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I. 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. The administration reserves the right to adjust and adapt policies based on the needs of the school.

This handbook has been drafted by faculty and staff members and the administration of Bishop England High School and has been approved by the Catholic Schools' Office of 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.*

Diocese of Charleston Secondary Schools' Common Foundational Belief

Bishop England High School, Cardinal Newman School, John Paul II Catholic School and St. Elizabeth Ann Seton Catholic School, the four secondary schools that are owned by the Diocese of Charleston, offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as "created in the image and likeness of God". This foundational belief informs the schools' missions, visions, and approaches.

Similarly, all four schools deeply appreciate the infinite value of human life from life's very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

"Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life." *Catechism of the Catholic Church, 2270-2275.*

In *Evangelium Vitae*, St. John Paul II said, "The Gospel of life is at the heart of Jesus' message...Even in the midst of difficulties and uncertainties, every person sincerely open to truth and goodness can, by the light of reason and the hidden action of grace, come to recognize in the natural law written in the heart (cf. **Rom. 2:14-15**), the sacred value of human life from its very beginning until its end, and can affirm the right of every human being to have this primary good respected to the highest degree. In a special way, believers in Christ must defend and promote this right, aware as they are of the wonderful truth recalled by the Second Vatican Council: 'By his incarnation the Son of God has united himself in some fashion with every human being.' This saving event reveals to humanity

not only the boundless love of God who 'so loved the world that he gave his only Son' (Jn 3:16), but also the incomparable value of every human person."

"Through the words, the actions and the very person of Jesus, man is given the possibility of 'knowing' the complete truth concerning the value of human life. From this 'source' he receives, in particular, the capacity to 'accomplish' this truth perfectly (cf. Jn 3:21), that is, to accept and fulfil completely the responsibility of loving and serving, of defending and promoting human life."

As Roman Catholic co-educational institutions, all four Diocese of Charleston secondary schools defend and promote the sanctity of all human life. They believe in the dignity of and respect for all human beings from the moment of conception to natural death. This fundamental principle applies to all races, ethnicities, and socio-economic groups, to the unborn child as well as to the terminally ill adult. Creation in the image and likeness of God bestows upon every person a dignity that cannot – must not – be taken away. Every human person has a value that confers upon him/her an importance that must not be dishonored or degraded. This principle of human dignity is at the heart of everything these schools do.

Lord God Almighty, our Creator, we celebrate our existence, we rejoice to be alive. Teach us to understand more and more profoundly that every human life is sacred, whether it belongs to an unborn infant, or to a terminally ill patient; to a handicapped child, or to a disabled adult; to people who live next door, or to those who live far away. Remind us, Heavenly Father, that whatever a person's age, race, color or creed, each individual has been made in Your image and likeness; and has been redeemed by Christ. This makes them precious in Your sight. Help us to see other people with Your eyes, so that we may reverence, preserve, and sustain Your gift of life in them and use our own lives more faithfully in Your service. We ask this through Christ, our Lord. Amen.

*From the **Pro-life Prayer Book***

Cardinal G. Basil Hume, O.S.B., Archbishop of Westminster

Further, the radical appreciation that all the Diocese of Charleston's four secondary schools have for the value of human life leads them to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See the "Diocese of Charleston Secondary Schools Statement of Diversity, Equity, Inclusion: A Guideline for Curriculum, Resources, and Professional Development" that follows this statement.) Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all – both within their own schools as well as within the greater global society.

As Pope Francis teaches, "No one will ever openly deny that [those who are different from us] are human beings, yet in practice, by our decisions and the way we treat them, we can show that we consider them less worthy, less important, less human. For Christians, this way of thinking and acting is unacceptable, since it sets certain ... preferences above deep convictions of our faith: the inalienable dignity of each human person regardless of origin, race or religion, and the supreme law of fraternal love." **Fratelli Tutti**

Roman Catholic Diocese of Charleston Secondary Schools'

Statement of Diversity, Equity, and Inclusion: A Guideline for Curriculum, Resources, and Professional Development

Diversity:

After this I looked, and behold, a great multitude which no man could number, from every nation, from all tribes and peoples and tongues, standing before the throne and before the Lamb" Revelation 7:9

Catholic Schools in the Diocese of Charleston value and welcome all families, staff, students and supporting communities, acknowledge their unique gifts, and believe diversity is a blessing that enriches our community. With great enthusiasm, we celebrate diversity among our school community inclusive of differences in race, ethnicity, sex, abilities, socio-economic status, national origin, and religious beliefs. Catholic Schools will empower and encourage students to identify and challenge all forms of prejudice, discrimination, and injustice within a global society with love.

Equity:

There may be no discord in the body, but that the members may have the same care for one another. If one member suffers, all suffer together; if one member is honored, all rejoice together." 1 Corinthians 12:25-26

Equity in education is the commitment to each student's academic, social, and spiritual growth, taking into account inequalities of privilege, access to resources, and other effects of marginalization based on prejudice or unjust systems. In Catholic schools, love moves us to seek the fulfillment of each student's potential as we encounter each other as brothers and sisters in Christ.

As equitable Catholic educators, we must take direct and deliberate steps to change our own actions as well as group, institutional, and systemic practices that harm others by denying them their full, complex, individual humanity, or by dismissing their experiences as members of a racialized or marginalized group.

We must understand how our own individual awareness and biases are shaped by our identity, cultural and otherwise, so that we can meet others with a spirit of authenticity, humility, and openness.

Inclusion:

Rejoice with those who rejoice, weep with those who weep. Romans 12:15

In Catholic schools, every individual's perspective and identity must be taken into account to create a learning environment where all students feel accepted, safe, empowered, supported and affirmed.

An inclusive Catholic educational community must ensure that all members of the community have a voice. As a result of being inclusive, this creates a community in which every member is a valued stakeholder and shares responsibility in creating purposeful conditions in which each member can perform their roles successfully.

II. OUR CATHOLIC IDENTITY

MISSION STATEMENT

Bishop England High School is a co-educational college preparatory high school in the Diocese of Charleston committed to spiritual growth, academic excellence, individual responsibility, and service to others. In partnership with families, Bishop England High School educates students of all faiths and diverse abilities in a Catholic, Christ-centered community. Our core values of Faith, Service, Tradition, and Family prepare students to be leaders who have a passion for learning, serving, and creating a better world.

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.

BELIEF STATEMENT

The Bishop England High School community is committed to creating a Catholic school culture rooted in Gospel values; pursuing an academically rigorous curriculum designed to develop a Catholic/Christian world view based on Catholic social teaching and Christian social justice; preparing students for college, career, and eternal life; encouraging students to participate in co-curricular and extra-curricular activities that complement and enrich their academic studies; welcoming all students regardless of their faith, race, or ethnicity in an atmosphere of Christian love; nurturing each student's awareness of his or her unique God-given vocation and fostering his or her desire to live-out that call for the glory of God and for the good of others; and inspiring each student to live out Jesus' command to serve others at home, in school, and in the greater community.

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 theology courses, attend liturgies, and participate in other required religious activities.

BISHOP ENGLAND HIGH SCHOOL GRADUATE PROFILE

Bishop England High School strives to prepare its students for life beyond high school, emboldened by Faith and empowered by Virtue. Our school's community of stakeholders has contributed to this document and has committed to implement the values and skillsets we wish to see in each Bishop England graduate.

“Raised in Dignity”

Academic Skills & Competencies

A Bishop England graduate is a catalyst, risking failure to achieve at the highest level while helping others achieve along the way.

A Bishop England graduate is a searcher, searching for Truth and curious about God's design in all disciplines of study.

A Bishop England graduate is a critical thinker, approaching data and documents with a discerning eye and open mind.

A Bishop England Graduate is

- well-rounded;
- motivated to reach his or her full potential;
- a life-long learner and an independent thinker.

“Elevated in Virtue”

Character, Service, & Leadership Formation

A Bishop England graduate is **virtuous**, possessing a conscience informed by the Church, standing for what is right even when it requires sacrifice.

A Bishop England graduate is a **servant leader**, bringing a Christ-like spirit to every facet of his or her life.

A Bishop England graduate is **culturally aware**, a positive force in the community, committed to serving others, and guided by a belief in the dignity of every human life and outreach to those in need.

A Bishop England Graduate is

- respectful of all people;
- a person of high moral character;
- a good citizen.

“Love the Glory of the Lord”

Catholic Identity, Culture, & Values

A Bishop England graduate is **faithful**, trusting that the Lord will guide his or her path and freely submitting his or her life to God.

A Bishop England graduate is an **advocate for social justice**, encountering others with empathy and a generosity of spirit.

A Bishop England graduate is a **disciple**, practicing self-sacrifice, guided by a curiosity about the world that is informed by Catholic identity and values, and seeking to “love one another as I have loved you.”

A Bishop England Graduate models

- sacrifice, self-control, and self-denial;
- humility, modesty, piety, and chastity;
- a personal relationship with God.

OUR HISTORY

On September 22, 1915, the hopes of the Charleston Catholic community for higher parochial education became a reality. Catholic High School opened its doors as a department of the Cathedral School on Queen Street. The Reverend Joseph L. O'Brien organized the new school with the cooperation of the Reverend James J. May. At that time, there were 67 students enrolled in four grade levels: seventh, ninth, tenth, and eleventh. The first faculty consisted of three diocesan priests and three Sisters of Charity of Our Lady of Mercy (OLM).

By the spring of 1916, a growing student enrollment made larger quarters imperative. The building used as a convent at 203 Calhoun Street was donated to the Diocese by Mrs. Ryan of New York. The school moved to this location and was officially named Bishop England High School in honor of the first Bishop of the Diocese of Charleston, Bishop John England. The main building housed the senior high school, while an annex was converted into a biology lab and a seventh-grade classroom. The school offered two courses of study: college preparatory and commercial.

With the Catholic community of Charleston increasing, a drive was initiated to raise \$50,000.00 for a new school building to replace the one being used. The drive was a huge success, and ground was broken on July 5, 1921. The school was opened on February 18, 1922. During construction, the high school operated in a former Catholic school for boys, The Central School on George Street. By 1940, 25 years after its inception, the school's enrollment had reached 318 students, and the faculty had nearly doubled.

In 1947, the school's first Rector, Monsignor Joseph L. O'Brien, retired after having served 32 years, and he was followed by former Bishop England student, Rev. Msgr. John L. Manning. The Catholic community of Charleston sponsored two expansion drives for the high school in the late 1940's. Two new buildings were

added to the campus. In 1947 the west wing, which housed an auditorium, science laboratory and offices, was built; and in 1948 the east wing, which was the Father O'Brien Gymnasium, was built. Additional land was acquired in 1957, and a two-story annex was constructed, providing eight new classrooms and additional office space.

In June 1959, the Rev. William J. Croghan, B.E. Class of 1940, was appointed as the third Rector of Bishop England. By 1960 the faculty had grown to 31 members, and 740 students were enrolled. Additional property was purchased in 1958 and 1959 on Coming and Calhoun Streets and on Pitt Street which would provide classrooms, living quarters for teachers, a maintenance shop, facilities for the school nurse and a school yard.

The 1964 school year began with a new Rector, the Rev. Robert J. Kelly, and enrollment grew to nearly 800 students. Because of overcrowding, between 1966 and 1968, freshman classes were conducted in the old St. Patrick's School on St. Phillip Street.

Bishop England integrated in 1964; in 1968, it merged with Immaculate Conception High School. The student body numbered 850 students with 250 freshmen. The former Immaculate Conception School building on Coming Street became the Bishop England Freshman Building.

Nicholas J. Theos became principal in 1973. He established the BEHS Endowment Fund in 1985, which quickly grew to one million dollars. In 1990, Rev. Msgr. Lawrence B. McNerny became the third B.E. graduate to be named Rector of the school.

In 1976, a former church building at 172 Calhoun Street was purchased from the College of Charleston to house the freshmen.

In 1993, four modular units (eight rooms) were added to accommodate increasing enrollment, providing four classrooms, a conference room, and a chapel where Mass was celebrated. Enrollment in 1995 was 805 students, the largest of any private high school in the state. In September 1995, Bishop Thompson officially announced that the school was moving to Daniel Island, and its current property would be sold to the College of Charleston. The Daniel Island Development Company, which was partially owned by the Harry Frank Guggenheim Foundation, donated 40 acres of land for the new school. To help offset the cost of the new school, a campus campaign was kicked off in January 1997 with a goal of \$2.5 million. Construction began in 1996, and Bishop Thompson blessed the ground at the site of the new Bishop England High School in June 1997. In 1998 Mr. Theos retired after 25 years of service to Bishop England. Mr. David Held who was serving as Associate Principal in 1997 then became the new principal.

With the help of students, faculty, and volunteers, the school was moved to the new campus in the summer of 1998. The first students stepped into the new building that fall. In 2001, Bishop England completed the construction on the Bishop David B. Thompson Performing Arts Center to enhance the Fine Arts department. Under the guidance of David Held, the Options Program was added, serving students with mild intellectual disabilities in a language-based inclusive program.

In the summer of 2010, David Held stepped down, and Michael Bolchoz (BEHS Class of 1983) took over as principal of the school after serving as vice principal of Cardinal Newman High School in Columbia, South Carolina. While serving for three years, Mr. Bolchoz oversaw the conversion of the tuition collection pro-

cess to our present system with FACTS and coordinated the implementation of the accommodations program at Bishop England to serve an even wider population of students in our local area. In the fall of 2013, Mr. Bolchoz moved back into the business world, and Patrick Finneran was hired as principal from a Catholic high school in Ohio. In October of 2022, the Diocese granted permission for the school to adopt the President/Principal model of Administration. At that point Mr. Finneran became the school's first President and Mary Anne B. Tucker (BEHS Class of 1984) became the Principal.

Bishop England is presently the largest Catholic high school in South Carolina.

CATHOLIC SOCIAL TEACHING

Below are Seven Principles that describe what we believe as Catholics:

Life and Dignity of the Human Person: “Belief in the sanctity of human life and the inherent dignity of the human person is the foundation of all the principles of Catholic social teaching.” In a time when the value and dignity of human life is being undermined, Catholic social teaching emphasizes the “belief that every person is precious, that people are more important than things and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.”

Call to Family, Community and Participation: The family is the “central social institution that must be supported and strengthened, not undermined.” The bishops write that as society “often exalts individualism,” the Catholic tradition teaches that human beings grow and achieve fulfillment in community,” and that people have “a right and a duty” to participate in working for the common good and “well-being of all, especially the poor and vulnerable.”

Rights and Responsibilities: Catholic tradition teaches that “human dignity can be protected, and a healthy community achieved only if human rights are protected and responsibilities are met.” Every person has “a fundamental right to life and a right to those things required for human decency.” Corresponding to these rights are duties and responsibilities “to one another, to our families and to the larger society.”

Option for the Poor and Vulnerable: Catholic social teaching proclaims that a basic moral test is how our most vulnerable members are faring. “In a society marred by deepening divisions between rich and poor, Catholic tradition and indeed Scripture (Mt25:31-46) instructs us to put the needs of the poor and vulnerable”

The Dignity of Work and the Rights of Workers: “Work is more than a way to make a living, it is a form of continuing participation of God’s creation,” the bishops write. “If the dignity of work is to be protected, then the basic rights of workers must be respected – the right to productive work, decent and fair wages, to the organization and joining of unions, to private property and to economic initiative.”

Solidarity: Learning to practice the virtue of solidarity “means learning that loving our neighbor has global dimensions” in this interdependent world. “Catholic social teaching proclaims that “we are our brothers’ and sisters’ keepers, wherever they live; that we are one human family, whatever our national, racial, ethnic, economic and ideological differences.”

Care for God’s Creation: Showing respect for the creator by stewardship of creation. Calling care of the earth a “requirement of faith,” the bishops write that all are called to “protect people and the planet, living our faith in relationship with all of God’s creation.”

For more visit: <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>

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 are expected to log all service hours in the MobileServe app.

Service units will also be incorporated in the freshman Research & Study Skills and English I Honors classes, sophomore year Physical Education classes, junior year theology classes, and senior year Economics classes. These service units will be authentically incorporated into these 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.

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

III. ADMISSIONS

Non-Discriminatory Policy: The schools of the Diocese of Charleston follow a non-discriminatory policy regarding 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 to discuss the student's needs and the school's ability to meet those needs.
- After reviewing the final transcript for the academic year, a student who has failed a course(s) and is enrolled for the upcoming school year at Bishop England may have his/her enrollment revoked.

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, the student 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 Accommodations Coordinator and the school's counseling department oversee the application process. During the admissions process, the Director of Admissions and Accommodations Coordinator will work with the family on the application process. Once classes have begun, 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 to be uploaded within the online admissions packet
2. Request that the child's current school send the following to the Director of Admissions:
 - Unofficial transcript from current school
 - Completion of on-line recommendation forms found within the online application

- Standardized test scores for the past three years
- Discipline record
- Documentation denoting a learning difference, if applicable, along with the Bishop England application for accommodations and any supporting documentation from the current school.

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.

Enrollment: Enrollment is not complete until each of the following steps are completed or on file with the school:

- Online enrollment packet is completed and submitted signed by student and parent(s)/guardian(s)
- A South Carolina Certificate of Immunization (All students must show proof of immunization to attend Bishop England High School. Religious exemptions are not accepted unless the exemption was obtained on or before March 13, 2015 while enrolled in a Catholic school in the Diocese of Charleston.)
- Payment of the non-refundable registration fee paid within the enrollment packet
- Online setup and verification of enrollment in FACTS for tuition payments

Immunization: All students must show proof of immunization to attend Bishop England High School. Religious exemptions are not accepted unless the exemption was obtained on or before March 13, 2015, while enrolled in a Catholic school in the Diocese of Charleston.

Withdrawal: If a parent wishes to withdraw his/her child, the parent must complete the withdrawal form found on the BEHS website under the Admissions tab on the Tuition page. Once completed and emailed to the registrar, the Dean of Student Success and Engagement will contact the parent to conduct an exit interview.

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 quarter100%

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.

IV. EDUCATIONAL PROGRAM

Students are grouped according to academic ability at Bishop England High School. 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 fourteen 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, the connection of concepts, and the development of skills that are needed beyond high school.

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 11 for fall semester, and until February 5 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 elective classes that have ten or fewer students will 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 11 for first semester courses; by October 6 for year-long courses; and by February 5 for second semester courses.

Student workload policy: Students are not expected to complete more than three major assessments (such as tests, outside papers, essays, or projects) in a given day. 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 those 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. 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. 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 the 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.

Note: Advanced Placement Courses – AP students who *have* taken the College Board exam **must** take the teacher's final exam in the spring semester unless their second semester average is at least 80%. If the student has **not** taken the College Board exam, the regular exemption policy applies (as explained above).

Promotion standards: Based on the determination of the school administration, a student with a good discipline record who fails to earn a 70% in three or more classes may be asked to repeat the academic year if invited back. (Any student who repeats a year of high school is ineligible to receive education lottery money from the state of South Carolina and is ineligible to participate in a sport for a fifth year of high school.) 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 required 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. **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 must be given approval by BEHS 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, during his/her enrollment at Bishop England, 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 required. This approval must be obtained BEFORE enrolling in the course. 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. Note that dual credits taken in South Carolina will become part of the student's official college transcript, even if the student fails to earn the credit in the course, and therefore can affect eligibility for SC Lottery Scholarships.

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 scale (see chart on the next page). Beginning with the Class of 2026, credits earned in middle school are not included in the Valedictorian/Salutatorian calculation.

BEHS QUALITY POINT SCALE

For Use in Calculation of Valedictorian and Salutatorian Only

Numerical Grade	Letter Grade	AP	Honors	AI	All
100	A	6.500	5.500	4.500	3.500
99	A	6.450	5.450	4.450	3.450
98	A	6.400	5.400	4.400	3.400
97	A	6.350	5.350	4.350	3.350
96	A	6.300	5.300	4.300	3.300
95	A	6.250	5.250	4.250	3.250
94	A	6.200	5.200	4.200	3.200
93	A	6.150	5.150	4.150	3.150
92	A	6.100	5.100	4.100	3.100
91	A	6.050	5.050	4.050	3.050
90	A	6.000	5.000	4.000	3.000
89	B+	5.950	4.950	3.950	2.950
88	B+	5.900	4.900	3.900	2.900
87	B+	5.850	4.850	3.850	2.850
86	B+	5.800	4.800	3.800	2.800
85	B+	5.750	4.750	3.750	2.750
84	B	5.700	4.700	3.700	2.700
83	B	5.650	4.650	3.650	2.650
82	B	5.600	4.600	3.600	2.600
81	B	5.550	4.550	3.550	2.550
80	B	5.500	4.500	3.500	2.500
79	C+	5.400	4.400	3.400	2.400
78	C+	5.300	4.300	3.300	2.300
77	C+	5.200	4.200	3.200	2.200
76	C+	5.100	4.100	3.100	2.100
75	C+	5.000	4.000	3.000	2.000
74	C	4.900	3.900	2.900	1.900
73	C	4.800	3.800	2.800	1.800
72	C	4.700	3.700	2.700	1.700
71	C	4.600	3.600	2.600	1.600
70	C	4.500	3.500	2.500	1.500
68 to 0	F	0.000	0.000	0.000	0.000

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.

PASS Program: Students who are failing multiple classes and who have demonstrated a history of not completing work may be required to participate in the PASS program. PASS is an after-school program designed to provide supervised time to complete assignments. Once assigned to PASS, a student will initially complete a minimum of four consecutive PASS periods. When the four-session minimum has been met, the Director of Student Success and Engagement, in collaboration with the student's teachers, counselor and the Academic Dean, will determine if the student has made the necessary academic improvement in order to discontinue PASS attendance.

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 GPA is based on the South Carolina Uniform Grading Policy (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 pages 18-19 of this handbook.
- 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.)

The following information describes how BEHS courses count on the SCUGP scale found on pages 18-19:

- All Honors courses are assigned honors weight. (This policy change is not retroactive – it pertains to courses taken during the 2019-2020 school year and forward. Prior to the 2019-20 school year, Honors World Language levels I & II and Honors Theology courses received the College Prep weight in the SCUGP.)
- 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.

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 Assistant Principal 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 science courses.....	1
Physical Education	1
Fine Arts	1
Additional elective.....	1
Total credits required.....	24**

Starting with the Class of 2026

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 science courses.....	1
Physical Education	1
Fine Arts	1
Personal Finance.....	½
Additional elective	½
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.

V. STUDENT EXPECTATIONS

DISCIPLINE POLICY

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

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

Demerits: The school's rules will be enforced by a demerit & detention system administered by the disciplinarians with oversight by the Principal and Assistant Principal. 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. An email notification of the incident will be sent home to the parent through FACTS.

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. Faculty and staff may not sign students out of detention.

Teacher & Lunch Detentions: Teacher and Lunch 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.

Disciplinary Conferences: A disciplinary conference will be required for any student who accumulates ten demerits. This conference will be scheduled with the Assistant Principal, the student, and his/her parent(s).

Saturday School: Students who accumulate fifteen demerits will be assigned Saturday School on a specified Saturday from 8:00 – 11:00AM. Extracurricular activities (school or non-school related) are not an excuse to miss Saturday School. Each student assigned to Saturday School must pay a \$50 fee to remunerate the Saturday School supervisor.

Suspension: Students may be suspended for any act that, in the judgment of the Principal and Assistant Principal, 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. If asked during the college application process, 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; it is incumbent upon the student to report this information to each college to which he/she has applied.

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 Assistant Principal in conjunction with the administration. Seniors who are placed on Disciplinary Probation will lose their free periods. 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 25 - 26.)

TYPE I OFFENSES

- Dress code / Hair / Shaving infraction **
- Late to class
- Gum chewing
- Excessive talking
- Consuming food or beverage in a non-designated area
- Failure to report to a staff member
- Failure to report to after-school detention or lunch detention
- Failure to return a signed form
- Cell phone disruption (other than cell phone usage)

- Parking violation
- Public displays of affection

CONSEQUENCES: Each Type I offense results in one demerit; once a student accumulates three demerits, he/she will also be assigned a detention for that offense and for each subsequent Type I offense.

****Any student who accumulates three or more dress code/hair/shaving violations will lose all TAG Day privileges for the remainder of the school year.**

TYPE II OFFENSES

- Lying / deceit
- Forgery
- Insubordination
- Improper testing procedure
- Cutting class/Mass
- 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
- Driving violation

CONSEQUENCES: Each occurrence of a Type II offense results in up to 5 demerits and up to 3 detentions.

TYPE III OFFENSES

- Major Disturbance
- Stealing / Major Theft
- Sexting
- Offensive statements or actions made regarding the Catholic Church
- Possession of obscene materials
- Cutting school
- Disrespectful or discriminatory language or actions
- 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: Each occurrence of a Type III offense results in up to 10 demerits and up to 6 detentions and/or suspension and disciplinary probation.

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 must not be in possession of (including in one's car) any tobacco products (including Juuling, vaping and e-cigarettes) or related paraphernalia.

Harassment and Hazing: In keeping with our mission of fostering a faith community characterized by the Gospel message of mutual respect, the following are considered to be serious violations: physical fighting, hazing, and personal harassment. This policy extends beyond the school day and includes electronic communication. (Please see Bullying/Harassment Policy on pages 26 - 27.)

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

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
- Use of any Artificial Intelligence Applications without permission from the instructor.

Any academic integrity/cheating/plagiarism that takes while a student is taking a summer school course will receive the same penalty that is given during a course taken during the regular school year.

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 Assistant Principal.
- The Assistant Principal will meet individually with both the teacher and student and consult with the administration if necessary.
- The Assistant Principal 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 or Assistant 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: A grade of 0 on the assignment; Type III or IV offense with commensurate consequences

3rd Offense: A grade of 0 on the assignment; 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 being removed 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 or expelled or asked to withdraw from Bishop England High School. If suspended and placed 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 Administration.
- Any repeat offense of the Alcohol & Drug Policy may result in the dismissal of the student from Bishop England High School.
- The Administration may contact the local police.

Commented [MAT1]:

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 digital form indicating acceptance of the Internet and Computer Technology Policy is required of all students and parents. This webform is sent through the Student Information System at the beginning of the school year and must be signed electronically 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

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 indicating that the student attended an in-person or virtual appointment must be submitted to the main office as soon as the student returns from the absence. This doctor's note MUST include the time and date of the appointment in order to be acceptable and must be signed by the doctor who saw the student or his/her staff member. (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.

Any student with ten or more absences may be denied the opportunity to attend class field trips or participate in athletics or other extracurricular activities until approved by Administration. After the tenth absence, the parent(s) and student are required to meet with the Administration. If a student has an excess of 20 absences in any course, the Administration reserves the right to adjust the student's schedule. In addition, seniors who have missed ten days may lose their free period privileges for the remainder of the school year and must report to an assigned study hall.

College Visits: Sophomores, juniors, and seniors will be allowed to miss four 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 Assistant Principal. Those 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 their "SCOIR" account 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. **Students may not participate in any extra-curricular activity unless they are in school for at least four academic periods of the day (not including homeroom, study hall, or free period) unless they are participating in a school-sponsored activity such as a field trip or have prior approval by an administrator.**

Parent responsibility: The school is not responsible for students dropped off until 20 minutes prior to the first bell of the day or picked up more than 20 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 beyond 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 informing the attendance office by calling (849-9599, ext. 112) **AND** emailing the office at attendance@behs.com between the hours of 7:30 and 9:00am. 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. **A student who leaves due to illness is not permitted to participate in any after-school activities.**

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. Prior to dismissal, a phone call will be made to the parent authorizing the dismissal. For an absence or early dismissal to be medically excused, the student must also present a doctor's note upon return 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 Family 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. The parent will be called to confirm the dismissal.
- Students are responsible for completing any work assigned while away from class for an excused early dismissal.

- Students are not allowed to leave campus during a timeframe that would include an all-school Mass except for a doctor's appointment. The student must provide a doctor's excuse upon his/her return to campus. All other requests to leave campus during a timeframe that would include an all-school Mass must be approved in advance by the Assistant Principal or other member of the administration.
- Underclassmen (freshmen, sophomores, and juniors) are not allowed to be signed out during lunch except for a doctor's appointment. The student must provide a doctor's excuse upon his/her return to campus. All other requests to leave campus during a timeframe that would include lunch must be approved in advance by the Assistant Principal or other member of the administration.
- A student must be present for a minimum of four (4) academic periods (does not include homeroom, free periods, or study halls) in order to participate in after-school activities unless given prior approval by an administrator.

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. An email notification of the tardy will be sent home to the parent through FACTS.

If a student is tardy more than ten times, a conference will be scheduled with the student and parent(s) to discuss consequences. The student will be placed on a tardy contract by the Assistant Principal. 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 Assistant Principal to apply for reinstatement of the free period. The free period may be reinstated if the student has not had any additional tardies. Once a student who is on Tardy Contract accumulates five additional tardies, he/she will be required to serve Saturday School and pay the associated \$50 fee.

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

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. **Any student who accumulates three dress code/hair/shaving violations will lose all TAG Day privileges for the remainder of the school year.**

Outerwear: Only approved outerwear sold through Stagecoach as well as BEHS apparel approved by the administration (such as team or club membership outerwear) may be worn during school hours. 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 pages 33 - 34) 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 Only

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.** *A student who repeatedly wears a skirt that does not meet these criteria may not return to school until an appropriate skirt is acquired.

Blouses: There are two blouse options:

1. The first blouse option has ¾-length sleeves and is made of a cotton-blend material. It has darts and a finished hem; therefore, it does not have to be tucked in. (This is the **ONLY** blouse option that does not have to be tucked in.) All buttons except the top must be buttoned. It is available at Stagecoach 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 Stage Coach in Mount Pleasant.

The blouse may not be cut or altered in any way. 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 (HEYDUDE, TOMS, BOBS, CANVAS BOAT SHOES, HEMP SHOES, ETC.) ARE NOT PERMITTED.** Athletic shoes, skateboard shoes, boots, “Duck” shoes, “Duck” boots, shoes with rollers (like Heelys), 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.

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. Portions of the hair may not be shaved. Mulletts, mohawks, and other similar hairstyles are not permitted. Lines, racing stripes, numbers, or any other decorations may not be shaved into the hair.

DRESS CODE – Males Only

Pants: Green pants 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 (HEYDUDE, TOMS, BOBS, CANVAS BOAT SHOES, HEMP SHOES, ETC.) ARE NOT PERMITTED. Athletic shoes, skateboard shoes, “Duck” boots, “Duck” shoes, work boots, shoes with rollers (like Heelys), 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 eye-brows when combed down. Portions of the hair may not be shaved. Mulletts, mohawks, and other similar hairstyles are not permitted. Lines, racing stripes, numbers, or any other decorations may not be shaved into the hair. Sideburns may not extend more than halfway 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 hair-cut.** 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

Any student who accumulates three or more dress code/hair/shaving violations will lose all TAG Day privileges for the remainder of the school year.

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.). **Clothing that promotes alcohol, tobacco, music groups, bars or any other questionable activity is not permitted.**
- 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 Assistant Principal.
- 5) Shorts (for boys and girls), skirts, and dresses are to be no shorter than 2 inches above the top of the kneecap.
- 6) Pajamas, swimwear, 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. This includes, but is not limited to, yoga pants, running pants, leggings, and tights.

“BE” TAG Day Guidelines:

- 1) All regular TAG Day guidelines apply.
- 2) In addition, students must wear a predominately green outfit, 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. Students must exit their drop-off vehicles at the designated drop-off zone. Exiting a vehicle in any other location is dangerous and prohibited and may result in disciplinary consequences.

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 as directed below. 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. Students may not drive mopeds, scooters, golf carts, LSV's, or motorcycles to school.

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 IN COMPLETE VIEW. Additional decals may be purchased from the Assistant Principal 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.

FIELD TRIPS

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.

PRO-LIFE POLICY

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.

VI. GENERAL INFORMATION

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

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

8:05..... Warning Bell
8:10 - 8:51..... 1st time block
8:56 - 9:37..... 2nd time block
9:42 - 10:23..... 3rd time block
10:28 - 11:09 4th time block
11:09 - 11:19..... Homerooms called to Mass
11:19 - 12:03..... Mass
12:03 - 12:33..... Lunch
12:38 - 1:19 5th time block
1:24 - 2:05..... 6th time block
2:10 - 2:50 7th time block

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

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 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

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

Afternoon announcements are made during the 6th time block of the day.

2023 - 2024 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 2023-2024 academic year.

<u>DATE</u>	<u>SCHEDULE</u>	<u>DATE</u>	<u>SCHEDULE</u>
		January 4 – 5	3
August 10 & 11	1	January 8 – 12	4
August 14 – 18	1	January 16 – 19	5
August 21 – 25	2	January 22 – 26	6
August 28 – Sept. 1	3	Jan 29 - Feb 2	7
September 5 – 8	4	February 5 – 9	1
September 11 – 15	5	February 12 – 16	2
September 18 – 22	6	February 20 – 23	3
September 25 – 29	7	Feb 26 – 29	4
October 2 – 6	1	March 4 – 8	5
October 10 – 13	2	March 11 – 15	6
October 16 – 20	3	March 18 – 22	7
October 23 – 27	4	March 25 – 27	1
Oct. 30 – Nov. 3	5	April 8 – 12	2
November 6 – 9	6	April 15 – 19	3
November 13 – 17	7	April 22 – 26	4
November 27 – December 1	1	April 29 – May 3	5
December 4 – 8	2	May 6 – 10	6
December 12 – 16	Exams*	May 13 – 17	7
		May 20 – 24	Exams**

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

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

FACULTY ROLES AND MODERATORS

DISCIPLINARIANS

Assistant Principal.....Mrs. Rosebrock
12th grade.....Mrs. Rosebrock
11th grade.....Mr. Pridgen
10th grade.....Mr. Traeger
9th grade.....Ms. Cummings

SCHOOL COUNSELORS

Director of Counseling.....Mrs. Williams
11th & 12th grades (A-L).....Mrs. Williams
11th & 12th grades (M-Z).....Mrs. West
9th & 10th grade (A-L).....Mrs. Kunderling
9th & 10th grade (M-Z).....Ms. Morris
Clinical Counselor.....Mrs. Munn

FINANCE OFFICE

Director of Finance
& Human Resources.....Ms. Hart
Associate in Admissions & Finance Department.....Mrs. Kelsch

STUDENT ACTIVITIES

Student Government Mrs. Priester
..... Mrs. Newkirk
Senior Board Ms. Rustige
Junior Board Mrs. Canterbury
..... Ms. Dukes
Sophomore Board Ms. Mitchell
Freshman Board Ms. Herbert
Anthology Club.....Mrs. Davis
Archery Club.....Miss Ronco
Band of Buddies.....Ms. Common
..... Ms. Herrmann
BEHS Ambassadors..... Ms. Brownell
Bellas.....Ms. Gonzalez
Belting Bishops..... Mrs. Lovell
Book Club.....Mrs. Batchelder
Campus Ministry TBD
CSMC Ms. Estrada
Drama Club Mrs. Fabiano
Engineering Club Mr. Franklin

Fashion Club.....Miss Ronco
Fellas.....Fr. Fryml
French Club.....Mrs. Chappell
Karate Club.....Mr. Hurtado
Key ClubMrs. Iacobucci
.....Miss Tucker
Marine Science ClubMr. Cusack
Mental Health Awareness Club.. Mrs. Munn
Model UNMrs. Chappell
Moses, Therapy Dog Club.....Mrs. Swanson
Mu Alpha Theta.....Mrs. Runey
National Honor SocietyMrs. Runey
.....Mrs. Rieger
Peripatetic Society.....Mr. Beach
Photography Club.....Mrs. Johnson
Ping Pong ClubMrs. McMillan
Pro-Life ClubMrs. Swanson
Random Acts of Kindness.....Mr. Kelsch
Spanish ClubMrs. Pridgen
Yearbook.....Mr. Traeger
Youth in Government.....Mrs. Dressel
.....Mr. Raggo

ATHLETICS/CLUBS

BaseballMr. Darnell
Basketball (F).....Mr. Runey
Basketball (M)Mr. Grevey
Cheerleading.....Ms. Herrmann
Cross Country.....Mr. Colizzi
Football.....Mr. Cantey
Golf (F)Ms. Dynjan
Golf (M).....Mr. Burton
IntramuralsMr. Garrett
Lacrosse (F).....Mr. Weiner
Lacrosse (M).....Mr. Tracy
Pom SquadTBD
Rugby.....Mr. Darnell
Sailing ClubMrs. McMillan
Soccer (F).....Mrs. Kreamer
.....Mr. Pridgen
Soccer (M)TBD

Softball	TBD	Volleyball (F)	Ms. Baggott
Swimming.....	Mrs. Van Metre	Volleyball (M).....	Mr. Swanson
Tennis (F).....	Mrs. Arnold	Wrestling	Mr. Spence
Tennis (M)	Mrs. Arnold		
Track.....	Mr. Colizzi		

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, including during lunch. If a student needs to contact a parent, he/she should report to the main office to do so. 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 Acceptable Use 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. Students should be silent during all drills. Should the school need to notify parents of an emergency situation, the FACTS Alert 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.

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 FACTS Alert 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 the FACTS Alert system.

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 school 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.

Psycho-Educational Evaluations: All psycho-ed evaluations must be given initially to the respective school counselor for authorization. The school counselor will distribute the forms to the appropriate teachers.

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. New club proposals must be submitted for consideration by the end of the first quarter to the Dean of Student Success and Engagement.

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 may be assigned to study hall in place of 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 Assistant Principal 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 or the main doors that open onto Seven Farms Drive to leave or re-enter campus. 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.

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.

VII. Extra- and Co-Curricular Activities

ATHLETICS

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 at Bishop England High School:

Fall

- Varsity Football/Junior Varsity Football
- Varsity Volleyball (Girls) /Junior Varsity Volleyball (Girls)
- Varsity Volleyball (Boys)
- Varsity Cross Country (Boys & Girls)
- 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
- Varsity Golf (Boys)
- Varsity Tennis (Boys)
- Varsity Soccer (Boys & Girls)/Junior Varsity Soccer (Boys & Girls)
- Varsity Lacrosse (Boys & Girls) / Junior 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 Administration.
2. A student-athlete must be present for a minimum of four (4) academic periods (does not include home-room, free periods, or study halls) in order to participate in that day's athletic activities.
3. Any student-athlete who leaves school may not return for any athletic activities that day unless approved in advance by the Administration.
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. All outerwear must be kelly green, gray, or white.

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 ATHLETIC 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 participate in interscholastic activities, students in grades nine through twelve must achieve an overall passing average and either:

- i. Pass at least four academic courses, including each unit the student takes that is required for graduation.

The required courses are as followed:

- English/Language Arts 4 Units
- U.S. History and Constitution 1 Unit
- Economics (1/2 Unit), Government (1/2 Unit) 1 Unit
- Other Social Studies 1 Unit
- Mathematics 4 Units
- Science 3 Units
- Physical Education 1 Unit
- Computer Science 1 Unit
- Foreign Language 1 Unit

OR

- ii. Pass a total of five academic courses.

Students must satisfy these conditions in the semester preceding participation in the interscholastic activity, if the interscholastic activity occurs completely within one semester, or in the semester preceding the first semester of participation in an interscholastic activity if the interscholastic activity occurs over two consecutive semesters and is under the jurisdiction of the South Carolina High School League.

2. Basketball players and wrestlers may complete their seasons even if they do not meet second semester requirements.
3. 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.
4. Rising 9th graders are automatically eligible for fall and winter sports due to promotion to the 9th grade.

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. 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 sport's regular season ends (Fall, Winter, or Spring season).
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

Forms that are needed for athletics may be found on and downloaded from the Bishop England High School Athletic website: (www.bishopenglandathletics.com). The forms can be found under the "More" tab then "Required Athletic Forms."

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 athletics website at www.bishopenglandathletics.com. The forms can be found under the "More" tab then "Required Athletic Forms."

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 athletics website (www.bishopenglandathletics.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 unless approved by the in-season coach and approved by the Athletic Director. In extenuating circumstances this policy may be waived by the Athletic Director.
4. No practice can be held on Sundays before 12 noon. Any exception to this MUST be approved by the Athletic Director in advance.

Procedures 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. All communication between coaching staff and athletes must be done through the Remind app, TEAMS, or BEHS email accounts. Communication by way of direct text message, phone call, or social media is strictly prohibited.

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 is completed electronically through Healthy Roster.
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.

CLUB PARTICIPATION

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.