



Patrick Finneran
Principal

Mary Anne B. Tucker
Associate Principal

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 School & College Counseling

Julie Rosebrock
Dean of Students

Paul Runey
Director of Athletics

Phone: (843) 849-9599
Fax: (843) 849-7849
www.behs.com

MISSION STATEMENT

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

PHILOSOPHY

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

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

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

FOREWORD

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

This handbook has been drafted by faculty members and the administration of Bishop England High School and has been approved by the 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.

****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.***

TABLE OF CONTENTS

Faculty and Staff/Student Activities	4
Admissions	5 – 6
Academics and Educational Program	7 – 13
Community Service	13
Attendance	14 – 16
Daily Bell Schedules	17
Class Rotation Schedule	18
Discipline	19 – 21
Academic Integrity	22 – 23
Alcohol and Drug Policy	23 – 24
Bullying and Harassment Policy	24
Internet and Computer Technology	24
Dress Code	25 – 26
TAG Day Standards	27
Transportation Policy	27 – 28
General School Policies	28 – 32
Bishop England High School Athletic Handbook	33 – 39
Membership & List of Teams	34
Absences, Attire, and Sportsmanship	35
General Athletic Policies	36 – 39

FACULTY ROLES & MODERATORS

DISCIPLINARIANS

Dean of Students.....Mrs. Rosebrock
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)...Mrs. Passante
9th & 10th grade (A-K)... Mrs. Kundinger
9th & 10th grade (L-Z).....Ms. Morris

FINANCE OFFICE

Business Manager.....Ms. Hart
Bookkeeper.....Mrs. Geilfuss

STUDENT ACTIVITIES

Student Government..... Ms. Herbert
..... Mr. Beach
Senior Board..... Mr. Cusack
Junior Board..... Mrs. Canterbury
..... Mrs. Detrich
Sophomore Board..... Mr. Collins
Freshman Board Mrs. Weed
Archery Club..... Mr. Cusack
..... Mr. Burnette
Band of Buddies.....Ms. Boudreaux
..... Ms. Joos
BEHS Ambassadors Ms. Brownell
Book Club.....Mrs. Bing
Campus Ministry Mrs. Bellon
CSMC..... Ms. Estrada
Dorothy Day Society.....Mr. Parry
Drama Club Ms. Stephenson
French Club..... Mrs. Chappell
Glee Club.....Mr. Gerber
Key Club TBD
Literary Magazine Ms. Coggins
..... Mrs. Bing
Marine Science Club Mr. Cusack

Model UN.....Mrs. Chappell
Moses, Therapy Dog Club..Mrs. Swanson
Mu Alpha Theta.....Mrs. Runey
National Honor Society ..Mrs. Runey
Photography Club.....Mrs. Johnson
Ping Pong Club.....Mrs. McMillan
Pro-Life Club.....Mr. Bartell
Random Acts of Kindness.. Mr. Garrett
Retreat Team.....Ms. Gonzalez
Spanish Club.....Mrs. Canterbury
..... Mrs. Brahim
YearbookMr. Traeger
Youth in GovernmentMrs. Heath
..... Mrs. Humphreys

ATHLETICS/CLUBS

Baseball Mr. Darnell
Basketball (F)Mr. Runey
Basketball (M)Mr. Grevey
Cheerleading.....Ms. Condon
Cross CountryMr. Colizzi
Football.....Mr. Cantey
Golf (F)Ms. Ronco
Golf (M).....Mr. Greavu
Hockey ClubMr. Darnell
Intramurals.....Mr. Garrett
Lacrosse (F)Mr. Weiner
Lacrosse (M).....Mr. Tracy
Pom Squad.....Ms. Gonzalez
Rugby.....Mr. Darnell
Sailing ClubMrs. McMillan
Soccer (F)Mr. Snyder
Soccer (M)Mr. Khouri
Softball.....Mr. Cusack
Swimming.....Mrs. Van Metre
Tennis (F)Mrs. Arnold
Tennis (M)Mrs. Arnold
Track.....Mr. Colizzi
VolleyballMs. Baggott
WrestlingMr. 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 be 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, a copy of class notes, 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.

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. Submit to the Director of Admissions the following:
 - Online application using the link on the BEHS website
 - 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
 - Completed recommendation form found on the BEHS website
 - Standardized test scores for the past two years
 - Discipline record
 - 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 year0%
- 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.

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 16 for Fall Semester, and until February 6 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 16** for first semester courses; by **October 11** for year-long courses; and by **February 6** 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.

Grade reporting: Parents and students should use the grade portal (available through our website at 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.

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 for parent conferences as indicated on the school calendar. 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%). $\{(Q1 \times 2) + (Q2 \times 2) + \text{semester exam}\}$ divided by 5.

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

Exemptions from exams: Seniors may exempt a midterm and/or final exam if the average of the 2 quarters of the semester is 89.5% or above or if the cumulative average in a 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: $\{(Q3+Q4)/2, \text{rounded} + (\text{Semester 1 average})\}/2$. 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. (Any student who repeats a year of high school is ineligible to receive education lottery money from the state of South Carolina.) 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 at Bishop England: 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. The higher-weighted grade will be figured into the student's GPA. A student may be permitted to re-take a course (the following year or prior to the next sequential course) in math or world language to develop a better foundation if the student received a passing grade that is less than 75%. Only four units of credit toward a diploma may be earned in summer school. In order to receive credit for a course re-taken in summer school, the student must earn at least a 70% as the final average. The transcript will show zero credit for a course in which the student has earned less than 70%. Credit

will not be given for tutoring, for courses taken at a non- accredited school, for credit recovery, or for new courses (except for driver's education or previously approved options).

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. As of the 2018-19 school year, both the middle school grade and the high school grade will appear on the transcript. The higher-weighted grade will be figured into the student's GPA. A student may be permitted to re-take a course (the following year or prior to the next sequential course) in math or world language to develop a better foundation. PE credits from middle school can only be counted as electives.

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. If a current student takes any approved outside course, the grade earned may appear on the student's transcript. We are obligated to report the grade for any South Carolina Virtual course. If the grade is less than 70% in any outside course, no credit will be awarded.

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. If a current student takes an approved dual credit course, the grade earned may appear on the student's transcript. If the grade is less than 70% in a dual credit course, no credit will be awarded.

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 BEHS quality point system (not SCUGP).

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. It is the responsibility of the student to request the academic review at the end of the third quarter. If a student is failing a class (even if the class is not required for graduation) at the end of third quarter, the student will lose his/her free period for the remainder of the school year. Failing any class could jeopardize college admissions as well as SC Educational Lottery Scholarships.

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 12 of this handbook. The Class of 2020 is the first class to have fully implemented the SCUGP 10-point scale (except for any 8th grade credits) 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 below.

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.)

Beginning with the 2019-2020 school year, the following information describes how BEHS courses count on the SCUGP scale found on page 12:

- The first two years of honors world language courses are assigned the SCUGP college prep GPA; all other honors courses are assigned honors weight.
- Courses taken on the AI and AII level 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.
- Courses re-taken in summer school are assigned the SCUGP College Prep GPA.
- Any student who repeats a year of high school is ineligible to receive education lottery money from the state of South Carolina.

The following 7-Point Scale was used for SCUGP calculations until August 15, 2016. (This would only apply to 8th grade courses taken by the Class of 2020.)

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

The following 10-Point Scale is used for SCUGP calculations beginning on August 15, 2016.
 (Please see details on page 10.)

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 <u>science</u> 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, Mrs. 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.

A “School-Wide Day of Service” will occur on Monday, August 19, 2019. Specific assignments will be made according to homeroom groupings. This is a mandatory event for all students. Should a student miss this event, he/she will have to make up the service by reporting to school on Saturday, September 8, 2019 from 7:30 – 12:00 to perform acts of service to the school.

Service units will also be incorporated in freshman Research & Study Skills and English I Honors courses as well as senior Economics courses. These service units will be authentically incorporated into the selected classes so that students can research topics related to Catholic social teaching that appeal to them. Students will choose their service topics based on Christian social justice issues and Catholic social teaching (life and dignity of the human person; care for the vulnerable and marginalized; care for God's creation, etc.). Each service unit will include mandatory service hours in conjunction with a research component as well as an oral or written presentation to the class.

With all of these service opportunities, we truly hope to shape our students into young adults who will make service to others an inherent part of their daily lives.

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 two extra 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 until 15 minutes prior to the first bell of the day or picked up more than 30 minutes after the last bell of the day. Students not picked up immediately after school may use the library for studying until 3:30pm on the regular school day schedule. No area of campus is directly supervised until 15 minutes prior to the first bell of the day or 30 minutes after the last bell of the day.

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 (10:00am late arrival days), students on campus are encouraged to report to homeroom at that time. Parents dropping off students for morning arrival after 7:30am (9:30am late arrival days) or picking up students for afternoon dismissal before 3:30pm MUST use the carpool line on the football field side of the school.

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. 112) 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: Any student 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.
- 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 all early dismissals, students and parents/guardians should adhere to the following procedures.

- Students must sign out in the office before leaving campus and sign back in at the office if they return to school that day.
- Students are responsible for completing any work assigned while away from class for an excused early dismissal.

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 to sign in.

If a student is tardy more than ten times, a conference will be scheduled with the student to discuss consequences which will include one after-school detention for each subsequent tardy for which a doctor's note is not provided. The student 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. Additionally, 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 may be reinstated if the student has not had any additional tardies.

Cut days: BEHS does not authorize "cut days."

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)

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

Half-day (Schedule 2)

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

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

8:05..... Warning Bell
8:10 - 8:20 Homeroom
8:25 - 9:00 1st time block
9:05 - 9:40 2nd time block
9:45 - 10:25 3rd time block
10:30 - 10:40 Homerooms called to Mass
10:45 - 11:40 Mass
11:40 - 12:15 Lunch
12:20 - 12:55 4th time block
1:00 - 1:35 5th time block
1:40 - 2:15 6th time block
2:20 - 2:50 7th time block

All school assembly (Schedule 4)

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

Late-Arrival Schedule (Schedule 5)

(See school calendar for applicable dates)

10:05..... Warning Bell
10:10 - 10:20 Homeroom
10:25 - 10:50 1st time block
10:55 - 11:20 2nd time block
11:25 - 11:50 3rd time block
11:50 - 12:30 Lunch
12:30 - 1:00 4th time block
1:05 - 1:35 5th time block
1:40 - 2:15 6th time block
2:20 - 2:50 7th time block

EXAM SCHEDULE

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

***First semester exams in December start with the 1st period class. Second semester exams in May start with the 7th period class.**

***Announcements are made during the 6th time block.**

2019 - 2020 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 2019 - 2020 academic year.

<u>DATE</u>	<u>SCHEDULE</u>	<u>DATE</u>	<u>SCHEDULE</u>
August 14 & 16	1	January 6 – 10	4
August 19 – 23	1	January 13 – 17	5
August 26 – 30	2	January 21 – 24	6
September 3 – 6	3	January 27 – 31	7
September 9 – 13	4	February 3 – 7	1
September 16 – 20	5	February 10 – 14	2
September 23 – 27	6	February 18 – 21	3
Sept. 30 – Oct. 4	7	February 24 – 27	4
October 7 – 11	1	March 2 – 6	5
October 15 – 18	2	March 9 – 13	6
October 21 – 25	3	March 16 – 19	7
Oct 28 – Nov 1	4	March 23 – 27	1
November 4 – 8	5	March 30 - April 3	2
November 11 – 15	6	April 6 – 8	3
November 18 – 22	7	April 20 – 24	4
Nov 25 – 26	1	April 27 – May 1	5
December 2 – 6	2	May 4 – 8	6
December 9 – 13	3	May 11 – 15	7
December 16 – 20	Exams*	May 18 – 20	1
		May 21 – 27	Exams**

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

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

DISCIPLINE POLICY

The discipline policies of 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, Associate 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 Principal, Associate Principal, and 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. (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.

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. The disciplinarians 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: (Due to their serious nature, Drug and Alcohol Policy Violations are handled separately. “Juuling,” vaping, possession of tobacco and e-cigarettes and related paraphernalia are considered violations of this policy – please see the section on violations of this policy on pages 23 - 24.)

TYPE I OFFENSES

- Dress code / Hair / Shaving infraction
- Late to class
- Gum chewing
- Excessive tardiness
- Failure to present a note following an absence or tardy
- Consuming food or beverage in a non-designated area
- Failure to report to a staff member
- Failure to report to after-school or lunch detention
- Failure to return a signed form
- Cell phone disruption (other than cell phone usage)
- Parking / driving violation
- 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; subsequent occurrences: five demerits and five detentions.

TYPE II OFFENSES

- Lying / deceit
- Forgery
- Insubordination
- Improper testing procedure
- Cutting class
- Presence in an unauthorized campus area
- Leaving school grounds without permission
- Disruptive/uncooperative behavior
- Unauthorized use of electronic devices, including cell phones
- Use of profanity
- Dismissal from class due to unacceptable behavior
- Defacing/destroying another person’s property

- Defacing/destroying school property
- Academic Integrity (1st offense, minor) (See below.)
- Submitting an assignment that has previously been turned in to another teacher as though it were a new assignment
- 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

- Major Disturbance
- Stealing / Major Theft
- Sexting
- Possession of obscene materials
- Cutting school
- Disrespect to staff by word, gesture, or action
- Fighting
- Academic Integrity (1st offense, major) (See below.)
- Academic Integrity (2nd offense) (See below.)
- Bullying / Harassment / Hazing (See below.)
- 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

- Possession of a weapon at school or at any school activity (including inside a vehicle)
- Threats of violence, injury, or death against the school, students, and/or school personnel
- Assault and/or battery of another student or school personnel
- Academic Integrity (2nd or 3rd offense) (See below.)
- Selling, giving, delivering, or otherwise transferring any illegal drug or controlled substance
- 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 Juuling, 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 page 24.)

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

ACADEMIC INTEGRITY

Issues of academic integrity touch at the core of our mission to foster personal responsibility and high moral standards. Therefore, 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/allowing another student to copy one's work
- 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
- Using online translators for assessments.

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 administration if necessary.
- The Dean of Students will notify the parent/guardian of the infraction.
- The infraction does not go on any permanent records sent to external organizations, but the information is kept on file until graduation. If the consequence includes any type of suspension, the student's junior/senior counselor will report the situation (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.
- A record of the incident will be kept in a separate file and destroyed after the student graduates from high school.
- 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 with commensurate consequences)
- 1st Offense:** Major assignment - A grade of 0 on the assignment; (Type III offense with commensurate consequences)

- 2nd Offense:** Suspension and disciplinary probation; or expulsion. (Type III or IV offense with commensurate consequences)
- 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:** A violation of the Academic Integrity Policy may result in the student not being admitted to or removal from the National Honor Society.

ALCOHOL & DRUG POLICY

Philosophy: Bishop England High School recognizes that it is responsible for providing all students with an environment conducive to the development of their maximum learning potential. The school is concerned about the health and safety of all students adversely affected by alcohol and other drugs because chemical use and abuse increases the likelihood of disruption of the learning process; therefore, it is in the best interest of Bishop England High School to provide its students, faculty, and administration with a drug free school environment.

Policy Statement: Use of alcohol and/or drugs, including tobacco of any kind, is not acceptable behavior at Bishop England High School. 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, synthetic or lookalike drugs. This includes the misuse of prescription and legal drugs and any substance(s) represented as a controlled substance, non-alcoholic beer, steroids, tobacco, or tobacco products, vaping or vaping products.

To maintain as safe an environment as possible at Bishop England High School, drug-sniffing dogs may be brought onto campus (including parking lots) several times during the school year. If a dog detects an illegal substance in a student's possessions, locker, or vehicle, the item will be searched by the officers in the presence of a school administrator, and the parents will be contacted. If an illegal substance is found, the student will be considered to be "in possession," and the protocols listed below will be followed.

In the event of use, suspected use, possession, or suspected possession of chemicals, alcohol, drugs, and/or drug paraphernalia:

- 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 be suspended and return on Disciplinary Probation. The terms of the Disciplinary Probation will be determined by the administration (see information on Disciplinary Probation above).
- At the family's expense, the student must have a professional evaluation including a hair follicle and/or blood screen before returning to school. The Administration must be notified in writing by the referral facility/specialist of the results of the evaluation, and, if determined that treatment is needed, a mandatory treatment plan will be presented to the student and parent/guardian. If the parents and/or student reject the plan, or if the student does not follow the plan, s/he may not continue at Bishop England High School.
- At the family's expense, the student must attend a counseling session with a licensed professional counselor to discuss the alcohol/drug policy violation and the deleterious effects of alcohol and drugs. This session must be made within the time frame set forth by the Administration. The Administration must be notified in writing by the licensed professional counselor of the student's attendance at the session.
- Seniors who have a free period will lose the free period privilege and be placed in a study hall for the remainder of the school year.
- The student may be subject to additional random drug tests at the family's expense for a period of time determined by the principal.

- Any repeat offense 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.

In the case of the sale or distribution of drugs and/or alcohol by a student:

- The student will be expelled from Bishop England High School.
- The principal may notify the police.

BULLYING/HARASSMENT POLICY

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

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

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

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

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

INTERNET, 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. 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 hats are 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 page 27) 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.

DRESS CODE - Females

Skirts: Skirts must be purchased from Stagecoach. All girls are required to wear the uniform 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 $\frac{3}{4}$ -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, shoes with rollers (like Heely's), 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 with laces that match the color of the shoe. 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 approved BEHS uniform 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. Leggings, warm-up pants, running pants, or other active wear may not be worn under the uniform skirt.

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 color must be a naturally occurring hair color. 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: Leather or canvas 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.

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 8:10am.

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, shoes with rollers (like Heely's), 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 with laces that match the color of the shoe. 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 color may not be altered in any way. Hair must be tapered (gradual change in length) and may not touch the collar. Hair may not be pushed behind ears, and only one quarter of the ear may be covered. Hair must not extend into the eyebrows when combed down. Portions of the hair may not be shaved. Sideburns may not extend more than half way below the top of the ear. Use of styling gel to circumvent regulations is not permitted. It is the student's responsibility to anticipate the need for a haircut. Extensions will not be given for hair appointments, and hair guidelines do not change on TAG days. Facial hair is not permitted.

TAG DAY STANDARDS

Regular TAG Day Guidelines:

- 1) Shirts or blouses must fall into one of the following categories:
 - a. No writing or logos
 - b. Legitimate BEHS logos
 - c. Legitimate college or pro team logos
 - d. Shirts with tasteful brand logos—this will allow shirts that advertise athletic equipment (Nike, Adidas, Russell, etc.); 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. If in violation of this rule, the girl must report to the office to call home to have alternate clothing brought to her or to receive an alternative shirt from the Dean of Students.
- 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.
- 2) 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 7:30am and 3:30pm, 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 7:55am and pick up students after 3:15pm 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 (i.e., not affixed to

a magnet or other removable item) to the outside left rear window or to the back left bumper. Additional decals may be purchased from the Dean of Students 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). 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, including cell phones and Smart watches.

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 food is allowed with the permission of a staff member.

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.

Inclement weather: Efforts are made to convey inclement weather decisions via the SchoolMessenger system and by posting on the school's Facebook page and website. In the event of inclement weather, the school reviews the decisions made for Charleston County and Berkeley County schools and communicates with the Charleston area Catholic schools to make a decision. Should the school be closed or delayed 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.

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 locked at all times. The school is not responsible for items taken from unlocked lockers. 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. All lockers must be cleaned out by the last day of exams. Items left behind after that day will become property of BEHS.

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 nurse. 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.

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.

Respectful Participation Policy: All students, regardless of religious beliefs, ethnic background, nationality or political beliefs, will respectfully participate by standing for all prayer opportunities – daily or otherwise, the reciting of the Pledge of Allegiance and the playing/singing of our National Anthem. Similarly, all students will take the prescribed classes in the Theology curriculum, and all students will attend and participate respectfully in all-school liturgies and prayer services.

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 Dean of Students.

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.
- Students may not use their cellphones during their free periods while on campus.
- Seniors who earn less than a 70% in a course for the first semester will lose their free period and be assigned to a study hall for second semester. In year-long courses, 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 at any time from free period and placed in a study hall for the remainder of the year. Any senior who is suspended may lose his/her free period for the remainder of the year and be placed in a study hall.
- Seniors who have attained ten or more absences without doctors' notes 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 doors to the courtyard by the main office. 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.
- 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).

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 Policy: Bishop England High School is a ministry of the Diocese of Charleston that operates on the collection of tuition and the generosity of our parents, alumni, employees, and friends that support the school through donations. Tuition rates are set annually to assure that the school can meet its educational costs and maintain quality education. The timely payment of tuition is expected by the published deadlines so that the school can also be timely in meeting its financial obligations. Payments must be made according to the provisions of the enrollment or re-enrollment contract.

All family tuition accounts for the current academic year must be paid in full by June 20th. Transcripts due to colleges or paper grade reports will be withheld until full payment is made, and students will not be admitted to

the school for the following academic year if a family's financial account is not paid in full by June 20th. This policy applies even to those students registered for next academic year.

Delinquent accounts: Any family that has not made full payment of tuition in July must schedule monthly payments through the FACTS system. Families are given the choice of having tuition payments electronically transferred to the school on the 5th or 20th of each month. An account is considered delinquent when a monthly payment is missed. On the first missed payment, the account will be considered 30 days past due, and a letter will be sent to the family to make them aware of the delinquent account. The family must contact the Bishop England Finance Office to make payment arrangements. It is important that the family communicates any issues or concerns with the school in a proactive manner. The school needs to be aware of any unforeseen circumstances which may be affecting the family's ability to pay and is willing to assist as possible in working out a payment plan.

Barring any special arrangement made with the school, it is the school's policy to put the following into effect if two consecutive monthly payments have been missed. The school will contact the parents via phone and email to be sure that they are aware that they have not met obligation, and a letter will be sent notifying parents that their student(s) will be excluded from school, including all extra-curricular activities, beginning the fourth day from the postmarked date of the notification letter.

If the student should be in school on the date of exclusion, he or she will be instructed to report to the Main Office to be sent home. If the account is resolved within 10 business days of the date of exclusion, the student will be able to return and make up all schoolwork missed without penalty. Failure to resolve the delinquent account within 10 business days of the date of exclusion will result in the dismissal of the student from Bishop England High School.

Example: The monthly tuition payment is missed on September 5th. A letter is sent home to address the delinquent account. If no payment is made again on October 5th, the parents will be contacted that day. The student will be excluded from school and all extra-curricular activities four business days from the postmark until payment arrangements are made. After 10 business days, if no payment arrangements are made, the student is dismissed from Bishop England High School.

Seniors with delinquent accounts will not be able to participate in senior activities (boat cruise, senior trip, Baccalaureate Mass, etc.), Commencement ceremony, and will not receive a diploma.

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/ammunition (as described above), he or she will be subject to expulsion and law enforcement will be notified.

Bishop England High School
Athletic Handbook
2019 – 2020

Athletic Director: Paul Runey

Bishop England High School Athletic Handbook **2019-2020 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

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)

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.
5. 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.

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

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

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.

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 **WEB-TPA**. 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.

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. 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.

3. Student-athletes participating with a team whose season is still in progress may not practice with the next season's team until the current season has officially ended. In extenuating circumstances this policy may be waived by the Athletic Director.

Procedure for Handling a Difficulty with a Coach

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

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

Registered Students

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

Special Notes

1. Bishop England High School student-athletes can participate in one sport per season. In extenuating circumstances this policy may be waived by the Athletic Director.
2. In-season sports at Bishop England High School take precedence over all other sports that our student-athletes may be participating in.
4. 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.
5. 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.

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.