# 2016-2017 Student Handbook – Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handbook Explanation</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement, Brady Philosophy and History</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>5</td>
</tr>
<tr>
<td>Faculty</td>
<td>6</td>
</tr>
<tr>
<td>Class Officers</td>
<td>8</td>
</tr>
<tr>
<td>Advisory Board</td>
<td>9</td>
</tr>
<tr>
<td>Catholic Philosophy of Education</td>
<td>10</td>
</tr>
<tr>
<td>Vision of Bishop Brady Graduate at Graduation</td>
<td>11</td>
</tr>
<tr>
<td>Academic Information and Policies</td>
<td>12</td>
</tr>
<tr>
<td>Agenda Books, Computer Labs, Computers (Personal), Concussion Policy,</td>
<td></td>
</tr>
<tr>
<td>Counseling and Guidance, Courses (Selection, Credit Requirements,</td>
<td></td>
</tr>
<tr>
<td>Changes, Level Changes, Failures, Drops), Exams, Extra/Co-Curricular</td>
<td></td>
</tr>
<tr>
<td>Eligibility, Grading Levels, Grading System (GPA, weighted scale,</td>
<td></td>
</tr>
<tr>
<td>graduation requirements), Homework, Honor Awards, Honor Roll,</td>
<td></td>
</tr>
<tr>
<td>Incompletes, Make-up, National Honor Society, Progress Reports,</td>
<td></td>
</tr>
<tr>
<td>Records Release, Report Cards, Standardized Testing, Theology Service</td>
<td></td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
</tr>
<tr>
<td>Honesty &amp; Behavioral Expectations</td>
<td>28</td>
</tr>
<tr>
<td>Social Honesty, Intellectual Honesty (Cheating, Plagiarism, Sanctions,</td>
<td></td>
</tr>
<tr>
<td>Responsibilities), Anti-Social Behavior (Bullying, Harassment, Hazing),</td>
<td></td>
</tr>
<tr>
<td>Cell Phones, Disciplinary Procedure (Detention, Probation, Sr.</td>
<td></td>
</tr>
<tr>
<td>Privileges, Suspension), Drug, Tobacco and Alcohol Policy, Electronic</td>
<td></td>
</tr>
<tr>
<td>Devices for Learning, Stealing/Vandalism, Weapons</td>
<td></td>
</tr>
<tr>
<td>General Information and Policies</td>
<td>38</td>
</tr>
<tr>
<td>Accidents, Advising, Announcements, Attendance Policy (Absences,</td>
<td></td>
</tr>
<tr>
<td>Dismissals, Tardy)</td>
<td></td>
</tr>
<tr>
<td>Cafeteria, Campus Ministry, Cars and Parking, Change of Address/</td>
<td></td>
</tr>
<tr>
<td>Telephone, Chapel, Clubs and Organizations, Diversity, Dress Code,</td>
<td></td>
</tr>
<tr>
<td>Emergencies, Extra/Co-Curricular Activities, Field Trips, Fire Drills</td>
<td></td>
</tr>
<tr>
<td>and Procedures, Food/ Beverages, Fund Raising, Insurance, Library,</td>
<td></td>
</tr>
<tr>
<td>Liturgy, Lockers, Lost and Found, Medical Procedures, Non-Discriminat</td>
<td></td>
</tr>
<tr>
<td>or Policy, Permission to Publish, Physical Affection, Residence,</td>
<td></td>
</tr>
<tr>
<td>Retreats, Searches, School Hours, School Telephone, Snow Days, Social</td>
<td></td>
</tr>
<tr>
<td>Events, Visitors</td>
<td></td>
</tr>
<tr>
<td>Additions</td>
<td>53</td>
</tr>
<tr>
<td>Policy on Bullying</td>
<td>54</td>
</tr>
<tr>
<td>Policy on Drugs, Tobacco and Alcohol</td>
<td>59</td>
</tr>
<tr>
<td>Policy on Technology (GMAIL Personal Electronic Devices, BYOD,</td>
<td></td>
</tr>
<tr>
<td>Internet Acceptable Use, Social Media Guidelines)</td>
<td>63</td>
</tr>
<tr>
<td>Honor Code Pledge</td>
<td>70</td>
</tr>
<tr>
<td>Student/Parent Participation Agreement</td>
<td>71</td>
</tr>
<tr>
<td>BBHS Clubs &amp; Activities</td>
<td>73</td>
</tr>
<tr>
<td>Dress Code</td>
<td>74</td>
</tr>
<tr>
<td>School Calendar</td>
<td>79</td>
</tr>
<tr>
<td>5-Day Schedule</td>
<td>81</td>
</tr>
</tbody>
</table>
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 enrollment in the school signifies his or 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. Enrollment also signifies the parent’s acceptance of all policies and expectations of respect. The school reserves the right to expel a student at any time, 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 in the school implies a partnership between the school and the family. 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 student 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. Continued enrollment in school after notice of change is given signifies that parents and students are in agreement with said change.
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.

BRADY PHILOSOPHY

Bishop Brady is a center for the pursuit of excellence and for the development of the total person. It is a caring community, where each person is invited to build quality interpersonal relationships and to exert a positive influence on the climate of the school. It is a Catholic school where students learn in a nurturing, creative atmosphere; where educators teach in a dedicated, professional manner; where administrators know that caring is as important to the heart as knowledge is to the mind.

As a Catholic school and a caring community, we are committed to the following objectives:

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

BRADY HISTORY

Bishop Brady traces its roots to St. John’s High School, established in 1930 on South State Street in Concord, New Hampshire.

Bishop Brady, named for the Most Reverend Matthew F. Brady, D.D., Bishop of Manchester, 1945-1959, opened its doors in September 1963 as a private, Catholic co-educational school offering a college preparatory program in a supportive Christian atmosphere.

Continuing the traditions of St. John’s High School, Bishop Brady High School carries on the motto, “fides, caritas, veritas”—translated as faith, charity, and truth—the backbone of the strong principles behind the development of the total person. Our graduates are ready to face the world armed with a solid foundation of academic strength, a compassion for others, and a healthy respect for their religious beliefs, self, family and society.

An expansion and renovation project was completed at Bishop Brady in May 2007, creating a new multimedia center, new guidance suite, six new classrooms, an expanded chapel, and four new administrative offices as well as renovation to the existing administration area and cafeteria.
## ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Andrea Isaak Elliot, x226</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal, Academics</td>
<td>Joy Degnan, x227</td>
<td></td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Keith Bergeron x222</td>
<td></td>
</tr>
<tr>
<td>Business Manager/Technology Coordinator</td>
<td>Suzanne Walsh, x228</td>
<td></td>
</tr>
<tr>
<td>Campus Minister</td>
<td>Linda Fairbanks, x282</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Alana Barchey, x221</td>
<td></td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Andrew Lathrop x277</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Alana Barchey, x221</td>
<td></td>
</tr>
<tr>
<td>Communications Director</td>
<td>Anne Alosa</td>
<td></td>
</tr>
</tbody>
</table>

**Main phone line** – (603)224-7418; dial extension when prompted

## COUNSELING AND GUIDANCE OFFICE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Counselor</td>
<td>Jeff Dailey, x285</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>Paula Cheney, x225</td>
<td></td>
</tr>
<tr>
<td>Academic Coach</td>
<td>Alice Giarruso x284</td>
<td></td>
</tr>
</tbody>
</table>

## ADMISSIONS/ENROLLMENT

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions/Enrollment Director</td>
<td>Lonna Abbott, x224</td>
<td></td>
</tr>
<tr>
<td>Admissions/Enrollment Coordinator</td>
<td>Jennifer Saucier, x292</td>
<td></td>
</tr>
</tbody>
</table>

## CURRICULUM FACILITATORS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMANITIES</td>
<td>Michael Ling</td>
</tr>
<tr>
<td>(English, Fine Arts, History, Theology,</td>
<td></td>
</tr>
<tr>
<td>World Language, ESL)</td>
<td></td>
</tr>
<tr>
<td>STEM</td>
<td>Jim Miller</td>
</tr>
<tr>
<td>(Math, Science, Technology, Wellness</td>
<td></td>
</tr>
</tbody>
</table>

**Email contact for all Administration and staff** – first initial and last name, followed by @ bishopbrady.edu (i.e. aelliot@bishopbrady.edu)
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Afflick</td>
<td>English</td>
</tr>
<tr>
<td>Annie Alosa</td>
<td>Math</td>
</tr>
<tr>
<td>Kristen Amato</td>
<td>History</td>
</tr>
<tr>
<td>Thomas Bates</td>
<td>Theology</td>
</tr>
<tr>
<td>Ryan Bilodeau</td>
<td>Theology</td>
</tr>
<tr>
<td>Lori Christerson</td>
<td>Science</td>
</tr>
<tr>
<td>Blithe Damour</td>
<td>English</td>
</tr>
<tr>
<td>Elizabeth Daschbach</td>
<td>ESL</td>
</tr>
<tr>
<td>Nicholas Fegley</td>
<td>Math/Science/Technology</td>
</tr>
<tr>
<td>Benjamin Greene</td>
<td>Music</td>
</tr>
<tr>
<td>Maureen Goulson</td>
<td>Latin</td>
</tr>
<tr>
<td>Karl Hubner</td>
<td>History</td>
</tr>
<tr>
<td>Maria Hunt</td>
<td>Spanish</td>
</tr>
<tr>
<td>Felicia Jean</td>
<td>Math</td>
</tr>
<tr>
<td>Jeffrey Kaplan</td>
<td>Science/Math</td>
</tr>
<tr>
<td>Rich Kleinschmidt</td>
<td>Math</td>
</tr>
<tr>
<td>Susan Lee</td>
<td>English</td>
</tr>
<tr>
<td>Michael Ling</td>
<td>Social Studies/Humanities Curr. Facilitator</td>
</tr>
<tr>
<td>Rose Marie Maranice</td>
<td>Computers</td>
</tr>
<tr>
<td>James Miller</td>
<td>Science/STEM Curr. Facilitator</td>
</tr>
<tr>
<td>Sarah Miller</td>
<td>ESL</td>
</tr>
<tr>
<td>Azure Neveln</td>
<td>Math</td>
</tr>
<tr>
<td>Kelly Owen</td>
<td>Art</td>
</tr>
<tr>
<td>Christopher Parent</td>
<td>Theology</td>
</tr>
<tr>
<td>Christopher Paul</td>
<td>Theology</td>
</tr>
<tr>
<td>Suzanne Schott</td>
<td>Spanish</td>
</tr>
<tr>
<td>Susan Seagroves</td>
<td>Science</td>
</tr>
<tr>
<td>Margaret Sica</td>
<td>English</td>
</tr>
<tr>
<td>JoAnn Sigua</td>
<td>Science</td>
</tr>
<tr>
<td>Melanie Smith</td>
<td>French</td>
</tr>
<tr>
<td>Nancy Stehno</td>
<td>Wellness</td>
</tr>
<tr>
<td>Jill Stone</td>
<td>English</td>
</tr>
<tr>
<td>Cara Tommasino</td>
<td>Spanish</td>
</tr>
<tr>
<td>Dee Treybig</td>
<td>History</td>
</tr>
</tbody>
</table>

E-mail contact for all teachers/staff – first initial then last name, followed by @bishopbrady.edu (ex: dafflick@bishopbrady.edu)
Contacting School Personnel

For the following issues, we would appreciate you contacting personnel utilizing the “chain of command,” after the student has had the opportunity to resolve the issue themselves:

- **Classroom/Academic issues** – Please contact classroom teacher first. If issue is not resolved, then contact the appropriate Curriculum Facilitator, and if necessary, the Assistant Principal of Academics. You may also contact the student’s advisor at any point.

- **Student issues, co-curricular activities (except athletics), discipline, attendance, safety and security of building and grounds** – Please contact the classroom teacher regarding in-class discipline, or activity advisor first. If issue is not resolved, then contact the Dean of Students. For discipline (other than teacher/classroom issued), attendance, and safety and security, contact the Dean of Students directly.

- **Social/emotional issues** – Please contact our School Counselors or Campus Minister, Linda Fairbanks, if your child is experiencing social or emotional issues (personal or family) that might affect their experience during the school day. The student’s advisor may also be contacted at any point.

- **Athletics** – Please contact the coach first. If issue is not resolved, then contact the Athletic Director, and if necessary, the Principal.

Parenting Plans

In the case of divorced or separated parents, the parents shall submit to the school an updated parenting plan that sets forth the decision-making and residential responsibilities of the parents. In the absence of submission to the school of such a parenting plan, court order, or decree to the contrary, in cases of divorced and/or separated parents, both parents will have the opportunity to request academic reports and will receive information pertaining to the school.
# Class Officers 2016 - 2017

## Seniors

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Matt Quirk</td>
</tr>
<tr>
<td>VP</td>
<td>Manish Giri</td>
</tr>
<tr>
<td>Secretary</td>
<td>Moses Murenzi</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Katie McMurphy</td>
</tr>
</tbody>
</table>

**Student Council:**
- Jordan Bergeron
- Cooper Johnson
- Dan Kelly
- Madison Laurent

## Juniors

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Sarah Haynes</td>
</tr>
<tr>
<td>VP</td>
<td>Misty Zaczyk</td>
</tr>
<tr>
<td>Secretary</td>
<td>Emily Tremblay</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mackenzie Witherill</td>
</tr>
</tbody>
</table>

**Student Council:**
- Emma Bradley
- Emily Finnegan
- William Scricens
- Mary Anne Wiley

## Sophomores

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Christina Beane</td>
</tr>
<tr>
<td>VP</td>
<td>Max Marinace</td>
</tr>
<tr>
<td>Secretary</td>
<td>Abigail Tremblay</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Riley Hollenberg</td>
</tr>
</tbody>
</table>

**Student Council:**
- Kenny Fusco
- Julia Latham
- Rose Monaghan
- Abbigail Mulleavey

## Freshmen (Fall of 2016)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
</tr>
<tr>
<td>VP</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
</tr>
</tbody>
</table>

**Student Council:**
Bishop Brady High School Advisor Board
2016-2017

Gary Bouchard, Past Chairman
1009 Shirley Ave.
Goffstown, NH 03045
H 497-8564; C-660-0341
gbouchar@anselm.edu

Mr. Tom MacMullin, Chairman
32 Thackeray Road
Concord, NH 03301
H-228-2329; w-223-4900; F-435-8901
Email:
tmacmullin@kenteklaserstore.com

Fr. Ray Ball
Immaculate Heart of Mary Parish
180 Loudon Road
Concord, NH 03301
H-224-4393
Frray3@gmail.com

Michelle Radie-Coffin
30 Auburn St
Concord, NH 03301
H 226-8685; W 225-7654; C 731-7291
michellecoffin@horizonsettlement.com

Patti Bryck
405 Lakeshore Dr.
New London, NH 03257
H 526-7820; C 660-0165
p.bryck@gmail.com

Mike Vermette
14 Oakmont Dr.
Concord, NH 03301
H 223-0654; W 224-9119; C 493-1542
mikevortho@aol.com

Steve Destefano
7 Sharon Dr.
Bow, NH 03304
H 224-2641; W 224-3377; C496-3674
sdestefano@aol.com

Dan Will
7157 Pleasant St.
Loudon, NH 03307
H 435-5534
dwill@devinemillemet.com

Bill Hickey
12 Poor Richards Dr.
Bow, NH 03304
W 228-1122; C 340-0178
bhickey@hltturner.com
Bishop Brady High School is a diocesan Catholic secondary school that nurtures students by engaging them in a rigorous academic program, encouraging them to deepen their faith and inviting them to extend their commitment to serving others. As a Catholic school, we are rooted in the love of Jesus Christ, God's gift of grace to the world. We are called to care for each other, to be responsible to and for our community, to be respectful, and to seek the truth courageously. Students, faculty, parents and alumni all agree to these principles as the guideposts for our learning community.

1. Care
Above all else, Bishop Brady High School is a caring and nurturing Christian community. We promote the dignity of the whole person—body, mind and soul. Our high standards reflect that all students and community members are called to grow beyond their present limits; we are called to excellence in all that we do. Participation in the Brady experience is a journey toward making the right decisions and growing closer to God.

2. Responsibility
All members of our community are responsible to live with integrity, to care for their neighbor and to promote the common good. We call on each other to engage with the community, to find God in everything that is around us, and to help transform the world.

3. Respect
We are called to respect ourselves and our community both at and beyond Bishop Brady High School. We are particularly committed to instilling a sense of accountability to those who are the least in society: the poor, the weak, and the disenfranchised. Our faith-filled environment nurtures social consciousness and prepares students to become responsible global citizens capable of changing the world.

4. Truth
We are called to seek truth courageously. Our academic curriculum is infused with occasion for active engagement in real world experiences to stimulate and shape critical thinking and positive action. Truth is also gained through personal reflection and collaboration with others. Our teaching and learning encourages individual passions and creates opportunities for deepening our understanding of ourselves, our peers, the world, and God.
Students at Bishop Brady are immersed in a community that cultivates individual growth in faith, learning and service. This growth starts in an environment that nurtures talents and supports struggle. Growth is also shown in each Brady student's pursuit of excellence in the classroom, by participation in co-curricular and extra-curricular activities, and in his or her social life.

The vision of the Bishop Brady Graduate at Graduation states the specific skills and habits of mind our community fosters in our students. These are not skills to measure but rather habits and virtues that students will deepen throughout their lives. Upon graduation, therefore, the young men and women receiving diplomas from Bishop Brady High School will have demonstrated personal growth through Deepening Faith, Engagement in Learning, and Commitment to Service.

**Deepening Faith**—A Bishop Brady graduate will experience growth in his or her faith and will be able to:

- integrate Gospel values into the decision making process
- respect the rich ritual traditions of the Catholic religion
- recognize one's religious faith as a lifelong journey
- celebrate the diversity found in other religions
- recognize that everyone is made in the image and likeness of God
- develop a habit of reflection on experiences
- show a growth in maturity and a willingness to take responsibility for his or her own actions

**Engagement in Learning**—A Bishop Brady graduate will experience growth in his or her learning and will be able to:

- carefully observe, critically question, intelligently explore and respectfully accept a variety of possibilities
- analyze and synthesize information and draw meaningful conclusions from various sources
- communicate effectively through written, oral, technological, and collaborative means
- be an active, informed and influential citizen
- demonstrate initiative, adaptability and moral fortitude in the technology driven future
- be creative, curious and imaginative
- develop the initiative to seek new challenges, even those that may involve risk or failure

**Commitment to Service**—A Bishop Brady graduate will experience growth in his or her service to others and will be able to:

- identify the many needs of local and wider communities
- live as a person in service to others
- reflect on the communal nature of humans and the broader demands of community building
- engage in social justice issues and the pressing needs of society through acts of charity and justice
ACADEMIC INFORMATION AND POLICIES

Agenda Books
Every student is given a Bishop Brady Agenda Book at the beginning of each school year and must bring it to every class daily. This “assignment” book should be used on a daily basis for accurate homework assignments. Many assignments are posted but changes can be made due to class activities, snow days and other interruptions. The assignments written down on a daily basis in class should be considered the *most timely and current.*

Computer Labs
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. 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.

Computers (personal) BYOD
BBHS encourages the students to use their own mobile electronic devices (BYOD) at school. Before connecting to the school’s network, students are required to register their one device through the Network Sentry Software. This ensures that the device connecting to the network is equipped with up-to-date anti-virus and anti-spyware software.

With teacher approval, students may use their devices such as laptops, iPad, tablets and eReaders in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity available to them. Cell Phones are not allowed in the BYOD network. Specific school policies are in place for use in the building. See the “Policy on Technology Use” in the ADDITIONS section of the Student/Parent Handbook.

*Please see the Additions section of this handbook for complete policy on Technology and Computer Use.*

Concussion Policy
The recognition and treatment of students/athletes who have concussion is a priority. Concussions, if not properly treated, can result in permanent physical and cognitive deficits.

Recovery from a concussion may require limitation of physical and/or mental activities. As such, Bishop Brady High School will
require the following if a student is suspected/diagnosed with a concussion:

- If a concussion is suspected, the student must see the school athletic trainer or physician or another recognized concussion specialist within 3 days. If the concussion is resolving, the athletic trainer may continue to treat the student until complete resolution. If the athlete is not showing improvement within 7-10 days of the injury, it is strongly recommended they see their physician or a physician with expertise managing concussions.

- If required to see a physician or concussion specialist, after-care instructions, or a post-concussion report form for returning to school/athletics, must be completed by the physician or recognized concussion specialist within two (2) school days of the visit, and a copy provided to the school.

- The report shall at least include the following: date of concussion, dates of excused absences, a return-to-school day, recommended academic accommodations and modifications, and recommended accommodations or limitations on participation in wellness classes and athletics.

- A student must have a medical clearance from the treating medical professional to continue with normal academic and athletic activities.

- Bishop Brady will make all attempts to comply with reasonable requests by medical professionals for academic and athletic accommodations or modifications, however we make no representations or warranties of any kind regarding the ability of the school to fulfill such requests.

**Counseling and Guidance**

The function of the Counseling and 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 Counseling and Guidance Department is responsible for the testing and/or assisting students to register for college admission tests (see Standardized Testing in this section for further explanations).
College Transcripts
Requests for transcripts may be made to the Counseling and Guidance office. When the transcripts are to be sent out with college applications, the applications should be in to the Counseling and Guidance office two (2) weeks prior to the college’s deadline. There is no fee for sending current senior transcripts. There is a fee of $5 for alumni.

College Reps
Juniors and Seniors will be given the opportunity to meet with representatives through two (2) mini College Fairs. Each fair will consist of 40-50 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/guardians.

College Visits
Seniors are encouraged to visit colleges for tours or interviews on non-school days. If needed, seniors can schedule four (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 Counseling and Guidance office and are to be returned to the office at least two (2) school days prior to the visit. No college visits will be approved after April 30th. The senior is responsible for classwork and homework missed.

Juniors are allowed two (2) college visitations between March 1 and May 15. As with Seniors, forms are due to Counseling and Guidance at least two (2) school days prior to the visit, and NO visit will be approved after May 15. Juniors are responsible for class work and homework missed.

Freshmen and Sophomores will not be excused for college visits.

Courses
Course Selections
After reviewing prerequisites, students should discuss their course selections with Counseling and Guidance. Students should also discuss levels and continuing courses with their subject teachers or Curriculum Facilitator. Course selections are completed online.
Credit Requirements
The yearly “Program of Studies” contains a description of all courses offered and the assigned course levels. All students must carry at least six courses during each semester, regardless of current credit status.

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

Course Changes
Opportunities for course changes are provided on designated dates during the summer through the Counseling and 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. (See Graduation Requirements in this section)

Course Level Changes
Any student wishing to change a level in any core course within the school year can do so only when recommended by the current teacher and Curriculum Facilitator. Level Change forms are available in the Counseling and Guidance office. 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.

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
A failed course may be made up either by attending an approved summer school, completing an approved online course or tutoring by a certified teacher [note: students may only recover grades using the previous methods if they have passed two (2) quarters in a year-long course or one (1) quarter of a semester course]. Students may also choose to repeat 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 who 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 who 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 and turned into Counseling and Guidance. No credit is given for a full-year course if dropped at any time.

**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), paid in full (as related to final exams), or having an approved written plan on file with the Principal.

**Extra/Co-Curricular Eligibility**
Extra/Co-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. At Progress Reports, athletes in
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. All courses at Bishop Brady are college preparatory.
Placement in Honors or Advanced Placement courses is based on
teacher recommendations, student grades and work ethic, and
parental input. Students may access the services of the Academic
Coach and National Honor Society tutors to support their studies.

COLLEGE PREP (CP) courses prepare students for post-secondary
education.

HONORS courses are accelerated courses designed for those
students with solid academic foundations who are self-motivated
and independent learners. Students must have demonstrated
strong organizational skills and time management skills, above-
average reading comprehension and writing skills. Note that 10
quality points towards GPA are earned for Honors courses.

AP, Advanced Placement, courses make substantial academic
demands on students. Students are required to do considerable
outside reading and assignments and to demonstrate the analytical
skills and writing abilities expected of first-year college students.
Many AP courses also demand summer reading. College credit
and/or advanced placement in college courses may be received
upon successful completion of the College Board Advanced
Placement exam. Students must complete the AP course request
form. Because of the demands of AP courses, students are advised
to limit the number of AP courses they enroll in each year. 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 that 15 quality points towards GPA are
earned for this challenge.

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) purposes only, a
student’s numeric grade is weighted according to the level of the
course.
College prep, Honors and AP courses show face value, or “unweighted” grades on the report card. Unweighted grades are then used for determining Honor Roll. In figuring weighted GPA, 10 points are added to each Honors course face value, while 15 points are added to each AP Course face value grade.

*(See following Pages for Grade Point Scale, Examples of Weighted Scale, Graduation Credit Requirements)*
<table>
<thead>
<tr>
<th>Numeric Grade</th>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>A+</td>
<td>89</td>
<td>B+</td>
</tr>
<tr>
<td>99</td>
<td>A+</td>
<td>88</td>
<td>B+</td>
</tr>
<tr>
<td>98</td>
<td>A+</td>
<td>87</td>
<td>B+</td>
</tr>
<tr>
<td>97</td>
<td>A+</td>
<td>86</td>
<td>B</td>
</tr>
<tr>
<td>96</td>
<td>A</td>
<td>85</td>
<td>B</td>
</tr>
<tr>
<td>95</td>
<td>A</td>
<td>84</td>
<td>B</td>
</tr>
<tr>
<td>94</td>
<td>A</td>
<td>83</td>
<td>B</td>
</tr>
<tr>
<td>93</td>
<td>A-</td>
<td>82</td>
<td>B-</td>
</tr>
<tr>
<td>92</td>
<td>A-</td>
<td>81</td>
<td>B-</td>
</tr>
<tr>
<td>91</td>
<td>A-</td>
<td>80</td>
<td>B-</td>
</tr>
<tr>
<td>79</td>
<td>C+</td>
<td>69</td>
<td>D+</td>
</tr>
<tr>
<td>78</td>
<td>C+</td>
<td>68</td>
<td>D+</td>
</tr>
<tr>
<td>77</td>
<td>C+</td>
<td>67</td>
<td>D+</td>
</tr>
<tr>
<td>76</td>
<td>C</td>
<td>66</td>
<td>D</td>
</tr>
<tr>
<td>75</td>
<td>C</td>
<td>65</td>
<td>D</td>
</tr>
<tr>
<td>74</td>
<td>C-</td>
<td>64</td>
<td>D</td>
</tr>
<tr>
<td>73</td>
<td>C-</td>
<td>63</td>
<td>D</td>
</tr>
<tr>
<td>72</td>
<td>C-</td>
<td>62</td>
<td>D-</td>
</tr>
<tr>
<td>71</td>
<td>C-</td>
<td>61</td>
<td>D-</td>
</tr>
<tr>
<td>70</td>
<td>C-</td>
<td>60</td>
<td>D-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>59</td>
<td>F</td>
</tr>
</tbody>
</table>
### EXAMPLES OF COL. PREP AND HONORS COURSES WITH WEIGHTED SCALE

#### Example of College Prep Grades

<table>
<thead>
<tr>
<th>Courses</th>
<th>Report Grade</th>
<th>Letter Grade</th>
<th>Non Weighted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theo. 11, Col. Prep</td>
<td>90</td>
<td>A-</td>
<td>90</td>
</tr>
<tr>
<td>Eng. 11, Col. Prep</td>
<td>80</td>
<td>B-</td>
<td>80</td>
</tr>
<tr>
<td>Alg. 2, Col. Prep</td>
<td>85</td>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>French 2, Col. Prep</td>
<td>79</td>
<td>C+</td>
<td>79</td>
</tr>
<tr>
<td>Chem., Col. Prep</td>
<td>86</td>
<td>B</td>
<td>86</td>
</tr>
<tr>
<td>U.S., Col. Prep</td>
<td>84</td>
<td>B</td>
<td>84</td>
</tr>
<tr>
<td><strong>AVERAGE</strong></td>
<td><strong>84</strong></td>
<td><strong>B</strong></td>
<td><strong>84</strong></td>
</tr>
</tbody>
</table>

#### Example of Honors Weighted Grades

<table>
<thead>
<tr>
<th>Courses</th>
<th>Report Grade</th>
<th>Letter Grade</th>
<th>Honors Points Added</th>
<th>Weighted Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theo. 11, Col. Prep</td>
<td>90</td>
<td>A-</td>
<td>10</td>
<td>90</td>
</tr>
<tr>
<td>Eng. 11, Honors</td>
<td>80</td>
<td>B-</td>
<td>10</td>
<td>90</td>
</tr>
<tr>
<td>Alg. 2, Honors</td>
<td>85</td>
<td>B</td>
<td>10</td>
<td>95</td>
</tr>
<tr>
<td>French 2, Col. Prep</td>
<td>79</td>
<td>C+</td>
<td>10</td>
<td>79</td>
</tr>
<tr>
<td>Chem., Honors</td>
<td>86</td>
<td>B</td>
<td>10</td>
<td>96</td>
</tr>
<tr>
<td><strong>AP U.S.</strong></td>
<td>84</td>
<td>B</td>
<td>15</td>
<td>99</td>
</tr>
<tr>
<td><strong>AVERAGE</strong></td>
<td><strong>84</strong></td>
<td><strong>B</strong></td>
<td><strong>91.5</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Grades that show on Report Cards and Transcripts*
**GRADUATION CREDIT REQUIREMENTS**

**Graduation requirements for the Class of 2017:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEOLOGY</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH</td>
<td>3.0</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>3.0 (Wd. Hist, US Hist, Econ, Civics)</td>
</tr>
<tr>
<td>WORLD LANGUAGES</td>
<td>3.0 *</td>
</tr>
<tr>
<td>FINE ARTS</td>
<td>1.0 **</td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>.5 ***</td>
</tr>
<tr>
<td>WELLNESS/HEALTH</td>
<td>.5</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>24 credits</strong></td>
</tr>
</tbody>
</table>

**Graduation requirements for Class of 2018 and beyond:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEOLOGY</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH</td>
<td>3.0</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>3.0 (Wd. Hist, US Hist, Econ, Civics)</td>
</tr>
<tr>
<td>WORLD LANGUAGES</td>
<td>3.0 *</td>
</tr>
<tr>
<td>FINE ARTS</td>
<td>1.0 **</td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>.5 ***</td>
</tr>
<tr>
<td>WELLNESS/HEALTH</td>
<td>.5</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>25 credits</strong></td>
</tr>
</tbody>
</table>

* Three consecutive years of one language or 2 years of two different languages for a total of 4 credits
** The Fine Arts Department allows students to receive .5 credits for approved study outside of Bishop Brady. Refer to the “Fine Arts Option” description and application in the program of studies
*** Students who enter with an approved digital portfolio may complete this requirement through an upper level course

**Each student must take a minimum of six courses each semester**
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 completed 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.

A student may be penalized by grade for homework not done or not passed in on time, and/or teachers may assign a teacher detention after school on the day of the missed assignment, or with 24-hours’ notice if needed.

Students will assume they cannot work together on homework unless explicit permission is given by the instructor (see Honesty & Behavioral Expectations).

Honors Awards

Students who achieve a cumulative GPA of 99.5% or higher will be designated “Summa Cum Laude” (with high honors). Students with a 95.00% to 99.499% will be designated “Magna Cum Laude” (with great honors). Transcripts of seniors applying to college will show “Candidate for Summa Cum Laude” or “Candidate for Magna Cum Laude” based on their cumulative and weighted GPA at the end of their junior year.

Honor Roll

Students who have achieved either of the following overall cumulative averages qualify for honor roll (unweighted, or face value grades, are used for determining High Honors and 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.

All students must be enrolled in a minimum of six (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 one (1) week of the end of a quarter or, in extenuating circumstances, a time agreed upon by the Assistant Principal of Academics.
Make-up

For **excused absences**, 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 three (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 willfully cuts a class or skips school, make-up work may not be allowed.

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. **Makeup for unexcused absences** is subject to specific rules:

- A student missing a graded assignment/test/quiz for any reason during the unexcused absence, must complete graded assignment/test/quiz on the day they return from the unexcused absence. Grade penalties will be given, including zeroes where necessary.
- **Exception for students missing school due to personal travel, vacations, or extended holidays:**
  - Prior to the travel, vacation or extended holiday, parents **MUST** notify the Asst. Principal of Academics or the Dean of Students. This notification must be made in writing at least one (1) week prior to the absence and contain specific reasons and dates of absences from school. At that time, the Dean of Students will determine the appropriate makeup period and notify teachers that the student will not be in attendance. Teachers do not discuss unexcused absences for travel with students or parents until this has taken place.
  - TEACHERS ARE NOT RESPONSIBLE for providing any work prior to the absence. Any work a teacher does provide, must be completed and passed in the day the student returns. Students are encouraged to travel with their books and follow the class work assigned or available online.
  - Any work not completed in the allotted makeup time, will be subject to penalties including zeros.

*See Attendance Policy (Excused and Unexcused) in “General Information and Policies”*
As stated on the National Honor Society (NHS) website http://www.nhs.us/ "The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The Bishop Brady Chapter of the National Honor Society is intended to support an enthusiasm for scholarship, continue a desire to render service, provide additional leadership training and opportunities, and further the development of character in students at Bishop Brady.

Meeting at least twice a month, NHS members at Bishop Brady commit to a set number of academic service hours either tutoring or assisting faculty, and honor annual chapter obligations to community and school such as the annual American Red Cross Blood Drive, charity fundraising, open house tour guides, event ushers, teacher & staff appreciation week, and other tasks as assigned. A student-centered organization, six officers are elected by the membership annually to lead the group in its mission with the adviser in the role of facilitator and coach.

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 point average (GPA) of 95% (weighted and cumulative from freshman year). An eligible, qualifying student will be invited by an NHS adviser to complete an application. The application process occurs twice per year: Semester one (fall) is for junior and senior applicants only, whereas the second semester (spring) application period is focused on sophomores. This new process of sophomores applying only in the second semester is a result of Bishop Brady student, faculty, and parent feedback as time is needed for sophomores to establish and demonstrate the traits of leadership and character.

Scholarship, which is the NHS pillar requiring the 95% GPA, determines eligibility to apply. The remaining three NHS traits: character, leadership, and service are documented by each applicant when he or she completes an application and essay that addresses how the candidates apply these four virtues of the National Honor Society in their everyday lives.

Each year, an NHS Faculty Council, consisting of five volunteer members from the Brady faculty is appointed by the Principal. Under the guidance of the non-voting NHS advisers, the Council will carefully assess each candidate’s application against the national guidelines,
review faculty feedback, and ask and answer questions to consider candidates for acceptance as NHS members. A majority vote of 3 out of the 5 members is required for nomination. The principal has the final approval or non-approval of members and decisions for the chapter. Finally, all candidates are mailed personalized letters stating the outcome of their application and schedule to meet individually with an NHS adviser to discuss any questions or concerns.

Excellence in the four NHS traits of scholarship, service, leadership, and character are truly the society's pillars. National Honor Society members begin each meeting by reciting and recommitting to the NHS Pledge first taken during their induction ceremony: "I pledge to maintain my high scholastic standing, to hold as fundamental and worthy an untarnished character, to endeavor intelligently and courageously to be a leader, and to give of myself freely in service to others. In so doing, I shall prove myself worthy of a place in the National Honor Society".

**Progress Reports**

Every student receives an “official quarterly” progress report for each class midway through each quarter. Dates for these reports are in this handbook (See ADDITIONS, Calendar, Academic dates to remember). These summaries of grades and teacher comments are sent home via PlusPortals to all parents/guardians.

**Records Release**

When students or parents request records through Naviance Family Connection, permission is granted for Bishop Brady High School to release the student’s transcripts, grades, recommendations and other information required by college.

In other cases when transcripts 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. Note – sending test scores to the colleges is the student’s responsibility.
**Report Cards**

Report cards are sent via PlusPortals to parents/guardians at the end of each of the four quarterly marking periods.

Close of Marks dates for the 2016-2017 school year:
- 1st quarter: Oct. 28
- 2nd quarter: January 13
- 3rd quarter: March 31
- 4th quarter: TBA Depending on Snow days

**Standardized Testing**

All freshmen will take the ACT Aspire test 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 recommend SAT Subject Tests. As with the SAT, these are also given on specific dates chosen by the College Board.

Juniors and seniors may also take the ACT. Many colleges will consider a student’s test scores from either the ACT or SAT.

**Theology Service Requirement**

The goal of requiring a service component in the theology curriculum is to establish a habit of service and to experience a conversion of heart in giving of ourselves to others. A successful program allows the volunteer to connect with people he or she serves and to understand the purpose and need for giving of ourselves.

All Students are required to submit 25 hours of service each year (a minimum of 20 at one site, 5 can be done at Bishop Brady). Students
are required to complete a service contract, a supervisor’s evaluation, and a self-reflective evaluation.

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

Complete information including, instructions, rubrics, deadlines and approved service are available from each Theology teacher and on the Bishop Brady Portal. It is important that the requirements are completely understood by students and parents. Service is part of the Theology grade and must be completed in order to finalize the Theology credit each year the student attends Bishop Brady.
HONESTY

Social Honesty on the part of all members of the Bishop Brady community is basic to creating an atmosphere of growth, support, safety and comfort. Cooperative working with others in the classroom, in clubs, on teams, on school trips, etc. assumes this support and honesty. Lying is a major form of Social Dishonesty. False representation and/or distortion of facts are some examples of Lying. All behavioral expectations have their basis in honesty. One leads to the other.

Every person has the responsibility and obligation to assist in protecting the whole school 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.

Social dishonesty will be handled as a disciplinary issue and sanctions will be determined accordingly. Knowledge of the school’s disciplinary policy and expectations is vital to conducting oneself in a socially honest manner (see Behavioral Expectations in this section).

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 a teacher or Administrator. Intellectual dishonesty can take many forms. It can include making up or falsifying data, using another student’s work as your own, 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.

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. Improper conduct during or related to a test or quiz.
   a. Talking during a test or quiz.
   b. Looking at someone else’s paper during a test or quiz.
   c. Use of cheat sheets or any other non-approved outside materials during a test or quiz.
d. Providing or receiving answers or questions to a test previously taken by other students.
e. Accessing a cell phone or other unauthorized device during a test or quiz (i.e. using texts, photos etc.).

2. Copying homework or other work to be submitted for evaluation and/or grading by the teacher (whether word for word or altering just a few words). Doing another student's homework or other work to be submitted for evaluation and/or grading by the teacher.
3. Using a paper in more than one class without written permission from all instructors involved.
4. Submitting an assignment under dishonest circumstances.
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).

**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 a direct quotation, graph, table etc. without citing the source.
2. Paraphrasing the ideas, interpretation, and expressions of another without giving credit to the source.
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.

**Intellectual Dishonesty Sanctions**

**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. A letter will be placed in the student’s file.
2. Students not admitting an infraction but found guilty after an investigation will, in addition to the above:
   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 (1) day in-school suspension for violating the honor code, with a letter placed in the student’s file.

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

a. Repeat step 2a above.
b. Receive up to 2 days in-school suspension, with a letter placed in the student’s file.

Third Infraction
Upon a third admitted or proven infraction of the honor code, the guilty party will:

a. Repeat step 2a above.
b. Receive up to 3 days of out-of-school suspension and a letter placed in the student’s file.

Fourth Infraction:
Upon a 4th admitted or proven infraction of the honor code, the guilty party will face further disciplinary action which could include expulsion.

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.

Students agree to write the BBHS Honor Code Statement on all academic activities when requested by faculty. They agree that if the statement is not requested, they still will abide by the Honor Code Policy. (See the Additions section of this handbook, Honor Code Pledge)

Bishop Brady Honor Code Statement:
During this activity I have not participated in or been witness to a violation to the Bishop Brady Honor Code.

It is important to remember that the Honor Code is a commitment all four (4) years of high school and the consequences are cumulative. i.e. a first offense could occur in the 9th grade while a second could occur in a later year.
BEHAVIORAL EXPECTATIONS

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, at any time they are representing the school or attending a school function related functions, or at any time their conduct might disrupt the orderly maintenance of discipline in the school, i.e. cyber-bullying, criminal acts, etc. (see Additions, Student Participant/Parent Agreement).

Bishop Brady supports the purpose and intent of the laws of the state of New Hampshire 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 New Hampshire. This is an area that includes any and all school property and 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 in this section).

**Anti-Social Behavior/ Bullying Policy**  
Bishop Brady is committed to provide an environment free from bullying, harassment, sexual misconduct and hazing. The school will not tolerate, at any time, behavior that is an intentionally written, oral or physical act that can be construed as bullying, cyber-bullying harassment, sexual misconduct or hazing as defined below.

Although some student behaviors may not rise to the level of bullying, cyber-bullying, harassment, sexual misconduct or hazing, the behavior may still be inappropriate and prohibited, requiring referral to the Administration for corrective discipline and/or counseling to change the behavior and remedy its impact. Some examples of anti-social behavior may include slurs, rumors, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, threats, physical attacks, or other intentional actions.

*Please see the Additions section of this handbook for complete policy on Anti-Social Behavior and Bullying.*

**Cellphones, Related Devices**  
Phones and other electronic devices which are intended to be primarily used for voice transmission/messaging, listening to music, and/or viewing videos (cell phones, smartphones, iPods, MP3 players),
and have limited application for educational purposes, are prohibited from being used during school hours. Such devices are to be kept in a pocket or bag and turned OFF. These devices must not be visible at any time, for any reason. Ringing or vibrating phones will be confiscated, and the student will receive the same consequence as if the device were visible and/or were using same. Students may use smartphones for educational purposes and only with the explicit approval of a teacher on duty.

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

1. The phone will be confiscated and given to the Dean of Students for the remainder of the day.
2. Upon a first violation; the student will the next school day, pass in their cell phone to the Dean of Students before the start of the school day for the entire school day. At the end of the school day the student may pick up their cell phone. Cell phone privileges will be restored at the end of the school day.
3. Upon a second violation; the student will the next two consecutive school days, pass in their cell phone to the Dean of Students before the start of each school day for the entire day. At the end of each school day the student may pick up their cell phone. Cell phone privileges will be restored at the end of the second school day.
4. Upon a third violation; the student will the next three consecutive school days, pass in their cell phone to the Dean of Students before the start of each school day for the entire day. At the end of each school day the student may pick up their cell phone. Cell phone privileges will be restored at the end of the third school day.
5. Upon a fourth violation; The student will for the next twenty consecutive days, pass in their cell phone to the Dean of Students before the start of each school day for the entire day. This fourth violation demonstrates habitual violation of the cell phone policy. At the end of each school day the student may pick up their cell phone. Cell phone privileges will be restored at the end of the twentieth school day.

Unless authorized by Brady staff, students shall not use such devices to record another visually or by voice anytime a student is on school property, or riding on school-provided transportation. Students will be subject to an enhanced penalty, including probation, suspension or expulsion.
Parents/guardians may not contact a student directly on his/her cellular phone or other communication device during the school day. If communication during the school day is necessary, parents/guardians should call the main office and leave a message, which will be delivered at the appropriate time. Only in an emergency or other urgent situation will a student be taken out-of-class to receive a phone call.

Please see the Additions section of this handbook for complete policy on Technology Use.

Disciplinary Procedure

The Dean of Students will administer and enforce the school's discipline program. The school has established a progressive disciplinary process to respond to and resolve various cases of misconduct as expediently and effectively as possible. The faculty is primarily involved in handling most classroom discipline issues or violations, working with students directly to uphold school rules.

Situations do occur that require a school administrator to resolve. The Administrators may: handle the issue by giving an oral warning, assign an administrative detention, in-school suspension, probation, refer the issue to the Disciplinary Committee, and/or suspend or expel 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 wrongdoing, etc.), or is arrested or charged with an offense that took place off campus, 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 the school for the remainder of the year, or permanently.

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, counseling, conferences, teacher detentions, administrative detentions, probation, suspensions (internal or external), to expulsion. Any student who requires disciplinary action will be placed on report. A student is fully responsible for his/her behavior, and fulfilling any disciplinary action he or she may receive as a consequence for misconduct.
**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 2:45pm. If the student skips the homework detention, the incident will be referred to the Dean of Students, who may assign additional consequences. If a student cuts a detention, that student will not be allowed to participate in any extra/co-curricular activities that day.

**Teacher detentions** are given to students by teachers for minor classroom infractions. Teachers may refer repeat or serious infractions to school administrators or in the case when a student does not attend an assigned teacher detention. If a student cuts a detention, that student will not be allowed to participate in any extra/co-curricular activities that day.

**Central detention** (2:45-3:30pm)
Central detentions can be assigned by a school administrator for disciplinary reasons (24-hour notice will be given when possible). Students will often be asked to call home and explain the undesirable behavior to a parent or guardian.

**Social probation** is assigned to restrict a student’s involvement in school activities due to specific misconduct or misbehaviors. These activities include, but are not limited to, activity periods and lunch. The student assigned social probation will in most cases spend activity period and/or lunch in the detention room.

**Loss of Senior Privileges** – Any or all senior privileges may be withdrawn by the Dean of Students or a parent. Reasons may include general misconduct by a majority of the class, a pattern of misbehavior on the part of a senior student(s), a serious offense(s) committed by a senior student(s) or poor academic performance.

**Disciplinary Probation** - Students may be placed on Disciplinary Probation for all or part of a school year, at the discretion of the Principal or designee. Disciplinary Probation is a means of accelerating the standard process of disciplinary action, and serves as formal notice to the student that he/she risks an enhanced punishment if in the future the student again violates a school rule(s), as stated in the terms of the Letter of Disciplinary Probation. Depending upon the type of social probation assigned, students may not: 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 co-curricular or extra-curricular activities.
Class Suspensions – This occurs when a teacher determines that a student(s) is disrupting the classroom environment to the extent that students can’t learn, and teachers can’t teach. In most cases, the student will be sent to the main office, and will not return to the classroom for the remainder of the period. The student(s) will meet with the Dean of Students, who may assign further disciplinary action. Any student suspended from one or more classes in a day will be ineligible to participate in extra/co-curricular activities that day.

In-School Suspensions involve restrictions on attending classes and can include removal from study, removal from a class(es) for one or more days, or removal from all classes for one or more days. After school, students cannot be on Brady property or attend Brady functions while suspended (in the event a student is suspended on a Friday, and the suspension continues the following Monday, this applies during that weekend). A suspended student is responsible for all class material covered and assignments; reasonable arrangements will be made with teachers for work/tests to be completed during the suspension, though the general guideline is that for each day of suspension, a student will have that amount of time to make-up any work (example – if suspended for one day, the student will have until the end of the next school day to complete the work). The degree of restrictions is 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 (in the event a student is suspended on a Friday, and the suspension continues the following Monday, this applies during that weekend). A suspended student is responsible for all class material covered and assignments; reasonable arrangements will be made to send work home and collect work completed; the general guideline is that for each day of suspension, a student will have that amount of time to make-up any work (example – if suspended for one day, the student will have until the end of the next school day to complete the work). If an out-of-school suspension is more than 2 weeks, private tutoring at parent’s/guardian’s cost may be necessary in order to continue with courses. A student will have a re-entry meeting with the Dean of Students upon return.

Note: Students should be aware that any suspensions from class or school will affect participation in any school-sponsored activities.
Drug, Tobacco, Alcohol Policy

Student possession, distribution, and use of drugs and/or alcoholic beverages on school property, at school events or functions on school or charter buses, and in private vehicles being used for school purposes are prohibited and will not be tolerated. Students found to be in violation of these prohibitions generally will be subject to suspension or expulsion. In addition, in accordance with the Safe Schools Act (RSA 193-D:1.4), the school must make a report to law enforcement in the event of illegal sales or distribution of a controlled drug on school property.

SAFE SCHOOLS ACT REQUIREMENT: In accordance with RSA 193-D:4, the principal must immediately report to local law enforcement any acts of theft, destruction, or violence (including, but not limited to, criminal mischief, assault, possession of a weapon, and illegal sale or possession of a controlled drug) on school property and must submit a written report to law enforcement within 48 hours. In the event the alleged victim of the theft, destruction, or violence is a student, the principal shall also notify the student’s parent or guardian of the alleged act and that a report was made to law enforcement.

TOBACCO USE: The use, possession, and distribution of tobacco products, e-cigarettes, or liquid nicotine are prohibited on school grounds and when attending school-sponsored activities. Failure to abide by this prohibition may lead to disciplinary action.

Please see the Additions section of this handbook for complete policy on Drugs, Tobacco and Alcohol.

Electronic Devices for Learning

Bishop Brady affirms the legitimate educational use of electronic devices, including tablets and laptops. The following guidelines manage the use of electronic devices to promote learning and increase computer literacy, while maintaining the interpersonal relationships that form our community without undue distraction.

Students may use electronic devices (NOT CELL PHONES) -- laptops, notebooks, netbooks, and tablets with the following restrictions:

• Students may not under any circumstance use educational technology while taking an assessment, except with the explicit approval of the teacher.
• In classrooms, students may use electronic devices only with the explicit permission of the teacher.
• Students may use electronic devices for educational use during lunch, study halls, and in the library.
• At no time is a student allowed to wear headphones with any approved electronic device, unless approved by a teacher for educational purposes.

Please see the Additions section of this handbook for complete policy on Technology Use.

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 as well as off-site venues for school events. This same expectation holds true for the school’s property, 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 expulsion from school.

Weapons
Per the rules established for safe school zones in NH RSA 193-D, Bishop Brady maintains a zero-tolerance policy on possession of knives, pistols, rifles, pellet or BB guns, paint ball guns, and any other dangerous weapon. Specifically, RSA 193-D:1e defines possession of a firearm or other dangerous weapon as unlawful in a school or on school property. Any student will likely be expelled from school if found in violation of the policy.
### GENERAL INFORMATION

#### Accidents
If a student is injured during school hours, this accident is reported immediately to the Dean of Students and parents will be contacted. If parents cannot be reached, the school will use the emergency information names and phone numbers provided by the parents. A student accident form will be completed.

#### 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 co/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 fundraising and activities.

**Faculty Advisors** - Each student will be assigned a faculty advisor. The selection process takes place within the first two 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 follow 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.

**Counseling and Guidance and Campus Ministry** – Both of these offices are always available as a source of personal guidance for students and faculty. Students who need to talk may use those who work in these offices as another source of advice. Parents are also welcome to contact the Counseling and Guidance or Campus Ministry office if they have concerns for their children. Confidentiality is honored, unless otherwise prohibited by state law.

#### Announcements
Daily announcements and student messages are made in the morning and posted on the white board outside the Cafe. 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 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.

Attendance Policy

Any absence from school, for a day or a class(es), is counted against the student’s attendance record. Bishop Brady policy requires all students enrolled at the school, including students eighteen (18) years or older, to attend classes each day school is in session. 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 Dean of Students at Bishop Brady is responsible for most matters relating to school attendance. A student's permanent attendance record includes both excused and unexcused absences. The Assistant Principal of Academics will notify parents or guardian when student absences become excessive and begin to threaten academic requirements.

The school will decide whether an absence, dismissal or tardy is excused or unexcused, in accordance with conditions approved by the school. It should be noted that whether absences, dismissals or tardies are excused or unexcused has no bearing on the minimum attendance requirement; all such absences are counted. The decision of an absence, dismissal or tardy being excused or unexcused only affects the amount of time, if any, a student has to make-up school work. Any student who misses any part of the school day because of unexcused tardiness, illness, or class suspension may not participate in any extracurricular activities that day or evening (see “Extra/Co-Curricular Activities” under General Information and Policies for further information).

Excused absences – examples:

- A student is medically or physically unable to attend school and/or under a doctor’s order. 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 and time of the appointment. Every effort to schedule appointments during non-school time is expected.
- A student has a court mandated appearance or other legal procedure to attend. A parent note or call is required.
- A student misses a ride, has car problems, or has other transportation issues. A parent note or call is required.
- A student is involved in approved school-related activities during class time.
- A student has an approved College visit
A student participates in an approved non-school related activities during class time that show good cause and are deemed appropriate by the administration. A parent note is required prior to absence.

There is a personal or family situations that could not be controlled or avoided as approved by administration. A parent note or call is required.

Other situations as approved by Administration.

For makeup policies due to excused or unexcused absences see “Makeup” in the Academic Information and Policies section of this Handbook.

Unexcused absences - examples
- A student is absent for personal travel, vacations, or extended holidays and vacations
- A student oversleeps
- 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

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. In addition, a truant student may forfeit all class grades (homework, projects, quizzes, and tests) and the opportunity to make-up work, assignments, or tests for the time missed.

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 7:00am and 8:30am, 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, it is requested that a parent or guardian call or 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

**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 an authorized staff member (or except in the case of an AUTHORIZED senior privilege). 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 previously 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.

a) 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.
b) 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 Medical Procedures, Illness at School in this section) 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 Dean of Students.
c) 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
d) Dismissals are 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
e) If a student leaves school grounds by use of a vehicle, the driver’s privilege to operate and park on school grounds will be suspended by the Dean of Students.

**Tardy Policy**
Students are expected to arrive at Bishop Brady by 7:45 a.m., which is the warning bell for the start of first period. A student is considered tardy when he or she is not in the first period by 7:50 a.m.
a) Students who arrive late to school (after the 7:50 a.m. bell) must report immediately to the office to sign in. Any student who fails to sign in will be considered unexcused; the student may be reported
as absent, and may face disciplinary action as determined by the Dean of Students
b) If a student is tardy to school such that he or she misses part of their first class, appropriate notification of an excused tardy 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).
d) The limit for student tardiness is determined on a quarterly basis. Students are allowed three (3) unexcused tardies each quarter without consequence.
e) When a student exceeds the tardy limit, to modify this behavior, he or she will arrive at the Dean of Student’s office no later than 7:30 for the next school week. This will start the next school day and after five consecutive school days. If the student is absent from school during the “relearning period”, he or she will continue to come in at 7:30 until five consecutive days have been met. Any further “unexcused” tardies will result in a one week “relearning” period.

**Cafeteria And Facilities**

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 is 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.

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.

**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.
The Campus Minister also works with the Counseling and Guidance Office to assist students with personal and family issues as needed.

**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 (closest to the building) and the row along Columbus Ave. are reserved for faculty, staff, visitors and handicap parking. The following rules must be adhered to in order to exercise the privilege of driving and parking on school grounds:

- The vehicle must be operated safely at all times in the lot and on the streets around the school.
- The vehicle must be parked in designated student spots, and within the marked lines of one parking space.
- Students shall not park in the designated school evacuation area, which is near the dumpsters and is indicated by a red line(s).
- The vehicle must display a Bishop Brady parking sticker purchased from the office ($5 fee then $2 for each additional vehicle).
- The driver/student is lawfully licensed and the vehicle is lawfully registered, inspected and insured. Any student not lawfully licensed and/or driving an unregistered, uninspected or uninsured vehicle is prohibited from driving and/or parking within Bishop Brady property. The right to operate and/or park on Bishop Brady property is revoked until the unlawful conditions are corrected.
- Students shall not go to the lot or their car during school hours, unless given permission from an authorized staff member. In this case, the student must check out in the main office and use only the Main Entrance door to exit and enter.
- Students shall not leave campus in a vehicle without prior approval from the main office.
- Students shall not tamper with any vehicle that is not their own.
- Students shall maintain good academic standing and not have serious/numerous discipline infractions.

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 drive, will receive appropriate disciplinary action including suspension of parking privileges at Brady.

Any student who uses his/her vehicle to leave school grounds without permission from the main office, or gives a ride to another student who does not have such permission, shall lose his/her privilege to park on school grounds for one month for the first offense.
Any student who parks in the area designated for emergency evacuations will lose his/her privilege to park on school grounds for two weeks for the first offense, and risks being towed.

Bishop Brady High School reserves the right to tow vehicles that are improperly parked, have multiple violations for not obtaining a parking permit, or are a hazard. Vehicles will be towed at the owner’s expense, and this may occur without warning.

Please note that parking spots around the school are restricted and tickets are issued for illegally parked cars by the Concord Police Department.

**Change of Address/Telephone**

The Brady Main Office must have current contact information for parents or guardians. This includes telephone, address, cell phone email and emergency information. This information needs to be updated every summer before school starts. If any of this information changes within the year, parents must notify the school 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 participate actively in clubs and organizations. Students who wish to form a new club or organization must contact the Dean of Students. (See Additions: Student Clubs and Activities for current listing.)

**Diversity**

Bishop Brady has a diverse population comprised of students from many different communities, backgrounds, countries, and religions. 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 International students at Brady creates other opportunities to understand the complexities of student differences, the ability to think critically about issues related to differences, and appreciate the overlap of cultures. International students 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 are expected to converse and learn using the English language.
Dress Code

The Bishop Brady High School dress code provides our community with an atmosphere that builds on personal discipline, equity, and a professional image, while allowing students to work comfortably in the school environment. It is the belief of the school that students should recognize that the quality of their appearance is an important life skill. The dress code has been designed to provide students with the standard for personal care, and pride in overall appearance. The Lands’ End and Donnelly’s are providers for, and example of, the clothing that the Bishop Brady High School community expects its students to wear.

Students are required to be in proper dress for the start of the school day, and must remain so through the end of the last period.

Please see the Additions section at the end of this handbook for complete explanation of the Dress Code.

Emergencies

If an emergency were to occur at Bishop Brady High School, or an emergency involving an off-property incident that may affect the health and welfare of our students and staff, parents have certain responsibilities in their response to such a situation. Following these guidelines will assure that our local first responders (police, fire, ambulance) can easily travel to, and access Bishop Brady High School in an emergency, and will assist in ease of communication between first responders, school personnel, and parents/guardians. Failure to follow these guidelines jeopardizes the safety of students and staff.

- Parents will be notified via the Administration Plus Notifier system of any urgent or emergency situations, via voice message, email or text. As such, it is imperative that parents/guardians provide the school with any changes to contact telephone numbers. After receiving any communication from Bishop Brady High School regarding such matters, please do not contact or respond to the school or designated off-site location unless directed otherwise.

- In the event that students and staff are evacuated to an off-site location, you will be notified as to when and what location you may respond to pick-up students. You may be asked to provide photo identification to take custody of a student, so please make sure you are in possession of one. Only authorized persons (as per the information provided in our database by you) will be allowed to take
custody of a student. Please follow directions from the on-site personnel to assist in an efficient release of the students.

One of the safest places for a child to be is in school. Major incidents in which the health and welfare of students are put in danger are rare. That said, if such an incident were to occur, please know that the faculty and staff at Bishop Brady High School are well-prepared to respond to such an event, and with your cooperation, can maximize the protection of our students.

**Extra/Co-Curricular 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 this student handbook, the *Student Participant/Parent Agreement* in the “Additions” section of this handbook, and the Athletic Handbook. The academic standing and attendance policy required of athletes is the same for all students who represent Bishop Brady in extra/co-curricular activities (see “Academic Information and Policies: Extra-Curricular Eligibility”). Also see “Academic Information and Policies: Make-Up.”

Any student who misses any part of the school day because of unexcused tardiness, illness, or class suspension may not participate in any extracurricular activities (athletics, clubs, drama etc.) that day or evening. Participation may also not be allowed if a student is on discipline probation, or fails to appear for a teacher or central detention on that day. Authorized absences will be decided by the administration.

**Field Trips**

Appropriate field trips may be scheduled during school hours by teachers. A general permission is acknowledge 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 will 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. The routes and 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 his/her assigned area for attendance.
• Students do not re-enter the building until the air horn is heard or until verbal permission is given by an Administrator.

Fire drills are held periodically throughout the year in accordance with the fire code for the City of Concord. Anyone causing a false alarm will be prosecuted. Anyone misusing a fire box or fire extinguisher will be disciplined, and could be prosecuted. “Misusing” includes pushing a person against it, opening the case and/or handling it. Students who witness any such instances are requested to report the incident to an administrator.

Food / Beverages
Food and Beverage shall only be consumed in the cafeteria. The only exception is water, which is allowed in the classrooms (except for computer labs), but must be in a container capable of preventing spills.

Fundraising
All fund raising activities must have the approval of the Dean of Students, along with the Business Manager. The normal chain of permission would be the head advisor/club advisor, then Dean of Students and Business Manager.

Insurance
A student Accident Benefit Plan is included in the tuition. Students are covered by a special insurance policy purchased through The Allen J. Flood Companies. The policy offers “excess coverage,” meaning that it offers benefits only after all other insurance coverage or group service contract available to the student is applied.

Parents/Guardians: If your student has coverage through an HMO or similar organization, you must comply with its requirements or your claim will not be covered under the policy. The coverage only applies if all of the following conditions are met:
1. The accident results from a diocesan sponsored and supervised activity;
2. Initial treatment is rendered within 90 days from the date of the accident; and
3. A completed claim form is mailed to The Allen J. Flood Companies and postmarked within 30 days after the date of the accident. The claim form must be provided by the school.

Other terms and conditions may apply.
Schools: Schools must complete the first section of a QBE claim form, and parents/guardians complete the second section of the form. For copies of the form or for more information, contact Porter & Curtis:
By phone: (877) 409-5655
By e-mail: rcbm@portercurtis.com
Library

The Jean Murphy Barker Learning Commons is designated for quiet study, collaboration, research and reading, and study halls. The library provides volumes of classic and contemporary works, current online reference resources and print magazine subscriptions. The student borrower is responsible for the return of all resources within the required time frame. All school rules, procedures and prohibitions apply when dealing with library research and use of computers for research and daily work. No food or drink (other than water) in library.

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, and are expected to conduct themselves in a respectful manner. A student whose behavior is inappropriate, and is asked to leave a liturgy will be reported to the Dean of Students for disciplinary action.

Lockers

Each student is provided with an academic locker and a lock. Student(s), upon good reason, may request to change lockers or locker partners through the Dean of Students. Changing lockers without administrator approval is prohibited, and may result in suspension. Each physical education student (Wellness) and athlete is provided a locker in the locker room when that class or sport is in session/season. Physical Education lockers are to be used for athletic purposes only.

Students are urged to keep their lock combination confidential. Students are to immediately report to the Dean of Students any locker that is not functioning, is missing its lock, or has a broken lock.

The school retains ownership of all lockers and locks. Students are 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 must see the Dean of Students; purchasing a new lock costs $5. Authorized administrators have the right to enter any locker when the action is deemed appropriate and necessary. The school does not accept any responsibility for items missing or stolen from lockers.

Lost and Found

Any items found should be turned into the main office. Any questions regarding lost or found articles should be directed to the main 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 and new students are required by the state of New Hampshire 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 Counseling and 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 Counseling and 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 agreed and it is noted in the school database. Ibuprofen/Tylenol is 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. All 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 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 who 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. In 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, video casts 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.

- 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, designate “No” on the Online Student Information data completed by parents in the summer previous to school.

Physical Affection

Public displays of affection at school, on school grounds or on school transportation that are deemed inappropriate will require disciplinary action.

Residence

Students must live with a biological parent or legal guardian to attend Bishop Brady High School. Parents who allow their students to live in another location must provide the school with the proper address and emergency information for that person.

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.

Searches

The school administration reserves the right to search students, students’ property (including motor vehicles), school property used by students (such as desks and lockers), school vehicles off school property, other vehicles on school property, any person or tangible property within the boundaries of the school property, and a student’s person and property at any off-campus co / extra-curricular activity that is reasonably related to Bishop Brady High School. School administrators shall have reasonable suspicion to suspect that a student(s) is involved in a violation of school rules or state law before conducting a search, and for searches of a student’s person, the school administrator shall have a higher degree of suspicion that the
student is in possession of alcohol, drugs, weapons, illegal or prohibited matter, or stolen goods, and that such property is likely to be found on the student's person. The items confiscated in such a search may be turned over to the police, which may result in prosecution.

School Hours
The normal school day is from 7:50am to 2:37pm, Monday through Friday. Please refer to the school "5-day rotation schedule" in the Additions section of this handbook.

School Telephones
The office phones are for school-related business. Students may use an office telephone with permission of the office administrator. 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. In all other instances 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 during the school day.)

Snow Days, Delays and Cancellations
In cases of severe weather, school may be canceled or delayed. Notification will be on The Portal, WMUR TV and our “Notify” phone notification system. Parents should always make the final decision as to whether their student will travel to school in the event of inclement weather.

Social Events
In an effort to promote school spirit and community, the school encourages social events during the year. The students are responsible for adhering to the following procedures:

- Any group wishing to sponsor an activity must get a form from the Dean of Students. The completed form must be returned to the same office for approval at least two (2) weeks before the date of the event.
- At school 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.
- If a chaperone believes that a student has misbehaved, the student’s parents/guardians may be called immediately and asked to remove the student from the event and/or campus. As such, parents must be telephonically available for contact. Evidence of misconduct will be reported to the Dean of Students.
- Refreshments may be served.
• At no time will the use or possession of alcohol, tobacco (including chew) or drugs by students or guests be permitted on campus or at off-campus/school-sponsored events. This includes the internal possession of alcohol/drugs, meaning that students or guests will not arrive with alcohol or drugs in their system.

Procedure after events:
• All participants (with the exception of students assisting in clean-up) must be off campus within a half-hour after the event ends.
• The area used must be cleaned before leaving the premises.
• Parents who need to pick up their children after an event should be on time so chaperones may leave at a reasonable time following the event.

Visitors
Those 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. Visiting students must have an application on file, and 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. Relatives or friends from other schools are not allowed to visit during the school day.
• Policy on Bullying
• Policy on Drug, Tobacco and Alcohol
• Policy on Technology Use (Personal Electronic Devices, Internet Acceptable Use, Social Media Guidelines)
• BBHS Honor Code Pledge
• Student/Parent Participation Agreement
• Student Clubs and Activities
• Dress Code
• School Calendar
• 5-Day Rotation Schedule
As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people’s dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

Bishop Brady High School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal or Principal’s Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

1. **Definitions**

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student’s property; or
- Causes emotional distress to a student; or
- Interferes with a student’s educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

2. **Statements of Prohibition**

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

Bishop Brady High School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities.
or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting - A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the principal or principal’s designee.

Retaliation – The policy of Bishop Brady High School is to encourage individuals to report bullying and cooperate with investigations. As a result, individuals who make good faith reports of bullying will not be subject to retaliation for reporting bullying or assisting in a complaint investigation. ¹ Anyone who believes that he/she has been subjected to retaliation for making a complaint of bullying or cooperating in connection with an investigation should report the matter to the school principal, his/her designee, or the Superintendent of Schools. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

3. Reporting Incidents of Bullying

a. Reporting During School Hours

Reporting by Students-

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Reporting by Parents/Guardians and School Volunteers-

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

¹However, if after investigating any complaint of bullying, the principal or principal’s designee determines that the complaint is frivolous and was not made in good faith, or that a student has provided false information regarding the complaint, disciplinary action may be taken against the student who filed the false complaint or gave the false information.
**Reporting by School Employees**

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal’s designee.

b. Reporting Outside of School Hours

The Diocese of Manchester has made available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. The phone number is (603) 663-0178. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

4. **Response to Reports**

   Investigation

   The principal or principal’s designee shall promptly (within 2 school days) initiate an investigation into any report of bullying or suspected bullying.

   Initial Notice to Parent /Guardian

   The principal or principal’s designee shall promptly (within 2 school days) notify the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

   Timeline for Investigation

   The investigation will be concluded within five (5) school days. An extension may be granted by the Superintendent of Schools if necessary.

---

2If the report of bullying suggests that a crime may have been committed, notifications to appropriate civil authorities must be made and the school will cooperate with any investigation by law enforcement. The school's investigation may be delayed should law enforcement become involved.
Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the principal or principal’s designee shall promptly report the findings of the investigation to the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

5. Disciplinary Action for Substantiated Anti-Social Behavior and Bullying

If an investigation concludes that a student has engaged in anti-social behavior or bullying conduct prohibited by this policy, the principal or principal’s designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the principal or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.
6. Notification

Handbooks-

Bishop Brady High School will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

Training-

When possible and as materials become available, the school will provide to its students, parents, staff, and volunteers information and education about the definition of bullying, the effects of bullying, the school’s prohibition of such conduct, the means of reporting bullying, and the importance of promoting appositive school climate to minimize the occurrence of bullying.
School Policy On
DRUGS, TOBACCO AND ALCOHOL

Student possession, distribution, and use of drugs and/or alcoholic beverages on school property, at school events or functions, on school or charger buses, and in private vehicles being used for school purposes are prohibited and will not be tolerated. Students found to be in violation of these prohibitions generally will be subject to suspension or expulsion. In addition, in accordance with the Safe Schools Act (RSA 193-D:1.4), the school must make a report to law enforcement in the event of illegal sales or distribution of a controlled drug on school property.

SAFE SCHOOLS ACT REQUIREMENT: In accordance with RSA 193-D:4, the principal must immediately report to local law enforcement any acts of theft, destruction, or violence (including, but not limited to, criminal mischief, assault, possession of a weapon, and illegal sale or possession of a controlled drug) on school property and must submit a written report to law enforcement within 48 hours. In the event the alleged victim of the theft, destruction, or violence is a student, the principal shall also notify the student’s parent or guardian of the alleged act and that a report was made to law enforcement.

TOBACCO USE: The use, possession, and distribution of tobacco products, e-cigarettes, or liquid nicotine are prohibited on school grounds and when attending school-sponsored activities. Failure to abide by this prohibition may lead to disciplinary action.

**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 there is a violation of the New Hampshire Safe Schools Act.

**Students thought to be under the influence** of drugs or alcohol during the school day, on school-provided transportation or during school-sponsored activities/athletics will be reported and/or brought to the administration. If possible, students will be evaluated by school administrators; this can involve drug and/or alcohol testing. The parents or guardian may be requested to obtain a professional diagnosis at their cost, and forward the results to Bishop Brady
within 24 hours. A student found under the influence during school hours, or at on- or off-campus school-sponsored events will be subject to disciplinary action.

**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 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, or is in possession of drugs (including tobacco/alcohol)
- 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, information provided by members of the Bishop Brady community, and/or by reliable outside sources. Use of police dogs is an option of the school. Specifics of the Personal search involve:

- 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 students for academic use and to use for athletics or physical education.

**Searching a Student’s Motor Vehicle** – any vehicle driven to the school or any non-motorized transportation parked on school grounds is subject to search given “reasonable suspicion” of a violation of the drug/alcohol policy.

**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 if there is a violation of the New Hampshire Safe Schools Act.

**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 may be asked to submit to a drug or alcohol test randomly under the following circumstances:

- Reasonable suspicion that the student has been using or is under the influence of drugs or alcohol
- 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 the safety of students and staff, and any student that fails a drug or alcohol test is subject to disciplinary consequences.

**Consequence of a First Positive Test Result for Drugs/ Alcohol**

- 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 be contacted 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 a school-approved drug education. 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 co/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 and will be suspended for 20% of
the regular season and playoff contests. All suspensions carry over to the next sport, if the suspension has not been fulfilled.

- 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 may result in expulsion from the school.

**Consequence of a Second 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 suspended from any school-based extra/co-curricular club, activity, or team. Student athletes will be suspended 50% of the regular season and playoff contests. All suspensions carry over to the next sport, if the suspension has not been fulfilled.
- 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 stated provisions may result in expulsion from the school.

**Consequence of a Third Positive Test Result**

- If a student fails a third drug test, the student will be terminated from Bishop Brady.
USE OF BBHS GMAIL ACCOUNTS

Google Apps is a collection of free online applications. Bishop Brady HS subscribes to the Google Apps for Education. The accounts are managed by the school and advertisements are turned off. Google Apps for Education allows BBHS students to use several tools to promote collaboration among students and staff. All of these tools are housed on the Internet and can be accessed from any Internet-connected computer with a web-browser.

These tools include:
- **Gmail**: a full functioning e-mail program
- **Calendar**: a customizable calendar and to-do list
- **Contacts**: an address book
- **Google Docs**: a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing
- **Google Sites**: a website application allowing the gathering of a variety of information in one place

**Conditions and Notification of Use Policy**

- All student Google Apps (Gmail, Google Sites, etc.) accounts are property of the Bishop Brady HS. The user accepts all responsibility to understand the policies.
- The student will be removed from the system after graduation or leaving the school.
- The primary purpose of the student Google App account is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account user names and temporary passwords will be provided to parents/students so those parents can monitor the account. Use of the BBHS’s email system is a privilege.
- Use of the BBHS’s email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the BBHS’s email system will exhibit common sense and civility. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Students will report any unusual activities such as “spam” communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- When issues arise, the department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- Bishop Brady HS is responsible to ensure the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the Director of Instructional Technology.
PERSONAL ELECTRONIC DEVICES, BYOD (USE IN THE SCHOOL)

Bishop Brady affirms the legitimate educational use of electronic devices, including tablets and laptops. The following guidelines manage the use of electronic devices to promote learning and increase computer literacy, while maintaining the interpersonal relationships that form our community without undue distraction.

Students may use electronic devices (laptops, and tablets) with the following restrictions:

- Students may not under any circumstance use educational technology while taking an assessment, except with the explicit approval of the teacher.
- In classrooms, students may use electronic devices only with the explicit permission of the teacher.
- Students may use electronic devices for educational use during study halls, and in the library.
- At no time is a student allowed to wear headphones with any approved electronic device, unless approved by a teacher for educational purposes.
- At no time is a student allowed to record anyone or anything, either visually and/or by audio, on Bishop Brady property or while using school-provided transportation unless approved by a staff member or faculty.

The use of electronic devices that fall outside the school's acceptable use policy or Honor Code may result in suspension of technology privileges, confiscation of the electronic device, disciplinary action, and/or parental notification. After school hours, electronic devices may be used for other uses, including entertainment, but the school's acceptable use policy and Honor code still applies.

Responsibility for Personal Electronic Devices

Personal Electronic Devices can contain sensitive and personal data that, if revealed, could cause significant embarrassment as well as financial loss. BBHS does not accept responsibility for personal property, including Personal Electronic Devices, brought to school by students. This responsibility is assumed by students and their parents. To help prevent issues, students should:

- Take all reasonable steps to protect against loss or damage.
- Devices should NEVER be left unattended, serial numbers should be recorded and, when not in use, devices should be kept in the student locker (lockers should always be kept locked combinations never shared).
- Devices should be “locked” with personal passwords.
- Consideration should be given to purchasing theft recovery software and must have updated antivirus software for all PC’s and MAC laptops.
- Devices should not be left visible inside a vehicle parked in the BBHS parking lot.
- In agreement with the BBHS Honor Code, an unattended device should be picked up and turned into the office by students and teachers.
BBHS INTERNET ACCEPTABLE USE POLICY

The use of computer-related technology (except those devices primarily used for voice transmission/messaging, listening to music and/or viewing videos) at Bishop Brady is highly encouraged. Access to computers, software applications, online databases, and the Internet enhances the educational experience by 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.

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 to ensure integrity of the network and to acknowledge student responsibility. System users should not have any expectation of privacy regarding any of their activity, online or otherwise. Students and their parents/guardians will assume financial responsibility for costs borne by the school to:

- repair or replace equipment that is damaged by other than by accidental causes
- recover or replace data files, applications, or information lost or corrupted
- pay any legal or financial liabilities incurred.

Students are asked to report security risks or violations immediately to a teacher, or technology coordinator, including, but not limited to, receiving messages that are inappropriate or that make one feel uncomfortable.

In order to gain access to the school’s network, an Acceptable Use Policy form, signed by the parents/guardians and student, must be on file.

Bishop Brady High School has taken precautions to restrict access to prohibited internet sites using internet filtering software. This is to help protect students from harmful content on the Internet, and regulate student use of the internet so they do not harm other students, or interfere with the school’s instructional program. It is impossible to filter all Internet access, and students may find ways to access controversial materials. It is the responsibility of the individual student to use the school’s network, or other access to the internet during the school day, in a legal, ethical, responsible and considerate manner.

Actions that are not permitted when using the computer network and related technology, that may also be applicable to off-campus behavior that materially and substantially disrupts order in the school (interferes with class work, involves substantial disorder, or interferes with the rights of other students):

- Accessing, using or copying non-legal versions of copyrighted software
- Plagiarizing the work of others
• Accessing files and data which are not your own, which are not publicly available, or which you have no usage rights
• Intentionally accessing, transmitting, receiving, copying, creating offensive messages, pictures or other work (e.g. firearms, drugs, alcohol, pornographic material, threatening, rude, harassing, advocating illegal or dangerous acts). An exception will be made if such material is to be used for educational purposes, with permission from a teacher and parent/guardian. In the case of inadvertent access, the site/image/writings should be deleted immediately, and notification made to the network administrator.
• Any unauthorized [TB1] personal or interpersonal communication using email, IM, chartrooms, blogs, etc.
• Computer piracy
• Vandalizing or tampering with hardware and software programs or other resources, including terminal settings
• Interference with or disruption of computer systems and networks and related services, including, but not limited to, the propagation of worms, viruses and Trojan horses
• Game playing, other entertainment, access to social media, and other personal entertainment during the school day
• Viewing, copying, using, modifying another’s password, data, files, networks or trespassing by other means to gain access or use. You may only use your assigned account
• Providing one’s password to another student, either intentionally or negligently
• 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
• Use of proxy sites to gain unauthorized access to unauthorized websites, in an attempt to circumvent security software
• Distributing private information or photographs about themselves or others, without prior written parental/guardian consent from the parent of the student whose information is being posted
• Using resources to further acts that are criminal or violate the school’s code of conduct
• Use for commercial purposes – buying, selling, advertising or otherwise conduct business – unless approved by a teacher as a school project
• Blogging or other behaviors displayed over the Internet that are illegal, offensive, or otherwise deemed inappropriate
• Changing the settings on a computer without prior authorization
• Refusing to allow authorized school personnel from examining electronic devices and the use of same, to ensure adherence to this policy
• Encrypting communications or files to avoid system security review
**Consequences for Violation**
Students who fail to abide by this policy may lose their privilege to use the network and related technology for a defined period of time. A student found to be in violation will be reported to the Network coordinator and Dean of Students to determine appropriate disciplinary, legal, and/or financial actions to be taken. Disciplinary action will depend upon the severity of the offense.

**Supervision and Monitoring**
School administrators, network administrators, or other authorized employees may monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Said staff members reserve the right to examine, use and disclose any data found on the school’s networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and may furnish evidence of a crime to law enforcement. Refusal to cooperate in such supervision and monitoring may result in disciplinary action.

**Use of electronic devices via a cellular network, or WIFI hotspot**
Nothing in this policy shall be interpreted to give permission to a student to operate outside of this policy if such student accesses the cellular network, or a WIFI hotspot other than the school’s network. All actions that students are prohibited from doing on the school’s network shall be prohibited on a cellular network or non-school WIFI hotspot, with the exception of those actions that are directly linked to the school’s network.

**Limitation of Liability**
The Roman Catholic Bishop of Manchester (hereinafter referred to as “Diocese”), a Corporation Sole d/b/a Bishop Brady High School, makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the school’s network will be error-free or without defect. The Diocese will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Diocese will not be responsible for financial obligations arising from a user’s unauthorized use of the system. Users will indemnify and hold the Diocese and Bishop Brady High School harmless from any losses sustained by the Diocese as a result of intentional misuse of the system by the user.
SOCIAL MEDIA GUIDELINES FOR STUDENTS AND PARENTS

Bishop Brady High School (“BBHS”) understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing using electronic communications and social media. In order to protect our students and educate them on the use of social media, BBHS has developed the following social media guidelines to provide direction for the school community when participating in online social media.

To the extent that students, parents and other members of the school community represent BBHS to each other and to the wider community, participation in such social media should be done responsibly with a mind toward how both the location where one chooses to participate and the content one posts reflect on that person individually and on BBHS. Moreover, issues concerning the proper respect for the privacy of our students, confidentiality of sensitive information and respect for copyrights and trademarks are all important to understand before participating in an online social environment.

BBHS encourages employees and students to participate in social media after familiarizing themselves with these guidelines. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Principal of the School before you make use of such media.

General Social Media Guidelines

Consult the Parent/Student Handbook (in particular the Internet Acceptable Use Policy). Students and parents should be aware that the rules and school discipline extend to a student’s use of social media both on and off school campus. Any student online behavior, even if off school grounds, that has a clear nexus to the disruption of order in the school (interferes with class work, involves substantial disorder, or interferes with the rights of other students), may result in school discipline, as determined by school administration.

Use good judgment – Think about the type of image that you want to convey on behalf of the BBHS when you are posting to social networks and social media sites. Remember that what you post will be viewed and archived permanently online.

Copyright and Fair Use – Remember to respect copyright and fair use guidelines. Ignorance of the law is not a defense. Hyperlinking to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When hyperlinking to other sites and media, be sure that the content to which you are hyperlinking is appropriate and consistent with this policy. Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer’s permission – even if they are photos of you and for which you paid.
Profiles and Identity – Remember your association with BBHS in online social environments. If you identify yourself as a BBHS student, ensure your profile and related content is consistent with how you wish to present yourself to friends, parents, colleges and future employers, and consistent with the image, purpose and Mission of BBHS. Remember how you represent yourself online should be comparable to how you represent yourself in person.

Protect yourself by eliminating identifying personal information, such as full names, addresses, birthdates, pictures or phone numbers, from blogs, wikis or other social media. Be cautious how you setup your profile, bio, avatar, etc. The same guidelines apply to this information as well as the substantive content you post. When uploading digital pictures or avatars that represent yourself make sure you select a school-appropriate image.

Students or parents may not initiate or administrate any social media site (blog, photo, video gallery, or other internet site) that takes Bishop Brady High School as its primary subject matter without written consent from the Principal of Bishop Brady High School. Faculty are not permitted to “friend” current students on their personal social media accounts, or to communicate with current students’ parents in a capacity outside of official channels (email, phones).

BBHS encourages parents to participate in online and/or social media projects when appropriate, but requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the BBHS community, but will be a model for our students as well.

Parents should expect communication from teachers prior to their child’s involvement in any project using online social media applications, i.e., blogs, wikis, podcast, discussion forums, etc. Parents will be asked to sign a release form for students when teachers set up social media activities for classroom use. Parents are highly encouraged to read and/or participate in social media projects, but shall not attempt to destroy or harm any information online or use classroom social media sites for any illegal activity, including violation of data privacy laws.

Parents should not upload or include any information that does not also meet the student guidelines or code of conduct, and should not distribute any information that might be deemed personal about other students participating in the social media project.

Parents are asked to not use social media as a channel of communication to a teacher for issues that are sensitive or confidential, such as progress of their child, behavior concerns, etc.
When participating in any activity, we at Bishop Brady feel it is helpful for the students to ask themselves the following questions:

Have I practiced **truth** and **honesty**?
Can I be **proud** of my performance?
Have I contributed to the basic **goodwill** of the community or added to its friendships?
Am I being **fair** to all concerned?
Are the decisions I have made **benefiting** not only my peers, and elders, but also myself?
Am I applying **justice**, **respect**, and above all else **honor** in my everyday work?

---

**PLEDGE**

As a student, I agree to write the following statement on all academic activities requested by faculty. I agree that if the statement is not requested, I still will abide by the Honor Code Policy.

**Bishop Brady Honor Code Statement**

*During this activity I have not participated in or been witness to a violation of the Bishop Brady Honor Code.*
The Student Participant/Parent Agreement establishes an understanding for Extra-curricular activities between 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 and athletes sign the Athletic Handbook and Acknowledgment. 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 and Athletic Handbook Acknowledgement 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 and Athletic Handbook Acknowledgement 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.

Team Rules
See the Athletic Handbook and Acknowledgment.

Extra-Curricular Activities/Clubs
A Student participant’s willful violation of the following rules at anytime and anywhere, while involved in an activity, may result in disciplinary action that can include immediate dismissal from the activity group for the remainder of the activity period for a second or subsequent occurrence, at the discretion of the principal:

1. No possession or use of any type of tobacco products, alcohol or drugs.
2. Breach of good sportsmanship in relation to Officials, Coaches, Teammates, Opponents, and Spectators (includes 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. No disrespectful behavior (includes dishonesty, harassment, hazing, taunting, fighting, etc.)
5. Violation of other school rules/policies as warranted

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

A student participant is not eligible to attend activities or participate in activities on any day or evening when:
1. They are absent from school for an illness, no matter the length of time
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.)

Equipment Responsibility
The Student Participant accepts full and total responsibility for any 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 equipment for which they were entrusted to the Advisor. If any 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.

Alleged violations of any rules stated in the Agreement will be investigated. The investigation may be conducted by the Advisor of the activity involved, and/or 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 said third parties. Upon completion of the investigation final determination will be based on the report and due process rights as set forth in the Student Handbook.
## BBHS CLUBS AND ACTIVITIES

**Tentative Meeting times (subject to change)**  
Most meet during the school day during Activity Periods  
Some meet after school as noted

### TUESDAY:

<table>
<thead>
<tr>
<th>Club</th>
<th>Contact</th>
<th>Type</th>
<th>Frequency</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Club</td>
<td>Devin Cowette</td>
<td>Activity</td>
<td>Bi-Monthly</td>
<td>2nd-4th</td>
</tr>
<tr>
<td>Student Council</td>
<td>Keith Bergeron</td>
<td>Activity</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Briareus</td>
<td>Lonna Abbott</td>
<td>2nd Lunch Study</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Math Team</td>
<td>Felicia Jean</td>
<td>After School</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Interact</td>
<td>Blithe Damour</td>
<td>Activity</td>
<td>Bi-Monthly</td>
<td>1st-3rd</td>
</tr>
<tr>
<td>Film Club</td>
<td>Dave Afflick</td>
<td>Activity</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Strategic Game Club</td>
<td>Karl Hubner</td>
<td>Activity</td>
<td>Weekly</td>
<td></td>
</tr>
</tbody>
</table>

### WEDNESDAY:

<table>
<thead>
<tr>
<th>Club</th>
<th>Contact</th>
<th>Type</th>
<th>Frequency</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dead Theologians Society</td>
<td>Chris Paul</td>
<td>After School</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>Math Team</td>
<td>Mrs. Jean</td>
<td>After School</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>TAU</td>
<td>Linda Fairbanks</td>
<td>Activity</td>
<td>Bi-Monthly</td>
<td>1st-3rd</td>
</tr>
<tr>
<td>Religion &amp; Politics</td>
<td>Ryan Bilodeau</td>
<td>Activity</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>S.A.L.T.</td>
<td>Andrew Lathrop</td>
<td>Activity</td>
<td>Bi-monthly</td>
<td>2nd-4th</td>
</tr>
<tr>
<td>Yearbook</td>
<td>Mrs. Marinace</td>
<td>After School</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>World Language Club</td>
<td>Sue Schott</td>
<td>Activity</td>
<td>Bi-Monthly</td>
<td>2nd-4th</td>
</tr>
<tr>
<td>Youth and Government</td>
<td>Karl Hubner</td>
<td>Activity</td>
<td>Bi-Weekly</td>
<td>2nd-4th</td>
</tr>
</tbody>
</table>

### THURSDAY:

<table>
<thead>
<tr>
<th>Club</th>
<th>Contact</th>
<th>Type</th>
<th>Frequency</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habitat</td>
<td>Suzy Seagroves</td>
<td>Activity</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>NHS Members</td>
<td></td>
<td>Activity</td>
<td>Bi-Monthly</td>
<td>1st-3rd</td>
</tr>
<tr>
<td>NHS Officers</td>
<td></td>
<td>Activity</td>
<td>Bi-Monthly</td>
<td>2nd-4th</td>
</tr>
<tr>
<td>Film Club</td>
<td>Dave Afflick</td>
<td>Activity</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Yearbook</td>
<td>Mrs. Marinace</td>
<td>After School</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Music Ministry</td>
<td>Ben Green</td>
<td>Activity</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Briareus</td>
<td>Lonna Abbott</td>
<td>2nd Lunch Study</td>
<td>Weekly</td>
<td></td>
</tr>
</tbody>
</table>

### THURSDAY:

<table>
<thead>
<tr>
<th>Club</th>
<th>Contact</th>
<th>Type</th>
<th>Frequency</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>National History Day Club</td>
<td>Peggy Sica</td>
<td>Activity</td>
<td>Weekly/sometimes after school</td>
<td></td>
</tr>
<tr>
<td>DTS</td>
<td>Chris Paul</td>
<td>Activity</td>
<td>Weekly</td>
<td></td>
</tr>
</tbody>
</table>

### FRIDAY:

<table>
<thead>
<tr>
<th>Club</th>
<th>Contact</th>
<th>Type</th>
<th>Frequency</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearbook</td>
<td>Mrs. Marinace</td>
<td>After School</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Bible Study</td>
<td>Chris Paul</td>
<td>After School</td>
<td>Bi-Monthly</td>
<td>2nd-4th</td>
</tr>
<tr>
<td>Lab Club</td>
<td>Suzy</td>
<td>After School</td>
<td>Weekly</td>
<td></td>
</tr>
</tbody>
</table>

73
BISHOP BRADY HIGH SCHOOL DRESS CODE FOR MALES AND FEMALES

The Bishop Brady High School dress code supports an atmosphere of personal discipline, equity, and professionalism and prepares students to dress appropriately in the workplace. Students are required to be in proper dress for the start of the school day, and must remain so through the end of the last period.

Unless otherwise indicated by the administration, Wednesday is a formal dress day at Bishop Brady High School.

- All students must wear the green BBHS blazer, obtained from Donnelly’s Uniforms.
- Males must wear a white dress shirt and tie, along with dress pants.
- Females must wear a white blouse and the BBHS dress code skirt/kilt or dress slacks.
- Sweaters, vests and shorts are prohibited on formal dress days

GENERAL EXPECTATIONS

The dress code has been designed to provide students with a standard for personal care and pride in overall appearance. Lands’ End and Donnelly’s are examples of the clothing that Bishop Brady High School students are expected to wear. These websites can be accessed as follows:

Donnelly’s – www.DonnellysClothing.com/BRADYCONCNH
Lands’ End – www.landsend.com/schooluniforms, then select Find My School and type in Bishop Brady High School

All clothing choices must be comparable in style and fit to the offerings from Lands’ End and Donnellys. Clothing (except for skirts/kilts, logoed polo shirts and fleece wear, and blazer) may be purchased elsewhere, but must substantially conform to the style and fit as offered on the website.

Clothing must be clean and neatly pressed, and not torn or frayed. Excessive ornamentation/ jewelry/ symbols attached to any article of clothing are prohibited. Only

GUIDELINES

Dress Shirts/Blouses:

- **Required** – Minimum of one plain white dress shirt or blouse for Formal Dress Days.
- No neon colors, words, letters, numbers, pictures or symbols (other than small manufacturer logo)
• Checked or striped shirts that would be appropriate paired with a tie.
• Shirts shall have no more than one pocket, and no flaps over same
• Must be appropriately buttoned up to and including the second to last button nearest the collar
• For males, all shirts must be tucked in
• No tank tops, midriff tops, halter tops, tops with bare shoulders, sweatshirts, t-shirts (unless worn under appropriate tops), flannel or denim shirts

**Polo shirts**

• Only polo shirts with the Bishop Brady logo purchased on the Lands’ End website are allowed, and only in the colors offered on that website
• For males, all shirts must be tucked-in
• Cannot be worn on Formal Dress Days

**Sweaters**

• Plain, solid colors only, no patterns
• Must have no words, letters, numbers, pictures or symbols (other than small manufacturer logo)
• Business appropriate quarter-zippered sweaters (not fleece or sweatshirt material) are allowed.
• No neon colors
• Cannot be worn on Formal Dress Days

**Turtlenecks**

• May ONLY be worn under sweaters
• Cannot be worn on Formal Dress Days

**Bishop Brady Fleece Jackets and Vests**

• Only fleece jackets and vests with the Bishop Brady logo purchased via the Lands’ End website are allowed
• Cannot be worn on Formal Dress Days

**Bishop Brady Blazer**

• Required – males and females must have at least one Bishop Brady blazer (sport jacket) for Formal Dress Days
• Please write the student’s name conspicuously on the inside of the blazer. Blazers are frequently misplaced, and hard to return to its owner without proper identification
**Undershirts (optional)**
- Shall be white or the same color as the shirt/blouse being worn over it
- Shall have no words, letters, numbers, pictures or symbols on same, particularly if same can be seen under a light colored shirt

**Pants**
- **Required** – Males must wear dress code pants from November through March
- Dress pants, corduroys or khakis only
- Colors: navy blue, khaki, grey, black
- Pants shall not have patch pockets (pockets sewn to the outside of the pants) or rivets
- Pants must be worn at the waist
- No jeans, cargo pants, sweatpants, exercise/yoga pants, leggings, spandex or other form-fitting pants, pants with words / pictures / symbols

**Skirts and kilts**
- **Required** – Females must have at least one Lands’ End or Donnelly’s dress code skirt or slacks for Formal Dress Days
- Tights are highly recommended especially in the winter months
- Skorts may no longer be purchased or worn
- Girls may elect not to wear skirts on Wednesdays starting in November through March due to colder weather.
- Colors available through the Lands’ End BBHS school site are permitted
- Females must wear skirts and kilts purchased thru Lands’ End
- Must be of appropriate/modest length, defined as no more than 4” above the knee

**Shorts (April thru October only)**
- Only solid color dress style shorts of appropriate length may be worn (same as for skirts/kilts – no more than 4” above knee)
- Shall only be of those colors authorized under “pants” above
- Cannot be worn on Formal Dress Days
- No short shorts, cargo shorts, shorts with patch pockets or rivets

**Shoes**
- **Required** – Any color dress shoes or boat shoes
- No heels over 3 inches tall
- Shoes designed to be worn with laces must have laces, and said laces must be laced-up
- Boots may be worn during the months of December, January and February only
• NO athletic sneakers, athletic footwear, moccasins, sandals without back straps, flip flops, clogs

Stockings/ Socks/ Hosiery
• Socks are not required but highly encouraged.
• Solid color tights are HIGHLY recommended especially in the winter months.
• NO: above the knee stockings, fishnets, leggings or stockings with inappropriate designs or words

Ties
• Required – Males must wear a tie on Formal Dress Days
• Ties shall be appropriate and professional and shall be worn synched up to the neck

Belts/Suspenders
• Required – belts or suspenders must be worn at all times with pants or shorts
• The belt /suspenders shall be plain, without adornments, pictures, letters, text or neon colors

Other
• Body piercings – ALL BODY PIERCINGS, except earrings for females, are prohibited. Gauge-type earrings are prohibited.
• Hats and headgear – Hats may not be worn during school hours except for special themed dress down days.
• Hair – Hair should be neat, clean and of the spectrum of colors that grows naturally. Males shall not have hair extending beyond the top of the ears, below the eyebrows, or below the top of the shirt collar, and the hair shall be neatly trimmed (no mohawks). Males shall be clean shaven at all times and sideburns shall not extend below the ear lobe.
• No excessive makeup

Dress Code for Friday Spirit Days
• Bishop Brady club, advisory or athletic tops may be worn, to include t-shirts, sweatshirts, jackets or jerseys. Bottoms shall be in conformance with the regular dress code.
Dress Code for Dress Down Days

- Students may wear jeans and sneakers on approved dress down days. Students are still expected to dress modestly. Jeans may not be ripped or torn even on dress down days. The following are not allowed even on dress down days: clothing with inappropriate words, pictures, or symbols, short shorts, form-fitting clothing (such as spandex/yoga pants), hats or other headgear, midriff tops, halter tops, tops with bare shoulders, sandals without a back strap, flip-flops, body piercings (except earrings for females).

Enforcement
Teachers and administrators will enforce the dress code. Violation of the dress code may result in a detention(s), suspension from class, and/or being sent home if the violation cannot be rectified. Any dress code violations in excess of 5 in a semester will result in a parent meeting.

When in doubt, don’t wear it. Bring it in and ask. The administration will entertain no challenges to dress code decisions.

Medical Exemptions
Any exemptions to the dress code for medical reasons may be granted by school administration, upon presentation of a signed document from a duly-licensed medical doctor or similar medical professional indicating the reason for such request.

***School administration reserves the right to alter or make changes to the dress code policy when necessary, and will attempt to give reasonable warning of such change. In addition, school administration is the final authority on what is permissible or prohibited in regards to student dress/appearance. Always consult with the Principal or Assistant Principals prior to purchasing anything that you feel may conflict with the dress code.

Wellness Class Dress Code
- Sneakers (running or cross training shoe)
- Any Brady T-shirt (must have sleeves and be full length)
- Shorts (mesh, nylon or cotton athletic shorts, minimum inseam 4”)
- Sweatshirt & sweatpants (Brady logo or plain/ no writing)
### CALENDAR FOR 2016-2017
### BISHOP BRADY HIGH SCHOOL

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong>/September</td>
<td><strong>October</strong></td>
<td><strong>November</strong></td>
<td><strong>December</strong></td>
<td><strong>January</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>X</td>
<td></td>
<td>X</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>X</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>X</td>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>21</td>
<td>22</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>X</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRE START DATES:**
- Aug. 18: Faculty Retreat
- Aug. 19: Transfer Orientation & Fac. Meetings
- Aug. 22: Freshmen Orientation & Fac. Meetings

**FIRST DAY OF CLASSES:** Aug. 23

**NO SCHOOL DATES (X):**
- Sept. 2 - 5: Labor Day Weekend
- Sept. 30: Diocesan Professional Day
- Oct. 10: Columbus Day
- Nov. 11: Veterans’ Day
- Nov. 23-25: Thanksgiving Break
- Dec. 22-Jan 2: Christmas Break
- Jan. 16: Martin Luther King Day
- Feb. 27-March 3: Winter Break
- April 14: Good Friday
- Apr. 24-Apr. 28: Spring Break
- May 29: Memorial Day

**Term Dates:**
- Oct. 28: End Quarter 1
- Jan. 13: End Quarter 2
- Jan. 17-20: Mid-year Exams
- March 31: End Quarter 3

Note: Qt. 4 End and Final Exam dates TBA

**Graduation is June 9**

*SPECIAL/ACADEMIC DATES ON NEXT PAGE*
**SPECIAL/Academic Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 23</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Back to School Night 6:30</td>
</tr>
<tr>
<td>Sept. 27</td>
<td>Progress Reports Qt. 1</td>
</tr>
<tr>
<td>Oct. 6</td>
<td>9th Grade Retreat</td>
</tr>
<tr>
<td>Oct. 7</td>
<td>10th Grade Retreat</td>
</tr>
<tr>
<td>Oct. 12</td>
<td>Testing Day</td>
</tr>
<tr>
<td>Oct. 28</td>
<td>Early Dismissal after testing/ Parent Conferences Qt. 1</td>
</tr>
<tr>
<td>Nov. 16-18</td>
<td>Kairos Retreat</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Progress Reports Qt. 2</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Parent Conferences, Early Dismissal</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>End Quarter 2</td>
</tr>
<tr>
<td>Jan. 17-20</td>
<td>Mid-Term Exams</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>Progress Reports Qt. 3</td>
</tr>
<tr>
<td>Mar. 16</td>
<td>Parent Conferences Qt. 3</td>
</tr>
<tr>
<td>March 31</td>
<td>End Quarter 3</td>
</tr>
<tr>
<td>May 5</td>
<td>Senior Trip</td>
</tr>
<tr>
<td>May 9</td>
<td>Progress Reports Qt. 4</td>
</tr>
<tr>
<td>May 18</td>
<td>11th Grade Retreat</td>
</tr>
<tr>
<td>May 19</td>
<td>12th Grade Retreat</td>
</tr>
<tr>
<td></td>
<td>PROM</td>
</tr>
<tr>
<td>Jun. 9</td>
<td>Graduation</td>
</tr>
</tbody>
</table>

No Scheduled Parent Conferences Qt. 4
Quarter 4 End and Exams TBA (snow days)

**Mass and Prayer Service Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 19</td>
<td>Opening Mass</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Immaculate Conception</td>
</tr>
<tr>
<td>Dec. 21</td>
<td>Christmas Prayer Service</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Catholic School Week Liturgy</td>
</tr>
<tr>
<td>April 13</td>
<td>Holy Thursday Prayer Service</td>
</tr>
</tbody>
</table>

Tentative Early Dismissal for Professional Development
Oct. 26
Feb. 8
<table>
<thead>
<tr>
<th>Monday (Skinny)</th>
<th>Tuesday (Block)</th>
<th>Wednesday (Skinny)</th>
<th>Thursday (Block)</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Time</td>
<td>Block</td>
<td>Time</td>
<td>Block</td>
</tr>
<tr>
<td>B</td>
<td>8:45-9:32</td>
<td>B</td>
<td>8:45-9:32</td>
<td>B</td>
</tr>
<tr>
<td>2nd Lunch 12:30-12:55</td>
<td>2nd Study 12:43-1:08</td>
<td>2nd Lunch 12:30-12:55</td>
<td>2nd Study 12:43-1:08</td>
<td>2nd Lunch 12:30-12:55</td>
</tr>
</tbody>
</table>