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STUDENT/PARENT HANDBOOK

Bishop Brady High School issues this Student/Parent Handbook to acquaint students and parents/guardians with information and regulations about the school. **STUDENTS AND PARENTS/GUARDIANS ARE RESPONSIBLE FOR KNOWING THE CONTENTS OF THE HANDBOOK.**

A student's presence in the school signifies his/her acceptance of, and willingness to abide by, all the policies set forth in this handbook. Students agree to conduct themselves according to these guidelines and to always treat others with dignity and respect. A student's presence also signifies the parent's acceptance of all policies and expectations of respect. The school reserves the right to dismiss at any time a student who, in its judgment, is undesirable in attitude and general conduct or whose continuation in the school is detrimental to him/herself or to his/her fellow students. Enrollment of the child in the school implies a partnership between the school and the parent/child. Parents are held to the same standard as students with regard to respect for teachers. If the partnership breaks down, parents can be required to withdraw the child from school.

The school reserves the right to alter its policies at any time without prior notice and will endeavor to announce such changes in policies. By continuing a student in school after notice of change is given, parents and students signify acceptance of change.

PHILOSOPHY AND OBJECTIVES

Bishop Brady High School was established in 1963 and is conducted under the auspices of the Diocese of Manchester. The teachings of Jesus Christ serve as a foundation and model for policies, programs and relationships at Bishop Brady High School. Although the majority of students are Roman Catholic, students of all religious backgrounds are welcomed and challenged to reflect on Gospel values in order to assess their own lives and the world in which they live. Bishop Brady High School holds high expectations for students, faculty and administrators, all of whom strive to develop an environment which fosters the growth of the whole person through quality interpersonal relationships.

As a Diocesan Catholic school, we are committed to the following objectives:

1. To introduce or reinforce Christian values in a learning and practicing environment by providing intellectual instruction and opportunities for religious experiences.
2. To offer programs which stimulate intellectual, creative, emotional, spiritual and physical growth in each individual.
3. To offer students college preparatory courses in a supportive, orderly school environment.
4. To encourage students to develop a healthy respect for self, school, family and society.

MISSION STATEMENT

Bishop Brady is a Roman Catholic,
college preparatory, co-educational high school,
founded upon the values of

Faith, Learning and ***Service.***

In partnership with families and the greater
community, Bishop Brady ***instills a desire*** in
students to engage in service to others and
challenges them to rise above the expected in the

pursuit of excellence.

ACADEMIC INFORMATION AND POLICIES

Campus Ministry Campus Ministry provides faith experiences which facilitate the integration of classroom knowledge with life's daily concerns. This includes such experiences as in-school worship services, prayer, special topical discussions, outside speakers, class retreats and community projects as expressive of the Catholic Christian atmosphere of Bishop Brady High School. The Campus Minister will also make students aware of the programs offered through the Diocesan Office of Youth Ministry. Although it is the prime responsibility of the Campus Minister to foster a truly Christian community at Bishop Brady High School, the total staff participates in this effort.

Campus Ministry is also available for personal student issues and advice. (See BEHAVIORAL EXPECTATIONS AND POLICIES, Advising, Campus Ministry)

**Academic
Probation/
Warning**

Learning, achievement and academic success are goals of this school. To serve this purpose, student performance is closely supervised.

Students accepted with probationary status, students who have failed two courses from the previous year and students who are failing in two courses in any academic quarter are placed on academic probation and monitored by the faculty and Asst. Principal of Academics. The student is responsible for having weekly progress reports filled out and brought home. Contact with parents is made concerning those students who are performing poorly. The intent is to assist the student in building a workable solution. Parents/guardians are notified of terms of the probationary action by letter, personal meeting or both.

Class Rank

Class rank will only be calculated and provided at the end of the sixth semester and for seniors as they apply to college and for scholarship purposes. (See Grading System, Examples of Weighted Scale)

Computers

The BBHS Library is an active information center designed both to meet the diverse learning needs of students and to support the curriculum. BBHS considers computers to be a valuable tool for education and encourages the use of computer related technology. Through software applications, online databases and Internet access, computer use enhances educational experiences and provides extended communications opportunities for students and

faculty. However, access through BBHS technology is a privilege not a right and inappropriate computer use will result in withdrawal of this privilege and/or disciplinary action. Because our computer systems are an integral part of the Bishop Brady's educational mission, the school's code of conduct and Honor Code apply to computer use. (See BEHAVIORAL EXPECTATIONS AND POLICIES, Internet and Computer Use Policy)

Personal laptops

Students may use a personal laptop or notebook computer in class or study only by permission of the teacher. The use of a personal computer must be for school purposes.

STUDENTS ARE NOT ALLOWED TO USE A TEACHER'S COMPUTER.

COURSES:

Course Selections

Students should discuss all course selections with their advisor. Students should also discuss levels and continuing courses with their subject teachers or Dept. Heads, and all student selection sheets should be reviewed and signed by parents/guardians.

Credit Requirements

The yearly Curriculum Guide contains a description of all courses offered and the assigned course levels. All students must carry at least six subjects during each semester, regardless of current credit status. Students wishing to carry seven courses during any semester must request this addition in writing by filling out a "Request for 7th Course" form. This request will be considered by the Administration.

Bishop Brady sets its minimum standards of high school course credits assuming that all students will be considering colleges. It is important that students consult college catalogues of schools of their choice and plan their course selections according to these requirements if possible.

Credit Requirements

Theology	4.0
English	4.0
Math	3.0
Science	3.0
Social Studies	3.0
World Languages	3.0
Electives	.5
Fine Arts	1.0
Computers	.5
PE/Health	1.0
Total	23

Course Changes

Opportunities for course changes are provided on designated dates during the summer through the Guidance Office. Changes after this time are made only if students do not achieve the required grades in final averages, if there is a scheduling conflict, if a course is dropped due to under enrollment, or for rare extenuating circumstances. **Course changes will not be allowed after the first 10 school days into the course.**

Course Level Changes

A change of level can only be initiated by the current teacher who, after observing and evaluating the student, recommends the change. It is suggested that the teacher discuss the student's situation with the student and the student's parents before making this recommendation. Students who want to drop a level first need to discuss the matter with their teacher. Level changes are made only when they are academically necessary, in the best interest of the student, and when a change will not adversely affect class sizes. Course level changes will only be made during the first semester and a course level change form must be completed.

Our goal is to place all students in the proper course level that is challenging yet still allows the student to succeed. Students in Honors classes must maintain a consistent minimum grade of C. If this grade is not maintained at the end of the first semester, the student may be changed to a lower level course at that time.

Course Failures

Course failures may be made up either by attending an approved summer school, tutoring by a certified teacher, or repeating the course in the following school year.

Quarter failures within the school year result in a student being assigned to a mandatory study during his/her study hall period the quarter following the failure. Students failing the 2nd quarter of a semester course but pass the semester course, are assigned mandatory study the quarter following the failure. Students **failing a semester or year course** would also be assigned to mandatory study the quarter following the failure. (Note: In reference to all of the above situations, students are assigned mandatory study even if the quarter following the failure is in the next school year.) Students that are placed in a mandatory study area are required to spend the time doing schoolwork. Students must bring necessary materials and books to work or study for their classes. These students are expected to treat this study like another class and behave appropriately.

Course Drop

Courses may only be dropped at the end of a semester and only if it is determined to be of academic necessity. A course drop form must be completed. No credit is given for a full year course if dropped at any time.

Edline

Edline is a safe and easy way for educators, parents, and students to share information online. Each teacher maintains an on-line page set up to inform parents and students of current grades, class requirements, class due dates and more. New parents receive an activation code and new students receive one as well. This allows both parents and students to check on their progress. **It is important that parents and students both activate their individual codes and not share one code.** There are times when information and messages need to go out just to the parents so they should keep their code for themselves. Teachers will be updating their grades on Edline weekly or bi-weekly. The first few weeks of the school year are needed for the teachers to set up their Edline pages (and new teachers to be trained on its use) so please be patient during this initial time at the beginning of the year.

Exams

Mid-year and final examinations of 90 minutes are administered at the end of each semester. Each exam has a weight of 20% towards the overall semester grade. (Exception: Freshmen mid-term exams count 10%. This policy is to help ease the Freshmen into the exam process.) Students are required to take their exams on the dates scheduled in the school calendar. **No student shall be permitted to take an exam prior to the scheduled time without the approval of the Assistant Principal of Academics nor shall a student be permitted to make up an exam, except in an extreme circumstance.**

FINANCIAL RESPONSIBILITIES—Prior to the school year, all parents signed the school "Enrollment Contract". By signing this contract, all parents agree that their children will not be able to take exams and grades will be shown as Incomplete until an account is up to date (as related to mid-term exams) or paid in full (as related to final exams.)

Extra-Curricular Eligibility

Extra-curricular activities that demand a considerable amount of time after school or away from school i.e: sports, drama, Robotics, math team etc. are subject to the following eligibility rule:
Students must pass ALL courses each quarter in order to participate in those activities for the following quarter.
(Exception for Semester and year-long courses—Student eligibility for the following season will be based on the final course grade, not the last quarter of the course. Any student failing a 2nd semester course or full year course may not participate in the upcoming fall season. Summer school grades **do not** count towards eligibility.

Grading Levels

Courses at Bishop Brady are offered on three levels which are designed to meet the needs and provide academic challenge for all of its students.

AP, Advanced Placement, courses make substantial academic demands on students. Students are required to do considerable outside reading and other assignments and to demonstrate the analytical skills and writing abilities expected of *first-year students in a strong college program*. Some AP courses demand summer work to be done before the academic year begins. College credit and/or advanced placement in college courses may be received upon successful completion of a National AP test. Students must apply and meet strict requirements to be accepted into any AP class. Students taking any AP course **MUST** take the standard AP exam in the Spring. A fee \$86 (08-09 cost) is required for this national exam. Students and parents should be aware that, because AP courses are the equivalent of college courses, it is not uncommon for students to earn a grade at least a letter grade lower than the student may have earned in the past. Note 15 quality points towards GPA are given for this challenge.

"HONORS" courses are intensive courses designed for those students of superior academic ability who are self-motivated and independent learners. They have demonstrated organizational skills and above-average reading comprehension. Department permission is required for assignment to Honors courses.

"**COLLEGE PREP**" courses are designed for students who demonstrate the learning potential necessary to succeed. These courses prepare students for post-secondary education.

Grading System Numeric grades are given on report cards and recorded on school transcripts. At Bishop Brady High School the passing grade is **60**. For Weighted GPA (Grade Point Average) and Class Rank purposes **only**, a student's numeric grade is weighted according to the level of the course. A College Prep course receives the face value of the grade. An Honors course shows the face value on the report card and is used to figure honor role but has 10 points added to the face value of the grade for class rank calculation. An AP course shows the face value on the report card and is used to figure honor role but has 15 points added to the face value of the grade for class rank calculation. GPA is calculated by assigning a numerical value of a 0-100% to each final grade and then averaging the results.

See GPA Point Scale on next page

GRADE AND GPA POINT SCALE

Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
100	A+		
99	A+	89	B+
98	A+	88	B+
97	A+	87	B+
96	A	86	B
95	A	85	B
94	A	84	B
93	A	83	B
92	A-	82	B-
91	A-	81	B-
90	A-	80	B-
79	C+	69	D+
78	C+	68	D+
77	C+	67	D+
76	C	66	D
75	C	65	D
74	C	64	D
73	C	63	D
72	C-	62	D-
71	C-	61	D-
70	C-	60	D-
		59	F

EXAMPLES OF COL. PREP AND HONORS COURSES WITH WEIGHTED SCALE

Example of College Prep Grades

Courses	Report Grade	Letter Grade	Non Weighted
Theo. 11, Col. Prep	90	A-	90
Eng. 11, Col. Prep	80	B-	80
Alg. 2, Col. Prep	85	B	85
French 2, Col. Prep	79	C+	79
Chem., Col. Prep	86	B	86
U.S., Col. Prep	84	B	84
AVERAGE	84*	B	84**

Example of Honors Weighted Grades

Courses	Report Grade	Letter Grade	Honors Points Added	Weighted Grade
Theo. 11, Col. Prep	90	A-		90
Eng. 11, Honors	80	B-	10	90
Alg. 2, Honors	85	B	10	95
French 2, Col. Prep	79	C+		79
Chem., Honors	86	B	10	96
AP U.S.	84	B	15	99
AVERAGE	84*	B		91.5**

*Grades that shows on Report Cards and Transcripts

**Grades used for class rank

Guidance

The function of the Guidance Department is to assist students and parents in a variety of school-related activities that affect educational development. Among these are assisting in the scheduling of courses that are appropriate to the student, counseling for future educational career opportunities, directing programs which provide information helpful to making decisions, serving as a liaison between school and community groups, and making resources available to students and parents which could assist in the decision-making process. The Department adheres to a general policy of confidentiality, except when the safety of the individual or the Brady community is in question. The Guidance Department is responsible for the testing and/or assisting students to register for college admission tests. (See Standardized Testing for further explanations.)

College Transcripts

Requests for college transcripts may be made to the Guidance Office. When the transcripts are to be sent out with college applications, the applications should be in to the Guidance Office

TWO WEEKS prior to the college's deadline. The first transcript is given for seniors free of charge. A fee of \$4 for alumni and \$2 for seniors is payable for each additional transcript.

College Reps

Juniors and Seniors will be given the opportunity to meet with representatives through three mini College Fairs. Each fair will consist of 20 to 25 representatives from various colleges and Universities. On College Fair days both the Junior and Senior classes will be released during the last period to the Gymnasium where they can gather information and ask questions. This service is provided only to Bishop Brady students and parents.

College Visits

SENIORS are encouraged to visit colleges for tours or interviews on non-school days. If needed, seniors can schedule 4 excused days from school for college interviews and visits. Seniors must fill out a request form for these visits to be excused. Without a completed form, the visit is counted as an unexcused absence and the student may forfeit any remaining visitation days or be subject to disciplinary action for unauthorized absence from school. These forms are available from the Guidance office and should be returned to the office at least 2 days prior to the visit. No college visits will be approved after April 30th. The senior is responsible for class work and homework missed.

Juniors are allowed two college visitations between March 1st and May 15. Forms are to be filled out and returned at least 2 days prior to the visit and NO visit will be approved after May 15. Juniors are responsible for class work and home work missed.

Freshmen and Sophomores cannot be excused for college visits.

Homework

Assigned homework, whether reading, studying or written, is essential to the learning process and is an integral part of the curriculum. Homework is assigned at the discretion of the teacher and may be graded or non graded.

Graded homework is required to be completed and submitted on the day due. If the work is not done or passed in to the teacher when due, the student will be penalized in grading according to the teacher's policy to include a zero for that assignment.

Non-graded homework is expected to be done in accordance with the assignment.

Homework not done or not passed in on time, may be penalized in grading and the student will be assigned a mandatory academic detention after school on the day of the missed assignment.

Students will assume they **CANNOT WORK TOGETHER** on homework unless explicit permission is given by the instructor. (See ADDITIONS, Honor Code Policy, Intellectual Dishonesty)

Honor Roll

Students who have achieved the following over-all cumulative average qualify for honor roll:

High Honors 90% and above in all but one subject and with not more than one additional grade between 80 and 89.

Honors 80% and above in all but one subject and with not more than one additional grade between 70 and 79.

A student who has not received credit for a course due to too many absences is not eligible to be named to the honor roll. All students must be enrolled in a minimum of 6 classes in order to be named to honor roll.

Incompletes

Only in case of extended absence due to illness or a situation considered serious enough to be excused by the Principal or Assistant Principal of Academics, will a quarter or final grade of incomplete be given on the report card. All Incompletes must be made up within 1 week of the end of a quarter or, in extenuating circumstances, a time agreed upon by the Assistant Principal of Academics.

Make-up

Following any absence from class, the **student** is required to determine what class work was missed. This includes, assignments, tests, and quizzes. Arrangements to make up work missed must be done immediately upon the student's return to school. The teacher sets the make-up time (no more than 3 days after return from an excused absence). Any make-up work not completed on time will result in a disciplinary action and the student will receive a grade penalty, including zeroes where necessary. If a student absence is **not excused**, the policy for making up work is different (refer to BEHAVIORAL EXPECTATIONS AND POLICIES, Attendance Policy, Absence Policy, Policy for Unexcused Absences.)

Students missing a class because of a scheduled school sporting event, field trip or other excused school sponsored activity must notify the teacher(s) of classes missed and make arrangements for class work/tests/quizzes to be **completed before** the absences.

National Honor Society

The Bishop Brady Chapter of the National Honor Society of Secondary Schools is intended to create an enthusiasm for scholarship, to stimulate a desire to render service, to provide worthy leadership, and to encourage the development of character in students at Bishop Brady. To apply for membership in the chapter, a student must have attended Bishop Brady for at least two semesters, while achieving a minimum academic grade of a 92% (weighted average). An eligible student must complete an application, which consists of the candidate’s activity verification form and a 300-600 word essay that addresses how the candidate applies the four virtues of the National Honor Society in their everyday lives. A faculty council, consisting of five volunteer members from the Brady faculty and approved annually by the Principal, will assess each candidate’s application and vote to nominate candidates for acceptance as NHS members.

Progress Reports

Every student receives a progress report for each class mid-way through each quarter. These reports are sent home via Edline to all parents/guardians. Teachers will also be posting updated grades weekly or bi-weekly on Edline. If parents do not have access to Edline, they should contact the school office to have a hard copy mailed home. (See ADDITIONS, Calendar, Academic dates to remember.)

Promotion

Students must have accumulated the following total credits to continue to be promoted as a student. Students not fulfilling this requirement can be dismissed from Bishop Brady.

	<u>Minimum</u>
End of Grade 10	11 or more credits
“ Grade 11	17 or more credits

Records Release

It is assumed that when college applications with parental signature(s) are delivered to Guidance for processing and mailing, permission is also being granted for Bishop Brady High School to release the student’s transcripts, grades, admission test scores, and other information required by the college.

In other cases when transcripts, etc. are requested, parents will be asked to sign a “Records Release Form” granting BBHS permission to send requested information. Students 18 years of age and older do not need a parental signature and may sign on their own.

Please note: Parental permission is no longer required when authorized school personnel request records. (Family Education

Rights and Privacy Acts, Final Rule on Educational Records.
Federal Register, June 17, 1976, Vol. 41, No 118, Page 24673)

Report Cards

Report cards are sent via Edline to parents/guardians at the end of each of the four quarterly marking periods. If parents do not have access to Edline, they should contact the school office to have a hard copy mailed home.

Close of Marks for the 2009-10 school year close:

1st quarter	October 30
2nd quarter	January 15
3rd quarter	April 1
4th quarter	TBA Depending on Snow days

Standardized Testing

All freshmen will take the Explore Assessment in the fall of their freshmen year. This test is administered by the school and measures achievement in reading, math, science, and English. Standardized tests are an important part of preparing for future tests that will be important in the college selection process.

Sophomores and juniors will take the PSAT, Preliminary Scholastic Aptitude Test, in the fall of their sophomore and junior year. This test is administered by the school. The PSAT is important to prepare the students for the SAT, which will be needed by most colleges.

Juniors and seniors should take the SAT. The SAT, measures mathematical, writing and reading abilities that the student has acquired to that point in their high school years. This test is not administered by the school. Students must fill out the application and choose a site at which to take the exam. The exams are given nationally on specific dates chosen by the College Board. Students are encouraged to take the SAT test at least twice (usually once in the spring of junior year and once in fall or early winter of senior year.)

Some highly selective colleges require SAT Subject Tests. These tests measure, in depth, a student's performance in specific subject areas. Students should take note when looking into colleges which colleges require or encourage students to take SAT Subject Tests. As with the SAT, these are also given on specific dates chosen by the College Board.

Juniors and seniors are also encouraged to take the ACT examination. Most colleges will accept this test and will consider a student's test scores from either the ACT or SAT examination. In addition, if a selective college requires the SAT Subject Test, they will likely accept ACT scores.

BEHAVIORAL EXPECTATIONS AND POLICIES

Rationale

In a Catholic School setting, it is everyone's responsibility to maintain an atmosphere conducive to learning and to protect the rights of others. This requires a desire to do what is good and morally right and to develop a sense of personal responsibility. Rules are aids to students for setting limits, for regulating where self-discipline fails, and for making known the consequences of decisions that are contrary to the expected behavior of students at Bishop Brady High School. **All students are expected to follow the rules of Bishop Brady while in school and at any time they are representing the school or attending a school function related functions.** (See ADDITIONS, Student Participant/Parent Agreement)

Although Bishop Brady is a private, Catholic school with a strong moral obligation to protect its students, we support the purpose and intent of the laws of the State of NH that pupils have the right to attend schools that are "safe, secure, and peaceful". Bishop Brady is located in a Safe School Zone as designated by the state of NH. This is an area that includes any and all school property or school transportation vehicles (busses, vans, etc.). As a Safe School Zone, our response to incidents of misconduct involving school property and school programs may include cooperation with or direct involvement by local law enforcement agents when such misconduct is of serious criminal proportion. (See Disciplinary Procedure)

The Administration will facilitate a safe and healthy educational environment that promotes responsible citizenship from the students. In this regard, the Administration reserves the right to act upon any situation that may or does occur which would disrupt the order and discipline of or be detrimental to students and faculty at the school.

The school reserves the right to dismiss at any time a student who, in its judgment, is undesirable in attitude and general conduct or whose continuation in the school is detrimental to their well-being or to well-being of fellow students.

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of a child in the school implies a partnership between the school and the parents/guardian. If the partnership breaks down, parents can be required to withdraw their child from the school.

The discipline philosophy:

- recognizes students' right to learn academically, socially, and ethically.
- is educationally based.
- is consistent with appropriate attention to individual circumstances.
- clearly defines the system of response, based on the frequency and/or severity of offense.
- is firm and just to obtain necessary behavior

Advising

At some time everyone needs a listening ear. In the moments when students need to talk about academic, personal, or social matters, or college plans and career questions, the faculty is ready to help. During the normal course of the school day and year, in the classroom, on the athletic field, in the cafeteria, in the library and in extracurricular activities, students and faculty come in close contact. Most students find a particular faculty member with whom they feel comfortable and to whom they can turn in confidence. In addition to these informal relationships, a formal advising system exists.

Class Advisors—Each grade is assigned several members of the faculty to serve as class advisors. These advisors help in class fund raising and activities.

Faculty Advisors—Each student will be assigned a faculty advisor. The selection process takes place in the first three weeks of the school year. Returning students may choose to remain with their advisor from the previous year or may choose a new advisor. Every effort will be made to honor each student's choice. Faculty advisors participate in following a student's progress throughout the school year. If a parent has a concern regarding their student, they are encouraged to contact the student's faculty advisor.

Campus Ministry—The Campus Ministry office is always available as a source of personal guidance for students and faculty. Students who need to talk may use those who work in this office as another source of advice. Parents are also welcome to contact the Campus Minister if they have concerns for their children. Confidentiality is honored.

Attendance Policy

State Law and Bishop Brady policy require all students enrolled at Bishop Brady, including students eighteen (18) years or older, to attend classes each day school is in session. **(See Minimum Attendance Requirement in this section)** Regular attendance is

essential to the continuity of the academic process, to achieving the maximum benefit from the education programs, and to prepare students for success beyond high school. The Assistant Principal of Students at Bishop Brady is responsible for all matters relating to school attendance.

1. The school will determine each day which students are tardy or absent. Teachers are required to take daily attendance; maintain a record of attendance; and, report attendance issues to Assistant Principal of Students.
2. The school will decide whether a tardy or absence is excused or unexcused in accordance with conditions approved by the school.

Procedure for notification of Absence, Dismissal, Tardy

If it is necessary for a student to stay home from school because of illness or for an emergency, be dismissed during the school day, or be tardy to school in the morning, **a parent or guardian must call the school at 224-7418 between 7:00 a.m. and 8:30 a.m., giving the following information:**

- the student's name, and grade
- the date and reason for the absence, dismissal or tardy
- the name of the caller

If it is known **in advance** that it will be necessary for a student to be absent, dismissed, or tardy to school in the morning, a parent or guardian must provide a note previous to the occurrence with the following information:

- name of student
- date of absence, time of dismissal, or time period of tardy
- reason for the above
- signature of parent

Absence policy

Any absence from school not exempted by the school in accordance with school policy is counted against the student's attendance record (**See Minimum Attendance Requirement in this section**). A student's permanent attendance record includes both excused and unexcused absences. The Assistant Principal of Students will notify parents or guardian when student absences become excessive and begin to threaten academic requirements.

a) Excused absences:

- A student is medically or physically unable to attend school and/or under doctor's orders. A doctor's note may be required for the student to return to school.
- A student had a valid medical, dental, or counseling appointment. A note will be required indicating the type

- A student has a court mandated appearance or other legal procedure to attend.
- Approved school-related activities during class time.
- Approved non-school related activities during class time that show good cause and are deemed appropriate by the administration.
- Personal or family situations that could not be controlled or avoided as approved by the administration.

b) Unexcused absences:

- A student is absent for personal travel, vacations, or extended holidays and vacations.
- A student oversleeps or sleeps-in.
- A student misses a ride, has car problems, or has other transportation issues.
- Appointments for personal needs or care.
- Non-approved college visits, orientations, conferences, etc.
- A student does not provide necessary notification or documentation to properly excuse an absence.
- Working in an outside job or performing service hours

c) Truancy:

- A student is absent for part of or for all of one or more school days without appropriate notification given to the school and without expressed knowledge of the parents or guardian.
- The purposeful intent to skip classes or school will involve disciplinary action by the school or legal procedures in accordance with the State of NH statutes.

A truant student forfeits all class grades (homework, projects, quizzes, and tests) and forfeits the opportunity to make-up work, assignments, or tests for the time missed.

Dismissal Policy

Bishop Brady is a closed campus; consequently, no student is allowed to leave school grounds during regular operating hours unless permission is granted by the school.

- a) If a parent or guardian knows their student must leave school before the end of the school day, the parent or guardian shall provide a written note as stated above under "Procedure for Notification of Absence, Tardy or Dismissal". *The note must be given to the main office as soon as the student arrives at school that day or previous day if known in advance.*

- b) If a student is to be dismissed for an unscheduled circumstance, the parent must come to the office in person or contact the office by phone to authorize their student to be dismissed.
- c) If a student becomes ill or injured during regular school hours and needs to be dismissed, the school will contact a parent or guardian to arrange for the student's dismissal. Any student who is ill during the school day may spend up to one class period in the "sick room". If more than one class period is necessary, the student **MUST** go home. (See GENERAL INFORMATION AND POLICIES, Medical Procedures, Illness at School) Any student who is being dismissed is required to sign-out in the main office; failure to properly follow dismissal procedures can result in disciplinary action (*can include suspension for leaving school grounds without permission*) by the Assistant Principal of Students.
- d) If a student is dismissed for a medical or dental appointment, a note from the medical or dental office should be brought back to the school noting the time and date of the appointment.
- e) Dismissals can be excused or unexcused, and will be counted as part of the student's attendance record (**See Minimum Attendance Requirement in this section**). The policy is the same as stated for Absences

Tardy Policy

Students are expected to arrive at Bishop Brady by 7:50 a.m., which is the warning bell for the start of homeroom. A student is considered tardy when he or she is not in homeroom by the 7:55 a.m. bell that starts homeroom.

- a) Students who arrive late to school (after the 7:55 a.m. bell) must report immediately to the office to sign in. Any student who fails to sign in will be considered unexcused; may be reported as absent; and may face disciplinary action as determined by the Assistant Principal of Students.
- b) If a student is tardy to school such that he or she misses part of their first class, appropriate notification must be made to the school that morning by a parent or guardian; otherwise, the tardy will be counted as unexcused.
- c) If the student misses **over 15-minutes** of class time for an unexcused tardy, the tardy is counted as a class absence (**See Minimum Attendance Requirement in this section**), and the student must serve a 45-minute detention after school that day.

- d) The limit for student tardiness is determined on a quarterly basis. Students are allowed **three (3)** unexcused tardies each quarter without consequence.
- When a student exceeds the tardy limit, he or she will receive a 45-minute detention for each occurrence.
 - Students are suspended from participation in any extra-curricular activity until the detention is served.

Minimum Attendance Requirement

A student who misses the equivalence of 10 regular block classes per semester, or misses the equivalence of 19 regular block classes for the year fails the minimum attendance requirement. The student will receive zero (0) credit in the course or courses he or she failed to meet the minimum attendance.

- a) When a student fails the minimum attendance requirement, he or she is required to remain in the course or courses, and he or she is expected to complete the course(s) according to school policy. The grade earned by the student in the course(s) upon completion will be included in the student's transcript and calculated into the student's GPA. The student will not receive credit towards their graduation requirement and the transcript will indicate 0-credit earned.
- b) A student may appeal their attendance failure case to the Assistant Principal of Curriculum and the Curriculum Committee. The Assistant Principal of Students will provide the student's attendance record and other relevant information. A decision to accept or deny the appeal will be recommended to the Principal.
- c) A student who receives 0-credit for any course may be required to retake the course in summer school or in the next school year, or to take another course to satisfy the requirement for graduation credits by department and by the school.

(Exception to the attendance record count)

Students may be absent from school as an exception to the attendance record count when the absence involves

- An extended medical illness, physical injury, or hospitalization that is 3-days or longer (first 2-days of an illness or injury can count on the attendance record)
- Removal of a student due to school policy (ex. Suspension)
- An approved educational opportunity outside of school (ex. Field trip or college visit).
- An extraordinary event involving immediate family (ex. Funeral or sibling graduation)

Anti-Social Behavior

Bullying—A form of harassment among students. Implicit in this type of negative behavior is the imbalance of power, real or perceived, between the “Bully” and the “Target”.

Bullying is a physical or verbal act including: direct actions such as kicking, teasing, taunting, insulting, or threatening or indirect actions such as manipulating friends, gossiping, rejecting, humiliating, or isolating. An act of Bullying is likely to intimidate a student or students as well as provoke an aggressive, disorderly, or violent response from a student or students.

Bullying will not be tolerated at any time or under any circumstances. A suspected incident of Bullying must be reported to the Administration immediately and documented. The Asst. Principal of Students will evaluate the incident and a consequence will be provided, which may include probation, Saturday detention, suspension or expulsion.

Harassment of any kind will not be tolerated. Any person who commits an act of any kind of harassment can be subject to the School’s Discipline Committee and external legal prosecution. Harassment can be:

- Taunts, insults, defamations and challenges to provoke a violent or inflammatory response or cause extreme emotional duress.
- Telephone calls made at inconvenient hours with or without conversation with the purpose to annoy or that contain any kind of threat and are offensive in language
- Repeated communications, which are not desired or wanted.

Persons have the right to not experience nor to be exposed to sexual misconduct or harassment. These behaviors are totally contradictory to the mission of the school and will not be tolerated. Sexual misconduct involves:

- **Sexual Abuse**—any sexual contact between an individual
- **Sexual Exploitation**—sexual behavior involving a person taking advantage of another individual or satisfying their own needs at the expense of another.
- **Sexual Harassment**—offensive behavior that includes unwelcome sexual advances, request for sexual favors, as well as verbal, physical and nonphysical conduct and expressive behavior of a sexual nature. It may take the form of:

- Verbal abuse, derogatory comments, jokes, threatening words.
- Leering or staring at an individual's body.
- Physical abuse, unwanted touching, assault, deliberate impeding or any intimidating interference with normal procedures.
- Visual abuse, derogatory or demeaning writings or pictures.
- Sexual abuse, unwelcome sexual advances and any physical contact of a sexual nature.

Any misconduct or harassment reported to the Administration will be investigated by the Asst. Principal of Students or Principal. The school has discipline procedures in place that will be used to determine the appropriate outcome, which may include suspension or expulsion.

Hazing is a type of Harassment similar to Bullying. Bishop Brady does not condone or tolerate any action that is defined as “student Hazing”. Student Hazing means any action directed toward a student or any coercion or intimidation of a student, on or off campus, which causes the student to behave in a manner or participate in or submit to an act that is:

- reasonably likely to cause physical injury, psychological damage or humiliation or emotional distress and
- a condition of initiation, admission, or continued membership for an organization, club, or team.

A student who knowingly agrees to be hazed and fails to report it is guilty as is any other student(s) who witnessed or has direct knowledge of a hazing incident and fails to report it. If such an act is reported or known by the administration, an investigation will be conducted by the Dean of Students, AD, or Principal. The schools disciplinary procedures will be followed to provide an appropriate consequence for the incident. Such actions are violations of the “Student Participation Agreement” and Honor Code and will result in suspension or expulsion from the activity as well as suspension or expulsion from school. If the hazing is sexual or criminal in nature, local law enforcement authorities will be called in.

Cell Phones

Bishop Brady respects the option for students to have cell phones as a personal communications tool; however, the possession of cell phones is restricted, and is an option, not a right. In most cases, cell phones are distracting to the learning process.

A student MAY have and use their cell phone during the time before school begins (7:55 a.m.) and during the time after school

when the student's obligations are complete (between 2:35 p.m. and 3:30 p.m.)

Parents are required not to contact a student on the student's cell phone or pager during the school day. (Note: Parents who need to contact a student please note that a student will not be removed from a class for a telephone call unless there is an emergency or other extreme circumstance and only when the parent explains the emergency to the secretary or an administrator before calling the student to the phone. Parents are asked to leave a message with the office and the student will be contacted to receive the message at an appropriate time.)

A student MAY NOT have a cell phone on his or her person during regular school hours or have a cell phone turned on during regular school hours. A student may not have a cell phone on field trips during regular school hours.

Any student who violates the stated rules will be subject to the following consequences:

1. Upon the first violation for possession/use of a cell phone, the student will have the phone taken away and receive a detention. The cell phone will be returned at the end of the school day.
2. Upon the second violation for possession/use of a cell phone, the student will have the phone taken away and receive 2 detentions. The cell phone will only be returned to a parent or legal guardian.
3. Upon the third violation for possession/use of a cell phone, the cell phone will be returned to the student at the discretion of the school.

Disciplinary Procedure

The Principal and Assistant Principal of Students administer and enforce the school's discipline program. They have established a progressive disciplinary process to respond to and resolve various cases of misconduct as expediently and effectively as possible. The faculty are primarily involved in handling most discipline issues or violations, working with students directly to uphold the rules and policies of conduct and consequences.

Situations do occur that require the Principal or Asst. Principals to resolve. The Administrators may, handle the issue themselves, assign an administrative detention, in-school suspension, or in more serious circumstances, refer the issue to the Disciplinary Committee and/or suspend the student from school. The school administration, in its considered judgment, can exercise its right at any time to terminate a student's association with the high school

and withdraw the student when their association is deemed no longer desirable or acceptable for the student or the school.

IF A STUDENT IS INVOLVED IN A VERY SERIOUS DISCIPLINE ISSUE REQUIRING ACTION FROM OUTSIDE ENFORCEMENT AGENCIES (POLICE ARREST, LEGAL CHARGES OF WRONG-DOING, ETC.), THE STUDENT MAY BE SUSPENDED FROM SCHOOL AND PLACED ON HOME STUDY UNTIL AN OUTCOME FOR THE ISSUE IS KNOWN, OR THE STUDENT MAY BE EXPELLED FROM SCHOOL FOR THE REMAINDER OF THE YEAR.

Most disciplinary actions involve minor rule or conduct violations during the school day. These actions are determined by assessing the current situation and any previous, related issues. Disciplinary actions range from warnings, to teacher detention, administrative detentions, conferences, suspensions, counseling and dismissal. Any student who requires disciplinary action will be placed on report. A discipline form is filled out and processed by the Asst. Principal of Students. A copy of the form is given to the student, a copy to their advisor and, notification over Edline is given when appropriate. A student is fully responsible for their behavior and fulfilling any disciplinary action he or she may receive as a consequence for misconduct or other violations.

Homework detentions are given to students who attend a class without having assigned homework completed. Teachers should assign homework detentions to those students on a daily basis and the detention should be served on that day with that teacher or an assigned replacement starting at 2:45. If the student skips the homework detention, an administrative after school detention is automatically given for the following day.

After school detention (2:45 - 3:30)

After school detentions can be assigned by the Principal or Asst. Principals for general disciplinary reasons. (24 hour notice will be given when possible.)

In-School Suspensions involve restrictions on attending classes and can include removal from study, removal from a class for one or more days, or removal from all classes for one or more days. The degree of restrictions are determined by the Administration.

Out-Of-School Suspensions are given for serious disciplinary infractions. Students cannot be on Brady property or attend Brady functions while suspended. A suspended student is responsible for

all class material covered and assignments, arrangements will be made to send work home and collect work completed. If an out-of-school suspension is more than 2 weeks, private tutoring may be necessary in order to continue with courses.

Note: Students should be aware that any suspensions from class or school will affect participation in any school sponsored activities or commitments.

Saturday morning detention (8:00 - 10:00 a.m.)

Saturday detention is a working detention. Students should come to school prepared to complete class assignments, or to work inside the school or outside around school grounds.

Social Probation is assigned to restrict a student's involvement in school activities due to specific misconduct or misbehaviors. Students on social probation cannot attend any events involving Brady on or off campus; they cannot be on school grounds once the school day ends unless approved to work with a teacher; and they cannot participate in extracurricular activities.

**Discipline
Committee**

The committee is facilitated by the Asst. Principal of Students and consists of three teachers and four students (one student elected from each grade level). Its duty is to assess incidents of alleged misconduct and recommend a proper course of action to the Principal.

Procedure—If a student is requested to appear before the DC, the student's parents and individual advisor will be notified. Only the advisor and the student will meet with DC. The advisor will discuss with the student what will take place at the meeting and provide the Committee with additional pertinent information. The facilitator will present the case to the Discipline Committee and give all the participants an opportunity to question, discuss and present information. The Committee will deliberate in closed session and then forward a recommendation to the Principal for final action. The final decision will be communicated to the student's parents or guardians and, when appropriate, the entire school. The Assistant Principal of Students will send a formal letter to the student and parent/guardian documenting the action taken. A copy of the letter is provided to the student's Advisor and Guidance Counselor.

Appeals may be made to the Principal only if new evidence has become available since the Committee's recommendation. If for

any reason the Principal is unavailable, the senior administrator in the school will assume the role of principal.

Diversity

Bishop Brady has a diverse population comprised of students from many different communities, backgrounds, or countries. Recognizing, understanding and respecting each person's different perspectives and experiences are an important part of the school's culture and practices. The development of a sense of informed, active citizenship for effective participation in the Brady community is expected.

The attendance of foreign exchange students at Brady creates other opportunities to understand the complexities of student differences, have the ability to think critically about issues related to differences, and appreciate the overlap of cultures. For the foreign students, they are encouraged to participate in Brady activities and engage in all aspects of student life. They are responsible to meet the demands of the English-based college-prep curriculum, and expected to converse and learn using the English language.

Dress Code/ Dress Standards

Students, as members of the Bishop Brady community, are expected to model a higher standard of excellence while adhering to strict academic and social codes of conduct. The student dress is a major part of the excellence expected in the codes of conduct. (See ADDITIONS section, Dress Code, for complete dress code)

1. Students are required to be in proper dress for the start of the school day, which is Class and Advisor homeroom. The students must remain in proper dress until the school day ends.
2. All items of clothing and footwear worn by students must be done in a manner consistent with school expectations.
 - Clothes fit properly, are neat, clean, pressed, and free from rips, tears, or holes.
 - Dress shirts and blouses must be buttoned to the neck, and dress shirts and Polo shirts must be tucked.
 - Dress pants with belt loops must be worn with a belt, and pants must be worn at the waist.
 - Undershirts or tee shirts worn under dress shirts and blouses must be tucked; must be a solid color the same as the dress shirt or blouse; and, **must not** have writing, designs, or slogans. No long-sleeved tees under short sleeve Polos.
 - Shoes must be neat in appearance, worn on the feet correctly (with socks in most cases), and laces must be tied on laced shoes.
3. The following items are **not permitted** to be worn during regular school hours: hats, flip flops, sport sandals, slippers, excessive

4. Students, who are found out of dress code once school has begun, will be given the opportunity to immediately fix the dress problem.
 - If an unfixed dress violation is considered minor (ex. no belt or untucked shirt), the student will receive a detention after school.
 - If an unfixed dress violation is considered major (ex. inappropriate pants or polo shirt for Blazer dress), the student will be suspended in-school or sent home. A suspended student can return to classes (or school) if the dress code violation is properly fixed during the suspension time.
 - If a student is suspended from class (or classes) due to dress code, the suspension time is counted as an unexcused absence from each course missed, and the student is responsible for all work and material covered in accordance with school attendance policies.
5. School administration reserves the right to alter or make changes to the dress code policy when necessary, as well as, being the final authority on what is permissible or prohibited in regards to student dress.

Drug and Alcohol Policy

Bishop Brady is committed to being a drug and alcohol free school. The school will not condone or tolerate the buying, selling, possession, use, promotion, or being in the presence of drugs or alcohol at any time, anywhere, and under any conditions. Bishop Brady has an obligation, as a Catholic faith community, to encourage our students to maintain a drug free lifestyle, to support those students that choose not to use drugs or alcohol, and to assist those students who have started using drugs or alcohol to make positive changes.

- **Students found to be in possession** of drugs or alcohol at school are subject to immediate suspension and/or expulsion.
 - Possession includes - buying, selling, exchanging, consuming, or possessing
 - At school includes – on school property, as part of a school group, traveling to and from school, attending a school sponsored activity
 - The length of suspension will be determined according to the severity of the violation. A parent conference is required prior to the student returning from the suspension.
 - Students can be brought before the DC where additional disciplinary action will be determined.

- Students may also be remanded to local authorities for prosecution under the law when deemed necessary.
- **Students thought to be under the influence** of drugs or alcohol during the school day will be reported and/or brought to the administration.
 - If possible, students will be evaluated by the school; this can involve drug and/or alcohol testing.
 - The parents or guardian may be requested to obtain a professional diagnosis, and forward the results to Bishop Brady within 24 hours.
 - A student found under the influence during school hours will be brought before the DC.
- **Students found to be hosting parties** where drugs or alcohol are present will be suspended and, upon further disciplinary review, may be terminated as a Brady student. Parents or guardians who are found responsible for hosting parties where drugs or alcohol are present will be reported to local law enforcement officials. A parent's or guardian's violation of the law may result in the termination of their student from Brady per school policy.
- **Any student who voluntarily seeks the assistance** from a Bishop Brady staff member to address a substance abuse problem will be directed to the Bishop Brady Campus Minister for guidance. The student may also be referred for outside professional assistance. A student seeking help will not face punitive action by the school provided the student does not violate school drug and alcohol policies.

Searches

The school reserves the right to initiate and carry out searches on any part of Bishop Brady property to maintain and enforce a drug and alcohol free school environment. If school Administration believes evidence of drugs or alcohol may be discovered that violates School policy or State law, a search of a person, place, or thing will be conducted. The following circumstances apply to searches:

- Reasonable suspicion exists that a student has been using or is under the influence of drugs and alcohol
- Significant changes have occurred in a student's academic standing or social functioning
- Submission of a written request by the parent or guardian of a student
- **Searching the Student's Person** – the school may conduct a search of a student's person and belongings based on "reasonable suspicion" the student was, is, or may be involved in conduct violating school drug and alcohol policies. Reasonable suspicion can be based on personal observations,

- The search of a student's person will be conducted by a person of the same gender as the student, and at least one additional person but not more than three shall witness the search.
- Searches shall be conducted as privately as possible and shall be limited to a student's clothing, as well as, any objects or carry-all (purses, bags, backpacks, briefcase, carrying case, etc.).
- The parents or guardian of any student searched by the school will be notified of the search and the outcome of the search by telephone and/or letter.
- Any student refusing to be searched per the request of the school will be suspended pending resolution of the student's refusal; additional disciplinary action can be taken which may include expulsion from the school.
- **Searching a Student's Locker** – the school reserves the right to search the lockers at any time since lockers are the property of the school.
 - Lockers are provided to student for academic use and to use for athletics or PE should only be used for those purposes
 - Use of police dogs is an option of the school.
 - Any questionable or illegal substance or material can be removed. Student may face disciplinary action.
- **Searching a Student's Motor Vehicle** – any car, truck, van, jeep, or other vehicle driven to the school and parked on school grounds is subject to search given "reasonable suspicion":
 - If a vehicle is believed to contain illegal substance, material, or other related contraband
 - If a student operates his or her vehicle in an inappropriate or dangerous manner while entering, leaving, or on school grounds.
 - Use of police dogs is an option of the school.

Discovered Items – any drugs, drug related items, alcohol, or other illegal items or substances that are discovered during a search shall be seized by school officials. The school may provide seized material to local law enforcement as necessary.

- **Drug and Alcohol Testing** – The school reserves the right to administer drug tests and breath tests to students, and to test substances or liquids belonging to students for the presence of drugs or alcohol. Students can be asked to submit to a drug or alcohol test randomly or under the following circumstances:

- Reasonable suspicion that the student has been using or is under the influence of drugs or alcohol
- Student has had previous drug or alcohol related issues
- Parents or guardian make a request
- School officials will conduct unannounced drug or alcohol tests as a means to maintain the integrity of the school community.
- All student drug or alcohol test results will be kept confidential among the student, parents or guardian, and school officials, and the disclosure of test results will be limited to what is required by law.
- A student refusing to submit to a drug or breath test will be subject to disciplinary action as necessary, which can include suspension and/or expulsion from school.
- Although the school is committed to helping students who may have a drug or alcohol problem, the primary objective of the Bishop Brady drug and alcohol policy is deterrence and any student that fails a drug or alcohol test is subject to disciplinary consequences.

Consequence of a First Time Positive test result

- Bishop Brady will not initiate criminal charges or other legal action against any student based solely on a positive test.
- A parent or guardian will receive a phone call if their student tests positive. Parents or guardian will be notified of test results by letter regardless of the outcome.
- A student that tests positive may be required to enroll in an approved drug education program.
 - All expenses incurred for the education program will be the responsibility of the parents or guardian.
 - Upon completion of an education program, the parents or guardian must provide proof to the school.
- A student that has a First Time Positive test will not be permanently removed from any school-based extra-curricular club or team (unless directed by the parents or guardian).
 - However, a student will not be able to continue serving in an elected or appointed position.
- Any student that tests positive for drugs will be re-tested about 30-days after the positive test date.
 - A student that tests positive during the re-test will receive additional consequences.
 - After the re-test is completed, a student is subject to further testing at the discretion of the school.

- Failing to comply with the stated provisions can result in a hearing before the DC and/or expulsion from the school.

Consequence of a Second Time Positive test result

- Bishop Brady will not initiate criminal charges or other legal action against the student based solely on the failed drug test.
- The student will be required to enroll in a drug education program approved by the school and the school requires proof of the student's participation. Parents or guardian are responsible for all costs of the program.
- The student will be permanently removed from any school-based extra-curricular club, activity, or team for a duration determined by the school.
- The student that tests positive again will be re-tested about 30-days after the second test date. Further tests will be given to the student at the discretion of the school.
- Failing to comply with the provisions stated can result in a suspension and/or expulsion from school.

Consequence of a Third Time Positive test result

- If a student fails a third drug test, the student will be terminated from Bishop Brady.

Honor Code

Truth and honesty are essential to Bishop Brady's philosophy, and expected in all dealings of the Brady community. Nothing is so precious and yet so easily damaged as our personal integrity and reputation. The school insists on standards of behavior which support the growth of personal integrity. Any form of dishonest behavior such as lying, falsification or misrepresentation will not be tolerated. All members of the Brady community and faculty must make every effort to create an atmosphere of growth, support, safety and comfort. Cooperatively working with others in the classroom, in clubs, on teams, on school trips etc. assumes this support and honesty.

Bishop Brady faculty and students must report all instances of academic dishonesty to the Assistant Principal of Academics. Those involved in such dishonesty may be asked to appear before the Honor Code committee. Punishment could range from receiving no credit for the work to dismissal from school. Effort is made to present guidelines for composition of papers, but ignorance of such guidelines will not be accepted as an excuse. (See ADDITIONS, Honor Code for specific honor code policy)

Internet and Computer Use Policy

The use of computer related technology at Bishop Brady is highly encouraged. Access to computers, software applications, online databases, and the Internet enhances the educational experience allowing students to complete class-work, conduct research, and communicate with others.

The computer network at Bishop Brady and its use is not a right but a privilege. Services provided by Bishop Brady require students to act in a considerate and ethical manner, and to accept responsibilities and obligations in regard to school policy as well as State and Federal laws.

1. All student communication and student work performed or stored on the Bishop Brady network is the property of Bishop Brady. Network administrators can monitor communications, review files and transactions, and perform other system checks as to ensure integrity of the network and to acknowledge student responsibility.
2. Students and their parents or guardian will assume financial responsibility for costs borne by the school to:
 - repair or replace student damaged equipment;
 - recover or replace data files, applications, or information lost or corrupted;
 - pay any legal or financial liabilities incurred.
3. The following behaviors are **not permitted** when using the computer network and related technology:
 - Using non-legal versions of copyrighted software
 - Accessing files and data which are not your own, which are not publicly available, or which you have no usage rights
 - Sending or displaying offensive messages or pictures
 - Using language that is offensive or meant to harass
 - Any personal or interpersonal communication using email, IM, chat rooms, blogs, etc.
 - Computer piracy
 - Vandalizing or tampering with hardware and software programs, including terminal settings
 - Game playing or other personal entertainment
 - Using another student's password or trespassing by other means to gain access or use
 - Perform actions that deny other students access or use of a computer or the network
 - Download software, internet sites, or copyright protected programs onto Bishop Brady computers/terminals
4. Students who fail to abide by this policy can lose their privilege to use the network and related technology. A student found to

5. Any student maintaining or associated with blogging or other behaviors displayed over the Internet that are illegal, offensive, or otherwise deemed inappropriate will be reported to school administration for disciplinary action.

Physical Affection Displays of affection between students during school will not be tolerated. Any public displays of affection at school, on school grounds, or on school busses/vans that are deemed inappropriate will require disciplinary action.

**Stealing/
Vandalism**

Private and public property are to be treated with care and respect for the rights of others.

In a small community like Brady, it is reasonable for all of us to expect that our personal belongings will be secure on the school premises. This same expectation holds true for the school's "possessions" such as buildings, walls, windows, vans, etc. Consequently, the school stands firm in its commitment to such respect and we are prepared to reinforce our commitment through disciplinary action up to and including dismissal from school.

The physical condition of the school buildings and grounds depends to a large extent on our willingness to pick up after ourselves. That the school has a custodial staff in no way relieves any one of us of the responsibility to maintain a clean and pleasant environment. Classrooms, hallways and the cafeteria are specific areas where careful attention to cleanliness is expected.

Weapons

Any student may be expelled from school for possession of a pellet or BB gun, rifle, paint ball gun. **Any student may be expelled from school for possession of anything used as a weapon.**

GENERAL INFORMATION AND POLICIES

- Accidents** If a student is injured during school hours, this accident is reported immediately to the administration. Parents will be contacted. If parents cannot be reached, the school will use the names and phone numbers provided on the emergency information form signed by parents. A student accident form will be completed.
- Announcements** Daily announcements and student messages are made in the morning homeroom and at the end of the last class period daily. Students are responsible for listening attentively and checking with the office if they have questions. Only in the case of an EMERGENCY will a student be personally notified of any message.
- Assemblies** Assemblies of varied topics and interests are scheduled throughout the school year to promote a variety of enriching experiences. Assemblies are considered part of academic time and all students are expected to attend.
- Cafeteria** The primary function of the cafeteria is an area for eating. Simple rules of cleanliness and decorum are expected to be followed. It is every student's responsibility to keep this area orderly. Trash and soda cans are to be deposited in the appropriate containers and the tables are to be left clean. Students using the cafeteria at other times are responsible for its orderly and clean condition.
- Cars and Parking** The drive in front of the school and main entrance is for drop off and pick up of students, no parking is allowed. The drive and parking lot allow one-way traffic only and the directions must be observed. In the main parking lot, the first two rows and the row along Columbus Ave. are reserved for faculty, staff, visitors and handicap parking. Students may park in other areas of the lot provided:
- the car is operated safely at all times in the lot and on the streets around the school.
 - the car is parked in properly marked, designated spots.
 - the car displays a Bishop Brady parking sticker purchased from the office. (\$5)
 - students do not go to the lot or their car during school hours, unless given permission from the office.
 - students do not tamper with any car that is not their own.

We strongly encourage a safe environment for all members of the Brady community. Any student, who cannot meet the provisions stated or is considered an unsafe driver, will receive appropriate disciplinary action including suspension of parking privileges at

Brady. Please note that parking spots around the school are restricted and tickets are issued for illegally parked cars.

Change of Address/ Telephone

The Brady Main Office must have current contact information for parents or guardians. This includes telephone, address, cell phone e-mail and emergency information. This information needs to be updated every year on the general information form sent home in the summer packet. If any of this information changes within the year, parents must ask for an updated form and change it ASAP.

Chapel

The chapel is available to students and others for quiet prayer and reflection. Special liturgies are held in the chapel during the school year for small groups.

Clubs and Organizations

Every student has the opportunity and is encouraged to use the opportunity to participate actively in clubs and organizations. Students who wish to form a new club or organization must contact the Asst. Principal of Student Affairs.

Student Council—The Student Council of Bishop Brady is the elected voice of the student community. It is the responsibility of the Student Council to work with the faculty and administration to organize social and community events, to help people solve school problems, and to promote spirit, pride and tradition within the school community. Students are encouraged to communicate concerns to their student representatives.

Class Meetings--Meetings are held to allow time for each grade to get together to plan fund-raisers and other class activities. Time is put aside in the schedule for class meetings.

Extracurricular Activities

Students that attend or participate in games, meets, plays, clubs or any other school sponsored event/activity must conduct themselves in a respectful manner in keeping with the expectations of Bishop Brady High School as spelled out in the Student Participant/Parent Agreement in the back of this handbook. **The academic standing and attendance policy required of athletes is the same for all students who represent Bishop Brady in extracurricular activities.** (See ACADEMIC INFORMATION AND POLICIES, Extra-Curricula Eligibility.)

Any student who misses **ANY PART OF THE SCHOOL DAY** because of unexcused tardiness or illness or class suspension may not participate in any extracurricular activities (athletics, clubs, drama etc.) that day or evening. Participation is also not allowed if

a student is absent from school due to illness, suspension and social probation. Authorized absences will be decided by the administration.

Field Trips

Appropriate field trips may be scheduled during school hours by teachers. A general permission form is filled out by parents at the beginning of the school year. For some trips, a separate permission form must be made out by the parents. Notice and explanation of all field trips should be sent home with the student.

School authorized field trips are excused absences from class. Students are responsible for notifying teachers of courses they may be missing before the field trip and may be asked to make up work before the field trip.

Fire Drills and Procedures

Students should be thoroughly familiar with routes of exit from each room. These routes plus the procedures are posted in each classroom.

- Upon the sounding of the alarm, all students and staff are to evacuate the building immediately and move to the designated exit.
- Windows and doors should be closed.
- Students should move quietly, quickly and orderly (no running).
- Students should move away from the building and immediately go to the spot previously agreed upon with their advisor for attendance.
- Students do not re-enter the building until the air horn is heard.

Fire drills are held periodically throughout the year in accordance with the fire code for the City of Concord. False alarms require the same evacuation procedure. Anyone reported for causing a false alarm will be prosecuted. Anyone misusing a fire box or fire extinguisher will be disciplined. "Misusing" includes pushing a person against it, opening the case and/or handling it. All teachers are requested to report any such instances to the school office.

Fund Raising

All fund raising activities must have the approval of the Asst. Principal of Students along with the Business Manager. Class officers planning fund raisers should note the normal chain of permission would be their head advisor, then Asst Principal of Students, then Business Manager.

Insurance

A student Accident Benefit Plan is included in the tuition. A brochure explaining this will be mailed to the families.

Library	Brady library provides over 8,000 volumes of classic and contemporary works, current online reference resources, print magazine subscriptions and daily newspapers for both academic and recreational reading, and electronic access to thousands more through the EBSCO periodical subscription service provided by the NH State Library. All Brady's electronic resources are linked from the Library Page on Edline. The librarian is available to assist students with research needs and will provide access to the NH State Library Union Catalog for supplemental resources through the State's inter-library loan system. The library is designated for quiet study, research and reading. All school rules, procedures and prohibitions apply. The student borrower is responsible for the return of all resources within the required time frame.
Liturgy	Liturgy (Mass) and other religious functions will be celebrated periodically throughout the year. Liturgy is a special community celebration; consequently, all students are to be present, in proper dress code, and all students are expected to conduct themselves in a respectful manner. A student whose behavior is inappropriate or is asked to leave a liturgy will be reported to the Asst. Principal of Discipline for disciplinary action.
Lockers	<p>Each student is provided with an academic locker and a lock. Each PE student and athlete is provided a locker in the locker room when that class or sport is in session/season. Student(s) may request to change lockers or locker partners by notifying The Asst. Principal of Students to get approval.</p> <p>The school retains ownership of all lockers and locks and requires students to keep the lockers locked at all times. Only the locks provided by the school can be used on the lockers. If a locker is missing a lock, the student(s) must see the Asst. Principal of Students to fix the problem; purchasing a new lock costs \$5. The school has the right to enter any locker when the Administration deems the action appropriate and necessary. The school does not accept any responsibility for items missing or stolen from lockers.</p>
Lost and Found	Any items found should be turned into the office. Any questions regarding lost or found articles should be directed to the office. Locker rooms have a lost and found area where items are placed. Students are responsible to check this area. Unclaimed items will be eventually disposed of after a reasonable duration.
Medical Procedures	All incoming freshmen are required by the State of N.H. to provide a current physical health form and immunization record to the school. Bishop Brady also requires freshmen parents to complete

an Admission Health Report form as part of the student's medical records. Failure to provide any of these documents will preclude the student from attending school until documents are complete and given to the office.

Prescription Medication--All prescription medication must be kept in the Guidance Office, *appropriately identified, and taken by the student in that office.* No student is allowed to take medicine unless a physician's note and a parent's note are provided. Inhalants are a prescribed drug and must be checked through the Guidance Office. The only exception allowed for a student to possess their inhaler is by way of a physician's request. No student should ever share an inhaler.

Over-the Counter Medication such as Aspirin/Tylenol etc. MAY NOT BE DISTRIBUTED to students under 18 years of age unless a parent has signed for it on the Student Information Form kept on file in the Main Office. Ibuprofen/Tylenol are available in the Main Office.

Illness at school--A student who is sick or becomes ill while at school is required to report to the Main Office. Ill students may remain in the Main Office or the "sick room" for one class period only. After one class period the student must decide if they can finish the day in classes or the student must go home. The sick time in the Main Office will count as an excused absence from the class and be counted towards their total of classes missed for the course. Students who miss ANY PART OF THE SCHOOL DAY because of illness, may not participate in any extracurricular activities (athletics, clubs, drama etc.) Students that report to the Main Office for medicine or illness and returns to class, must obtain a medical pass. This is part of the school's medical record documentation. If a student is dismissed to go home, the student must be signed out through the Main Office secretary. If the case of a medical emergency, a designated member of the staff will be responsible for getting the student to the proper medical facility and the office will notify the parents.

Non-Discriminatory Policy Bishop Brady High School accepts qualified students of any race, color, creed, sex or national origin and does not discriminate in the administration of its educational, athletics, or scholarship program.

Permission to Publish As part of the educational program at BBHS, students may have the opportunity to publish documents and participate in projects on the school website, newspaper, yearbook, magazines and in other media. Student generated work may include: stories, articles,

poems, art work, projects, photography, videocasts and other media. This is an opportunity for BBHS to highlight our students and for our students to showcase their work in a variety of forums.

Some guidelines the school would adhere to are, but not limited to:

- Photographs or videos may identify the student, an activity or event and where appropriate, the grade level, and/or teacher.
- Student-generated work may include name and grade level but will not include any other identifying information.
- Any photograph or posting of work on the school website will be removed upon written request of the parent/guardian.

Bishop Brady High School will publish documents and pictures and showcase our students always taking care to ensure their safety. **If you prefer your student not to be part of any publishing in any way,** please contact the school and we will assist you with that request.

Portable Electronic Devices No portable radios, cassettes, CD players, Gameboys, pagers or cell phones can be on the student's person during the school day. They are a distraction to the learning process and are also objects that are easily lost or stolen. Any student found in possession of a portable electronic device, whether in use or not in use, will be subject to disciplinary action that may include detention and/or confiscation of the device.

Retreats Retreat experiences are provided for each class. Every student is expected to participate. Please note that retreats and any other special activities are considered as a regular school day, and attendance is mandatory.

School Hours The normal school day is from 7:55 a.m. to 2:35 p.m. Monday through Friday. We follow a seven day schedule with 7 periods lettered A through G. Each day one period is held as a double block (80 min.) and that class is not held on the following day. (See ADDITIONS, 7-day Rotation)

School Telephones The office phones are for school related business. Students may use an office telephone with permission of the office administrator in extreme situations or emergencies. In most cases of emergency or illness, the office or Guidance will contact a parent for the student. Parents that need to contact a student please note that a student will not be removed from a class for a telephone call unless there is an emergency or other extreme circumstance and only when the parent explains the emergency to the secretary or an

administrator before calling the student to the phone. Parents are asked to leave a message with the office and the student will be contacted to receive the message at an appropriate time. (Note: Parents are required NOT to contact a student on the student's cell phone or pager during the school day.)

One public telephone outside the cafeteria is available to students to be used before school, during lunch, study halls and after school.

Snow Days

In cases of severe weather, school may be canceled or delayed. Notification will be on Edline, WMUR TV and our "Alert Now" phone notification system. Parents should always make the final decision as to whether their student will travel in months of questionable weather. Bishop Brady services students from many areas outside Concord and weather can change or be very different within a few miles outside our area.

Social Events

In an effort to promote school spirit and community, the school encourages a number of social events during the year. The school recognizes that the responsibility of the following regulations governing these events rests with the students. The following procedures have been established to expedite such events. It is imperative that these procedures be followed.

- Any group wishing to sponsor an activity must get a form from the Asst. Principal of Students. The completed form must be returned for approval at least 2 weeks before the date of the event.
- At certain designated school events, (i.e., dances), students who leave will not be permitted to return.
- Only Brady students and their invited guests are permitted to attend a Brady function. The Brady student is responsible for the conduct of his/her guest.
- When the chaperones feel a student has misbehaved, the student's parents may be called immediately and asked to remove the student from the event and/or campus. Evidence of misconduct will be reported to the Assistant Principal of Student Affairs.
- Refreshments may be served, but not in the gym.
- At no time will the use of alcohol, tobacco (including chew) or other intoxicating drugs be permitted on campus.

Procedure after events:

- All participants must be off campus by 12:00 midnight
- The area used must be cleaned before leaving the premises.

Parents who need to pick up their children after an event should pay particular attention to the time the event ends so faculty advisors may leave in a reasonable time following the event.

Visitors

Students who are interested in attending Bishop Brady are welcomed to spend a day with a Brady student but must make arrangements through the Admissions Office. A note from the visitor's parents is required. Visitors must adhere to all school rules and should be appropriately dressed for our school environment. Visiting students must have an application on file. Relatives or friends from other schools are not allowed to visit during the school day.

ADMINISTRATIVE STAFF

Principal	Trevor Bonat
Asst. Principal, Academics	Joy Degnan
Asst. Principal, Student Affairs	Greg Roberts
Campus Minister	Linda Fairbanks
Guidance Director	Joseph Stehno
Associate Director of Guidance	Barbara Shumway
Registrar	Paula Cheney
Athletic Director	Fred Vezina
Admissions/Enrollment Director	Lonna Abbott
Admissions/Enrollment Coordinator	Annette Marchand
Business Manager/Tech. Coordinator	Suzanne Walsh
Administrative Assistant	Alana Barchey
Librarian	Patricia Wilcox
Advancement Director	Maureen Kimball

ADVISORY BOARD MEMBERS

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H-226-4247
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Email: slocum_da@earthlink.net

Mr. Joseph Spain
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Email: jspain@jhspain.com

Mr. Dan Will, Chairman
7157 Pleasant Street
Loudon, NH 03307-1614
H-226-3622; W-669-1000
Email: dwill@devinemillimet.com

FACULTY	
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Jocelyn Bergeron	Theology
Keith Bergeron	Theology
Mary Boudette	Computers
Alison Cloutier	Theology
Blithe Damour	English/Dept. Chair
Beth Duhaime	Math
Andre Dusseault	History
Claire Dusseault	French/Language Dept. Chair
Eric Dymont	History
Linda Fairbanks	Theology/Dept. Chair
Gordon Ferno	Driver's Ed.
Raina Fitzgerald	Math
Maureen Goulson	Latin
Jane Higgins	English
Peggy Jacobs	Math/Dept. Chair
Jason Lane	Music
Susan Lee	English
James Miller	Science/Dept. Chair
Sarah Miller	ESL
Richard Mueller	Theology
Katie Orrego	Spanish
Kelly Owen	Art/Fine Arts Dept. Chair
Jennifer Pingree	Science
Edward Poisson	PE/Health
Crystal Reynolds	Science
Greg Roberts	Math
Rosa Roncancio	Spanish
Susan Seagroves	Science
Beverly Soucy	Math
Amy Usinger	English
Steven Woodward	History

All Brady faculty and staff can be contacted through e-mail. All e-mail addresses consist of the first name initial and last name in full followed by @bishopbrady.edu.

example: **Mr. Trevor Bonat's e-mail would be**
tbonat@bishopbrady.edu

ADDITIONS

- **Honor Code Policy, Sanctions, Due Process**
- **All-School Student Service Requirement**
- **Student/Parent participation Agreement**
- **Dress Code**
- **School Calendar**
- **7-Day Rotation**

**BISHOP BRADY HIGH SCHOOL
HONOR CODE**

POLICY ON CHEATING AND PLAGIARISM

I. OPENING STATEMENT

Honesty on the part of all members of the Bishop Brady community and faculty is basic to creating an atmosphere of growth, support, safety and comfort. Cooperatively working with others in the classroom, in clubs, on teams, on school trips etc. assumes this support and honesty. Though the focus of the following Honor Code highlights academic honesty, it must be understood that the Honor Code relates to other school rules as well.

Therefore: In the event that any student sees or participates in the breaking of any “major” school rule, all aspects of the Bishop Brady Honor Code apply.

II. INTELLECTUAL DISHONESTY

Intellectual honesty on the part of all members of the Bishop Brady community and faculty is basic to the individual growth and development throughout one’s academic career. When academic dishonesty occurs, the teaching and learning environment is seriously undermined and student growth and development is impeded. For these reasons, any form of intellectual dishonesty is prohibited and will not be tolerated. Bishop Brady faculty and students must report all instances of academic dishonesty to the Honor Code Council

Intellectual dishonesty can take many forms. Examples of intellectual dishonesty include making up or falsifying data, etc. It may also take the form of intellectual carelessness, which, while not intentionally deceptive, has the same outcome and may be treated as academic dishonesty.

a. Cheating:

Cheating occurs when a student presents as one’s own the work of another. Some examples of cheating include, but are by no means limited to, the following:

1. Copying on an exam, homework or other work to be evaluated by the teacher.
2. Cooperative work—working with another student without the permission from the teacher of the course. **Students will assume they cannot work together without explicit permission from the course instructor.**
3. The use of "cheat sheets" or any other outside materials during an exam.
4. Using a paper in more than one class without written permission from all instructors involved.
5. In all Foreign Language classes, use of a computer translator is strictly forbidden for all writing assignments. (For further explanation, see the course descriptions for the language courses.)

b. Plagiarism:

Another form of intellectual dishonesty is plagiarism (i.e., the representation of another's words, thoughts, or ideas as one's own). While it is expected that a student who is engaged in writing will utilize information from sources other than personal experience, appropriate acknowledgment of such sources is required. Plagiarism includes the following:

1. Implementing within a paper a direct quotation, graph, table etc. without citing the source.
2. Paraphrasing the ideas, interpretation, and expressions of another without giving credit.
3. Failing to acknowledge or document sources, a student is guilty of representing the thought of others as the student's own.

Students MUST assume that any paper, project, report etc. they are passing in should always give credit to the original source. Thus, all sources of information should be credited or cited according to the Modern Language Association Style Sheet (MLA). Students are always encouraged to seek assistance if confused in any way regarding sources and citations.

III. STUDENT RESPONSIBILITIES

Every student has the responsibility and obligation to assist in protecting the integrity of the learning process and the diplomas which this school grants by (1) not participating, either directly or indirectly, in cheating or plagiarism, (2) actively discouraging cheating or plagiarism by others, and (3) and reporting all instances of which a student has knowledge.

It is important that students and instructors work together to achieve an academic environment that is fair to all students; thus, it is essential that a student report to the course instructor in a timely manner any known incidents of cheating/plagiarism. A person who knowingly assists another person in cheating or plagiarism is as guilty as the person receiving help.

Every student also has the responsibility and obligation to assist in protecting the non-academic environment. It is important that teachers, students, coaches and volunteers work together to achieve a total school environment of support, safety and comfort; thus, it is essential that a student report any occurrence of the breaking of any "major" school rule.

IV. FACULTY RESPONSIBILITIES

Each faculty member has a responsibility to assist in protecting the integrity of the diplomas which Bishop Brady grants by (1) informing students of the cheating/plagiarism policy and of any specific interpretation of that policy particular to a given course, (2) actively discouraging cheating or plagiarism, and (3) reporting any alleged violation of the honor code of which the teacher is aware.

V. ADDRESSING OTHER ISSUES

In the event that an issue arises which has not been adequately addressed in this document, the Honor Council reserves the right to address and resolve said issue.

VI. AMENDING THIS DOCUMENT

To amend any part of this Honor Code, a two-third's majority vote of the BBHS faculty will be required.

**BISHOP BRADY HIGH SCHOOL
SANCTIONS FOR HONOR CODE VIOLATIONS**

First Infraction:

1. Those students who choose to admit their infractions within the designated grace period (24 hours for self-reporting from time assignment is handed in) will not face any disciplinary action. However, the aforementioned students will receive a grade of 0% for the assignment.
2. Students not admitting an infraction but found guilty after appearing before the Administrative Council will:
 - a. Submit a letter of apology to the teacher of the class in which the infraction occurred, and any other party they may have violated.
 - b. Receive a 0% for the assignment on which they committed the infraction
 - c. Receive 3 days out-of-school suspension for violating the honor code.

Second Infraction:

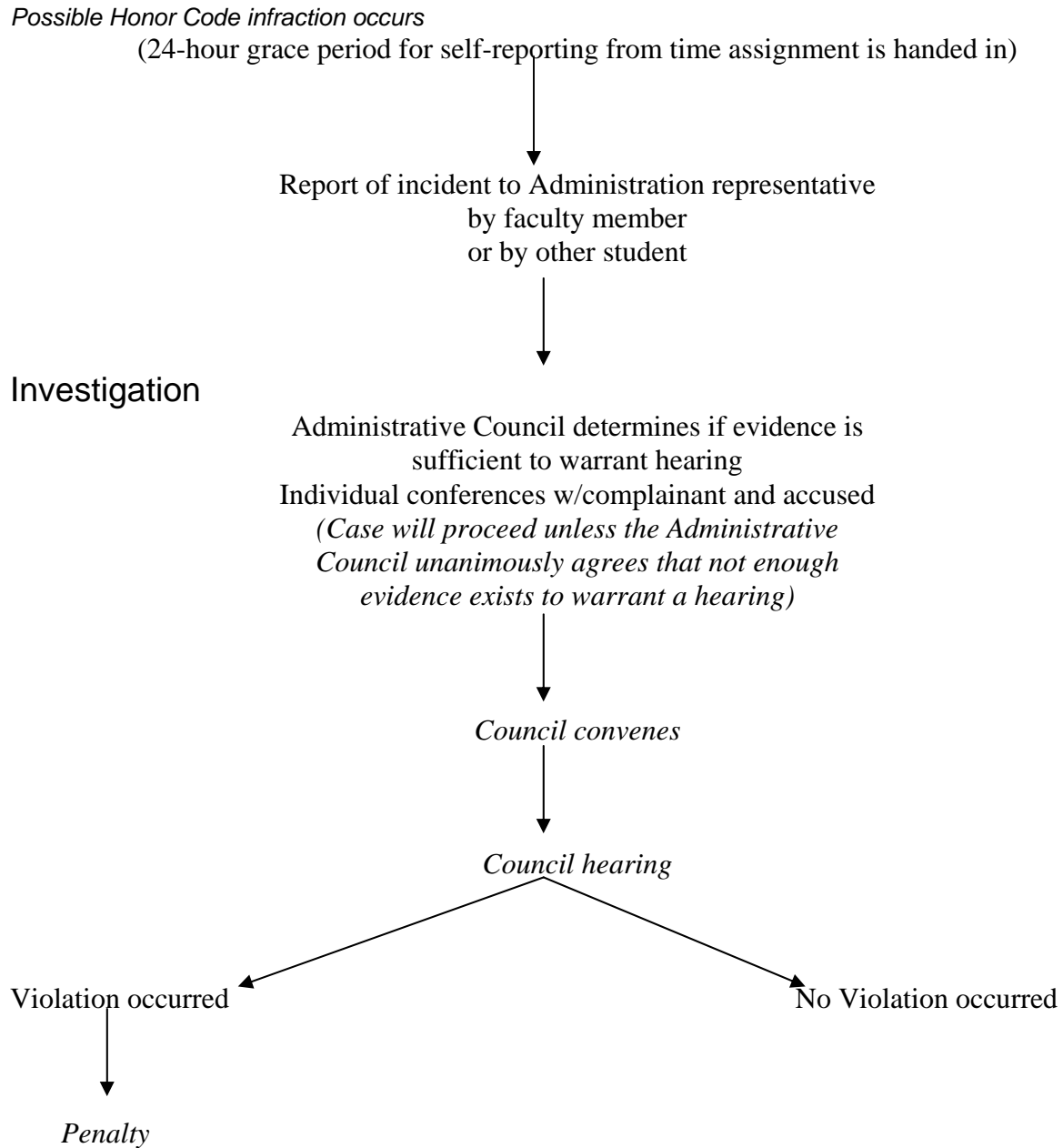
Upon a second admitted or proven infraction of the honor code, the guilty party will:

- a. Repeat steps 2 a-b
- b. Receive an out-of-school suspension for 1 week.

Third Infraction:

Upon a third admitted or proven infraction of the honor code, the guilty party will be expelled from Bishop Brady High School.

HONOR CODE DUE PROCESS FLOW CHART
For students who do not admit to infraction



THEOLOGY SERVICE CREDITS

All students are expected to fulfill a 70 hour service commitment. This is a four year requirement whereby students will take the message of Christ into their school and local community.

Freshmen and Sophomores commit time to their school community in various ways such as tutoring, hosting tours for visitors and school beautification.

Juniors and Seniors work independently outside the school. Their projects are approved by the Theology department and each student chooses their work site in order to complete their hours.

All Students will be required to complete various assignments, essays, and evaluations displayed collectively in a community service portfolio. This requirement will hopefully guide them through the gospel message that all are called to serve.

Completing Service Hours. Service hours must be done outside of the regular school day. Students must complete their hours before or after school, on weekends, or during school calendar scheduled holidays. **No time off from school will be granted to fulfill service hours.**

FRESHMEN AND SOPHOMORE SERVICE

IN HOUSE SERVICE:

School Functions	School Meetings	Teacher's Aide
Open Houses	Visitation Hosting	Office Aid
Setups for Activities	Setups for Services	Tutoring

FRESHMEN HOURS
10 Hours per Year

SOPHOMORE HOURS
15 Hours per Year

JUNIORS AND SENIOR SERVICE

COMMUNITY ORIENTED SERVICE OUTSIDE OF SCHOOL:

Red Cross	Hospice	Special Olympics
Nursing Homes	Coaching	Peer Outreach
Soup Kitchens	St. Vincent DePaul	Student Aide/Teacher Asst. (not at Brady)

(These are Just Suggestions)

JUNIORS
20 Hours per Year

SENIORS
45 Hours per Year

GRADES:

Will be averaged into the Fourth Quarter Theology Grade
Full Theology credit will only be given once service hours
and the portfolios are completed.

**BISHOP BRADY HIGH SCHOOL
STUDENT PARTICIPANT/PARENT AGREEMENT
FOR EXTRA-CURRICULAR ACTIVITIES**

The Student Participant/Parent Agreement establishes an understanding for Extra-curricular activities among Bishop Brady HS, the coaches and advisors of the extra-curricular activities, the Student Participant, and the Student Participant's parents/guardians. Each Student Participant and their Parents or Guardian accepts this Agreement by signing off on the Student Handbook. The Agreement is in force when the Student Participant attends any practice, or contest or activity during the school year.

The terms and rules stated within the Student/Parent Handbook Agreement are intended to create the best environment possible for all those involved in an activity through clear communication, to offer the Student Participant excellent opportunities to learn about and learn from the activity involved, to ensure the Student Participant's greatest performance potential is attained, and to provide guidance for all Student Participants as to what consequences will apply to their decisions regarding involvement in the activity.

By signing the Student/Parent Handbook Agreement students and their parents/guardians acknowledge:

1. They read the contents of this Agreement and accept all terms and rules as stated;
2. They agree to cooperate with coaches and advisors of the activity involved, regarding any changes or modifications required during the activity for participation;
3. They accept that the terms and rules of this Agreement apply the first day the activity begins and remain in force for one week following the conclusion of the activity;
4. They agree that the Student Participant exerts the highest level of effort and commitment to participate in the activity involved in a manner consistent with this Agreement.

SCHOOL RULES:

A Student Participant's willful violation of any of the following rules **at any time and anywhere**, while involved in an activity, results in disciplinary action that can include immediate **DISMISSAL** from the activity group or team for the remainder of the activity period.

1. No Possession or Drinking of any **ALCOHOLIC BEVERAGES**
2. No Possession or Use of Unauthorized **DRUGS OR MEDICINES**
3. No **STEALING**
4. No **VANDALISM**
5. No Violent Behavior (possession or use of a weapon, assault and battery, criminal threatening)

TEAM RULES

A Student participant's willful violation of the following rules at any time and anywhere, while involved in an activity, results in a **ONE-CONTEST SUSPENSION** for the first occurrence, and disciplinary action that can include immediate **DISMISSAL** from the activity group or team for the remainder of the activity period for a second occurrence:

1. No Possession or Use of **ANY TYPE** of **TABACCO PRODUCTS**
2. **BREACH** of **GOOD SPORTSMANSHIP** in relation to Officials, Coaches, Teammates, Opponents, and Spectators (includes ejection from contests for personal misconduct; and, conduct at training and practices, traveling to or from events, or attending other Brady or non-Brady events and identifiable as a Brady student)
3. No **ACADEMIC MISCONDUCT** (includes cheating, skipping school, cutting class, and suspended or removed from class for behavior)
4. **DISRESPECTFUL BEHAVIOR** (includes dishonesty, harassment, hazing, taunting, fighting, etc.)

ATTENDANCE RULES:

Student Participants in an activity are expected to attend all practices organized by coaches/advisors, and to participate in all contests scheduled during the activity period. Absences from practices or contests can be excused for family emergencies or illness, and academic or related school functions approved by the Administration before the scheduled absence. Coaches/Advisors need notification prior to or immediately following any Student Participant's absence.

A student Participant is **not eligible to attend** a practice or participate in a contest on any day or evening when:

1. They are ABSENT from school for an ILLNESS
2. They are SUSPENDED from school or subject to an in-school suspension
3. They MISS ANY PART of the school day due to tardiness or other unauthorized reason and extracurricular activities or events unrelated to the school (ex.: camps, tryouts, contests, etc.)

School Vacations and Family Trips are not acceptable for absences from practices or contests. Student Participants must carefully consider their commitment to participate in an activity in place of other personal obligations.

Violation of the Attendance rules will result in a **ONE-GAME SUSPENSION** for each occurrence. A meeting among the Administration, Coach/Advisor and Student Participant's parents/guardians will be necessary if more than one violation occurs for the activity involved. ANY EXCEPTIONS to the Attendance rules must be approved, in advance, by the Administration.

EQUIPMENT RESPONSIBILITY:

The Student Participant accepts full and total responsibility for any uniforms and equipment entrusted to the Student Participant. The Student Participant is also responsible for the maintenance of all equipment utilized for the activity involved. Upon completion of the activity involved, Student Participants have three days to return uniforms and equipment for which they were entrusted to the Coach/Advisor. If any uniforms and equipment are lost, not returned, or damaged, the responsible Student Participant is required to make restitution. Restitution is defined as the replacement costs for the missing or damaged uniforms and equipment.

Willful violation of the Responsibility rule results in disciplinary action that can include SUSPENSIONS from Contests involved for the next activity period.

TRANSPORTATION RULES:

Student Participants must ride on the school based transportation that is provided to and from contests. Any exceptions to this rule must be approved, in advance, by the Administration and Coaches/Advisors of the activity involved. The Student Participant's parent/guardian must submit a written and signed request, setting forth the reason or need for alternate transportation (includes Student Participants returning directly home from a contest with their parent/guardian). Participants cannot ride with other students to and from contests where school transportation is provided, or is not authorized per transport agreement.

Willful violation of the Transportation rules will involve disciplinary action that can include SUSPENSIONS from Contests.

PHYSICALS:

All Student Participants, upon entering Bishop Brady HS, must submit a completed physical examination form as part of their high school records. All Student Participants must provide to the Coaches/Advisors of the activity involved a completed and signed Emergency Medical Release form. Failure to provide these documents results in a Student Participant being ineligible to attend practices or contests. If any Student Participant is injured or placed under doctor's care for an illness, a note from the attending physician, permitting the Student Participant to return to the activity, must be submitted to the Administration and Coach/Advisor before participation in the activity can resume. Athletes are subject to random drug screenings and must submit to a drug test if requested by the Administration or Coach/Advisor.

Alleged violations of any rules stated in the Agreement will be investigated. The investigation may be conducted by and include the Coach/Advisor of the activity involved and Bishop Brady Administration. Student Participants must fully cooperate with the investigation, without claim of privacy or right to decline to cooperate, and they must acknowledge that third parties can be included in the investigation and evidence obtained from the third parties. Upon completion of the investigation, all findings and recommendation will be reported to the Administration, with final determination made by the Administration based on the report and due process rights as set forth in the Student Handbook.

BBHS SELECTIVE DRESS CODE

2009-20010
BOYS

The BBHS dress code sets a high standard for personal growth and self-discipline. Students are encouraged to present themselves with pride and dignity. All clothing should be neat, clean, free from holes, rips, or tears, and be properly worn. (Also See BEHAVIORAL EXPECTATIONS AND POLICIES, Dress Standards)

A. BBHS BLAZER, FLEECE, SWEATER, SWEATSHIRTS

Only BBHS logo'd blazers, logo'd fleece, logo'd sweaters, logo'd sweater vests may be worn. Fleece and vests are worn over shirt and tie or white turtleneck. On Wednesdays, the BBHS blazer **MUST** be worn with slacks, white dress shirt and tie. On Fridays, the BBHS sweatshirts are allowed. Sweatshirt with a Brady shirt underneath.

NO—Other, non-BBHS purchased sweaters or blazers are allowed.

B. SHIRTS

Solid color, button-collared dress shirt may be worn without a tie. (If a tie is worn, it should be knotted and adjusted properly at the collar). If a tee shirt or undershirt is worn, it must be the same, solid color as the dress shirt. White turtlenecks (not mock turtle necks) may be worn in place of shirt and tie and only under sweaters, sweater vests, fleece or blazer. White Dress Shirt with a tie **MUST** be worn on Wednesday or other Blazer days.

NO—Flannel or denim shirts (or shirts that give the appearance of flannel or denim.) No checkered, striped or other pattern/print, or logo shirts. Shirts must be tucked into pants—no shirttails showing.

POLO SHIRTS

Short sleeved and long sleeved Polo shirts—Only BBHS purchased double B—may be worn with slacks or shorts. They may **NOT** be worn on Wednesdays. Short sleeved Polo shirts cannot be worn over long sleeve shirts. Polo shirts must be tucked in at all times.

C. PANTS

Only BBHS purchased slacks or slacks purchased elsewhere which are **IDENTICAL TO THE BBHS** slacks are to be worn. The color choices are **khaki, navy, black or gray**. A belt or suspenders are required to be worn with pants. Pants should be neatly pressed and hemmed so as not to drag on the floor. No holes, tears, ragged edges, etc.

SHORTS

Only BBHS purchased dress length shorts or dress length shorts purchased elsewhere which are **IDENTICAL TO THE BBHS** dress length shorts may be worn in the warmer months, Sept – Oct, and April – June. The color choices are **khaki or navy**.

D. SHOES

Only dress or dress casual shoes may be worn: lace-up, loafers, dress slip-ons. Socks must be worn with shoes. (Exception: If students are wearing shorts, socks are not mandatory). Sneakers are allowed in gym class or when participating in sporting activities. Any exception for shoes must be approved and only when medical permission is provided.

NO—Boots, mocs sandals, flip flops, clogs, athletic, running, training, hiking etc.

E. HATS

Hats or headgear of any kind are not part of the BBHS dress code. They are never to be worn in the building unless permitted by the Administration.

Boy's dress code continued

F HAIR AND FACE

Hair should be neat and not a distraction. Crewcuts and regular men's haircuts (top of ears, above eyebrows, and about shirt collar) are dresscode. Young men must be clean shaven at all times.

NO—Unnatural looking, or noticeably different (such as streaking) hair color or hair styles. No sideburns past mid-ear. Those who do not abide by these regulations will have one day to correct the problem. Administration has the final say on all hair policies.

G. BODY PIERCINGS

All body piercing is unacceptable. Young men who wear piercing outside the school **MUST REMOVE** and **REFRAIN** from wearing them during the school day.

ENFORCEMENT

Any student who arrives at school not in complete dress code or is found out of dress code during the school day, will be required to fix the dress issue. If the student cannot immediately fix the issue, they will be suspended from classes and asked to return home to correct their dress (unless their dress code violation is considered minor in which case they will receive a detention.) Continuous minor dress code violations, 6 in a semester, will result in being suspended from classes and being sent home.

Quick look at Boys' daily Dress Standards by days of the week:

Mon., Tues., Thurs., Fri./Casual Dress days

Shirt: Solid color dress shirt **OR** BBHS Polo
BBHS Sweater or Vests are optional as accessories
Pants: BBHS pants or shorts

Wed./Blazer Day

Shirt: White dress shirt and tie
Pants: Dress pants only
Blazer: BBHS Blazer

Fri./Brady Spirit Dress Options (or regular casual dress as stated above)

Tops: Brady Club, Sport or Activity tops
(T-shirts, sweatshirts, jackets or jerseys may be worn in place of casual dress shirt and sweater.)
Pants: Same as Mon., Tues., Thurs., Fri.,

BBHS SELECTIVE DRESS CODE
2009-2010
GIRLS

The BBHS dress code sets a high standard for personal growth and self-discipline. Students are encouraged to present themselves with pride and dignity. All clothing should be neat, clean, free from holes, rips, or tears, and be properly worn. (Also See BEHAVIORAL EXPECTATIONS AND POLICIES, Dress Standards)

A. BBHS BLAZER, FLEECE, SWEATERS SWEATSHIRTS

Only BBHS logo'd blazers, logo'd fleece, logo'd sweaters, logo'd sweater vests may be worn. Fleece and sweaters and vests are worn over blouses or turtlenecks. On Wednesdays, the BBHS blazer MUST be worn with the dress code skirt and white BBHS purchased dress code blouse. On Fridays, the BBHS sweatshirts are allowed with a Brady shirt underneath.

NO—Other sweaters or blazers are allowed.

B. BLOUSES

Only BBHS purchased blouses, short or long sleeves, may be worn. If a tee shirt or under shirt is worn, it must be the same, solid color as the blouse. White turtlenecks (not mock turtle necks) may be worn in place of blouses and only if worn under sweaters, sweater vests, fleece or blazers. White BBHS purchased Blouses must be worn on Wednesdays or other Blazer days.

POLO SHIRTS

Short sleeved and long sleeved Polo shirts—Only BBHS purchased double B—may be worn with slacks, shorts, skorts, or skirts. They may NOT be worn on Wednesdays. Short sleeved Polo shirts cannot be worn over long sleeve shirts. Polo shirts must be tucked in at all times.

C. SKIRTS

Only BBHS purchased skirts and skorts may be worn. The pleated skirt, in either plaid or solid gray, is mandatory on Wednesday or those days when blazer dress is required. The pleated skirt or the khaki skort may be worn any other day with sweaters, vests or polo shirts. An appropriate length for skirts and skorts is no greater than 2 inches above the knee.

D. PANTS

Only BBHS purchased slacks or slacks purchased elsewhere which are IDENTICAL TO THE BBHS slacks are to be worn. The color choices are khaki, navy or gray. A belt or suspenders are required to be worn with pants. Pants should be neatly pressed and hemmed so as not to drag on the floor. No holes, tears, ragged edges, etc.

SHORTS

Only BBHS purchased khaki dress shorts or khaki dress length shorts purchased elsewhere which are IDENTICAL TO THE BBHS khaki dress length shorts may be worn in the warmer months, Sept – Oct, and April – June. Capri pants can be worn the same months as shorts. HOWEVER they must be khaki, non stretch, dress Capri pants.

E. SHOES

Only dress or dress casual shoes, bucks, loafers or boat shoes may be worn. Socks must be worn with shoes. (Exception: If students are wearing shorts, socks are not mandatory). Sneakers are allowed in gym class or when participating in sporting activities. Any exception for shoes must be approved and only when medical permission is provided.

NO—Boots, open toe slides, straps or other sandals, gum high heel shoes or jelly shoes, mocs, flip flops, clogs, athletic, running, training, hiking, etc.

F. STOCKINGS

Solid color socks, solid colored nylons or solid colored tights must be worn on Wednesdays. Pattern socks, nylons or tights may be worn other days.. Socks must be worn every day. (Exception: If students are wearing shorts, socks are not mandatory.)

NO—Above the knee stockings, fishnets, leggings or sock with inappropriate designs or words.

G HATS

Hats or headgear of any kind are not part of the BBHS dress code. They are never to be worn in the building unless permitted by the Administration.

H. HAIR

Hair should be neat and not a distraction. Administration has the final say on all hair policies.

NO—Unnatural looking or noticeably different (such as streaking) hair color or hair styles.

I. BODY PIERCINGS

Body piercing, other than earrings are unacceptable. Young women who wear such piercing outside the school MUST REMOVE and REFRAIN from wearing them during the school day.

ENFORCEMENT

Any student who arrives at school not in complete dress code or is found out of dress code during the school day, will be required to fix the dress issue. If the student cannot immediately fix the issue, they will be suspended from classes and asked to return home to correct their dress (unless their dress code violation is considered minor in which case they will receive a detention.) Continuous minor dress code violations, 6 in a semester, will result in being suspended from classes and being sent home.

Quick look at Girls' daily Dress Code by days of the week:

(Note: BBHS purchased skirts may be worn any day of the week)

Mon., Tues., Thurs., Fri./Casual Dress days

Shirt: BBHS purchased blouse **OR** BBHS Polo
BBHS Sweater or Vests are optional as accessories
Pants: BBHS pants or shorts

Wed./Blazer Day

Shirt: White BBHS purchased blouse
Skirts: BBHS purchased skirts

Fri./Brady Spirit Dress Options (or regular casual dress as stated above)

Tops: Brady Club, Sport or Activity tops
(T-shirts, sweatshirts, jackets or jerseys may be worn in place of casual dress shirt and sweater.)
Pants: Same as Mon., Tues., Thurs., Fri.,

BISHOP BRADY HIGH SCHOOL
Calendar for 2009-2010

	M	T	W	TH	F
August/	24	25	26	27	28
September	31	1	2	3	4
	X	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

	M	T	W	TH	F
February	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	X	X	X	X	X

	M	T	W	TH	F
October				1	2
	5	6	7	8	9
	X	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	M	T	W	TH	F
March	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	27	30	31		

	M	T	W	TH	F
November	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	X	X	X
	30				

	M	T	W	TH	F
April				1	X
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	X	X	X	X	X

	M	T	W	TH	F
December		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	X	X	X
	X	X	X	X	

	M	T	W	TH	F
May	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	X				

	M	T	W	TH	F
January					X
	4	5	6	7	8
	11	12	13	14	15
	X	19	20	21	22
	25	26	27	28	29

	M	T	W	TH	F
June		1	2	3	4
	7	8	9	10	11
	*(14	15	16	17	18)

Explanation

9/7	Labor Day	2/22-26	Winter Break
10/12	Columbus Day	4/2	Good Friday
11/25-27	Thanksgiving Break	4/26-30	Spring Break
12/23-1/1	Christmas Break	5/31	Memorial Day
1/18	Martin Luther King Day		

*Days used as needed for snow day makeup

Italicized dates are special academic dates explained on next page

**Academic Dates to Remember
(Underlines/Italicized Noted on Calendar)**

August 24-28.....	Specific dates assigned for faculty and individual class orientation/retreats 24 Faculty; 25 Senior, 26 Junior, 27 Sophomore, 28 Freshmen
August 27	Freshmen/Parent Workshop/Orientation
August 31	All grades, 9-12, meet for official day ONE of class rotation
Sept. 16	Back To School Night 6:30
Sept. 28	Progress Report Week (uploaded to Edline) Call school to make conference appointments
Oct. 8.....	Parent Conferences starting at 2 p.m. – 7 p.m.
Oct. 14.....	Testing Day for Freshmen, Sophomores, Juniors/ Early Dismissal/ No Seniors today
Oct. 30.....	End Quarter 1 (quarter grades uploaded to Edline week of Nov. 2)
Dec. 7	Progress Report Week (uploaded to Edline) Call school to make conference appointments
Dec. 17	Parent Conferences 2 p.m. – 7 p.m. and early dismissal after lunch
Jan. 15	End Quarter 2 (quarter grades uploaded to Edline week of Jan. 19)
Jan. 19-22.....	Mid-Term Exams
Feb. 15.....	Academic Fair/Mid-Year Awards Ceremony (Snow date Feb. 16)
March 1	Progress Report Week (uploaded to Edline) Call school to make conference appointments
March 11	Parent Conferences 4:00 – 7:30 p.m.
April 1	End of Quarter 3 (quarter grades uploaded to Edline week of March 30)
May 10	Progress Report Week (uploaded to Edline, no scheduled conferences)
June 9	Awards Ceremony
June 10	Bacc. Mass & Banquet
June 11	Graduation
June TBA	Final Exams start date depends on snow day makeup needs
June TBA	Last day of classes depends on snow day makeup needs

Delayed Openings for Faculty Workshops (School would start at 10:00)

January 25

March 24

April 5

SEVEN- DAY ROTATION

1	2	3	4	5	6	7
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A B A A A A A

A B G B B B B

B C C D E F G

C D C D E F G

Lunch	D	E	D	E	F	G	C
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