Paul Runey**

### Bishop England High School Athletic Handbook

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**2017-2018 School Year**

**Participation in athletics at Bishop England High School is a privilege offered to students that must be earned and maintained. Any student that engages in behavior that is judged by the administration to be detrimental to the reputation of Bishop England High School may be dismissed from the athletic program. 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](http://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)
* Pom Squad
* \*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

**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)

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**Absences**

1. A student-athlete who is absent from school will not be permitted to participate in athletic activities that day unless approved in advance by the Principal.
2. A student-athlete must be present for a minimum of four (4) academic periods 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. Student-athletes missing classes due to athletics are responsible for all missed assignments.
5. 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.
1. The athletic director and school administration must approve all outerwear options if that outerwear is to be worn during school hours. BEHS sports apparel approved by the administration may be worn during school hours only by students in good standing with that team or organization.

**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.

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**GENERAL POLICIES**

**Daily updates and general information** will be posted on the Bishop England High School website (www.behs.com)**.** Check it often to keep informed.

**Directions to opposing schools** may be found on the Bishop England High School website: (www.behs.com)**.**

**Eligibility**

In order be eligible for interscholastic activities, a students 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:
	1. If the student met first semester eligibility requirements then he or she must pass the equivalent of four ½ units during the first semester.
	2. If the student did not meet first semester eligibility requirements, then he or she must pass the equivalent of five ½ units during the first semester.
3. Basketball players and wrestlers may complete their seasons even if they do not meet second semester requirements.

1. 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.

**Discipline**

1. Each coach establishes rules and guidelines that govern his/her athletes and are approved by the Athletic Director and Principal. These guidelines are distributed to all players at the beginning of the season. These guidelines must be signed by both player and parent/guardian, indicating acceptance of the coach’s stated policies.
2. In accordance with the BEHS guidelines for Disciplinary Probation, any athlete on Disciplinary Probation for the school is also on athletic probation for the duration of the probationary period.
3. Any student who is suspended by the BEHS Administration is ineligible to participate in any athletic activity for the suspension period and may be suspended for an additional 10% of the total number of regular season games (a minimum of one game) of any in-season sport.

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**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 (Fall, Winter, or Spring 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. 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 website: (www.behs.com)**.**

**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.
3. All students are covered by the Gerber Life Insurance Company as administered by Administrative Concepts, Inc. This plan of insurance is secondary to other health insurance. Insurance coverage is provided for injuries incurred during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off school premises. Please see information at [www.behs.com](http://www.behs.com).

**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.behs.com**.**

**Practice Guidelines**

1. Start dates for all sports can be found on the SCHSL website at [www.schsl.org](http://www.schsl.org). Please refer to the Bishop England High School website (www.behs.com) 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.

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1. 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 alcohol and drug policy. Violation of the school policy may result in athletic disciplinary action or loss of athletic eligibility.

**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.behs.com).
2. When a team travels to a sporting event on a bus, it is recommended that the student athletes also return on the bus.

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**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.

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