

FENWICK



BISHOP FENWICK HIGH SCHOOL

STUDENT HANDBOOK

REVISED: August, 2016

MISSION STATEMENT

BISHOP FENWICK HIGH SCHOOL

is a Catholic, co-educational college preparatory, secondary school.

*The faculty and staff are committed to creating
an academically challenging and nurturing environment
that is rooted in the mandate of the gospel message of Jesus Christ
and in the charism of St. Julie Billiart,
foundress of the Sisters of Notre Dame de Namur.
We believe that our ministry calls us to “teach as Christ did.”*

SCHOOL POLICIES AND REGULATIONS

ABSENT FROM SCHOOL - Daily attendance and active participation in each class is a critical part of the learning process. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence points to the fact that regular school attendance has a positive carry-over to the world of work. Therefore students are expected to attend school every day that school is in session. If it is necessary for a student to stay home from school because of illness or for an emergency, A PARENT OR GUARDIAN must call the school at 978-587-8300, between 7:45AM and 9:00AM giving the following information:

1. Student's Name and Homeroom
2. The reason for absence
3. Name of the caller

Upon returning to school after being absent, the student MUST BRING A NOTE FROM HIS/HER PARENT OR GUARDIAN to the homeroom teacher. This note must specify the date(s) absent, the reason for same and signed by the parent or guardian. **A STUDENT WHO HAS BEEN ABSENT MAY NOT PARTICIPATE IN ANY SCHOOL ACTIVITY OR SCHOOL SPONSORED SPORTS, GAMES OR PRACTICES, PROMS, STUDENT COUNCIL, DRAMA, DANCES, BANQUETS ETC. THIS INCLUDES PARTICIPANTS AS WELL AS SPECTATORS. Days out for college visitation, tours or interviews are not excused absences.** All college visits will count as absent, tardy or dismissed, whatever amount of school is missed. If absent, tardy or dismissed because of a college visit, perfect attendance cannot be obtained.

College Visits: Seniors are permitted up to three excused college visits. With verification from the visiting college, students will be permitted to participate in extra-and-co-curricular activities including athletic competitions.

Repeated absenteeism is of serious concern. **A doctor's note is required of all students after their fifth consecutive absence. Any student with seven (7) absences, including seven (7) absences from any class for any reason, in one marking period would be subject to fail the course for the quarter.** Failure would be determined by a review by the administration.

TARDY TO SCHOOL - All students are expected to be regular and punctual in attendance. Punctual transportation to and from school is a parent/student's responsibility. Excessive tardiness may be cause for disciplinary action.

Students should be present at school by 7:45AM. The first bell rings at 7:55AM for students to report to homeroom. **School starts at the 8:00AM bell. Any student arriving to homeroom after the 8:00AM bell is tardy to school.** Students who are late five times in the same marking period will receive five after school detentions for being late the fifth time, and this will be served at a time determined by the Vice Principal. If there is further tardiness during that quarter, the Vice Principal will contact the parents and further action will be taken, which may include suspension. All students tardy after the 8:10 bell, (regardless of how late you arrive), must sign in with the Nurse

AND must also have a parent's note (presented within 24 hours) including the signature, date and reason for the lateness. After signing in, the student must report directly to the class in session, regardless of how much time is left in the period. (No tardy students will be admitted to class without a timed, signed late slip.)

A student who is absent or tardy and his/her parents expect the student to be in school could be subject to disciplinary action for cutting class and/or being truant from school. This could be a one or two day suspension from school. All students are expected to be in school and on time every day school is in session.

Any student tardy after 11:00AM, (9:30AM on early dismissal days) will be considered absent and the absent policy applies. Thus that student will not be able to participate in any school activity for that day. (The student must be signed in with the Nurse by 11:00AM to be considered present for the day.)

ACADEMIC HONESTY - The students at Bishop Fenwick are expected to do their own work, whether it be assignments, papers, reports, test or quizzes. No student should be copying or borrowing homework from any other student at any time. A student who is dishonest is creating an unwholesome environment for other students and could be subject to disciplinary action. Such as: *Students will receive a grade of zero for the test, quiz, etc., and in the case of major projects/course requirements, students shall make up this work for no credit. Administration reserves the right to impose additional sanctions in the case of extreme circumstances and/or multiple violations.*

The forging of parent/guardian or another student's signature on any letter to the school or on any school document will result in disciplinary action. Falsely representing a parent/guardian in any way will result in disciplinary action.

ADMISSIONS - Bishop Fenwick High School admits students of any color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school and does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic programs or any other school administered programs. For additional information, contact the Admissions Office.

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AFTER SCHOOL GUIDELINES - Students will abide by these guidelines to determine priorities for after school activities:

1. Make-up of tests and labs
2. After school detentions (teacher's or administration)
3. Extra help sessions
4. Extracurricular activities: Practice for a game, class meeting, student council meeting
5. After school employment

NOTE: We highly recommend that students do not work everyday after school. WE DO NOT ACCEPT TRANSPORTATION AS AN EXCUSE FOR NOT STAYING AFTER SCHOOL ONCE A TWENTY-FOUR HOUR NOTICE HAS BEEN GIVEN. **If a student wishes to go directly to extracurricular activities or work after school he/she must fulfill all obligations in regard to school work and school policies.** After school, students must be with a teacher, in the sports program under the supervision of a coach, or they must go to the foyer area waiting for rides. THE BUILDING WILL OPEN AT 7:00AM AND ALL STUDENTS MUST REPORT TO THE STUDENT DINING ROOM. The Library is open until 4:00PM and the Student Dining room is open until 5:00PM, both with supervision.

ALCOHOL/DRUGS -

1. Statement of Philosophy

Every student has the right to a learning environment unhindered by drugs and alcohol. It is the responsibility of all students, parents and school personnel of Bishop Fenwick High School to work together to achieve this goal.

This commitment acknowledges the need to provide a school environment that is safe and free from drugs and alcohol and at the same time to provide students who are involved with drugs and alcohol the appropriate assistance needed in dealing with the problem. Counseling for involvement in drugs or alcohol is kept in the strictest confidence unless the counselor judges that the student's particular involvement is life-threatening or requires professional treatment. In such cases parents will be notified.

Students may refer themselves to these programs or be referred by a parent, teacher or peer. As long as a student is willing to address his/her issues, to follow through with any recommended treatment and does not bring any substance to school or on to the school property or become involved in any exchange of a substance on school property or at any school activity, he/she may remain at Bishop Fenwick. Should a student enter treatment, the school will assist the individual in continuing his/her studies and will work with the professional counselor treating the student to assist in re-entry and recovery, if necessary.

2. Violation and Consequences of the Policy

- A. It is a violation of school policy for any student to sell, distribute, use or be in possession of drugs or alcohol on school property, or at any school sponsored activity or event whether on or off school grounds.
- B. It is a violation of school policy for any student to be under the influence of drugs or alcohol on school property or at any school sponsored activity or event, on or off school grounds, even if the student has not brought the actual substance onto the school grounds or to the school sponsored activity.
- C. Any violations of the policy will involve disciplinary, rehabilitative action and notification of police.

3. Specific Violation and Consequences

- A. Sale, Distribution, Possession or Use of Drugs or Alcohol on School Grounds or at a School Sponsored Activity
 1. Any student involved in the selling, distributing, possessing or using drugs or alcohol on school grounds or at a school sponsored activity on or off school grounds, will be suspended. This action could lead to expulsion from Bishop Fenwick High School. Students involved in the sale, distribution, possession or use of drugs and alcohol on school grounds or at a school sponsored activity on or off school grounds will be referred to the Peabody Police Safety Officer.
 2. When the student has not brought the substance onto the school grounds or to any school sponsored activity, on or off school grounds, but has come to school or any school sponsored activity under the influence of drugs or alcohol:
The student will be:
 - immediately suspended
 - readmitted to school only after a parent conference has been held
 - put on probation
 - required to have a drug/alcohol assessment by a certified professional and counseling or treatment as deemed necessary by the administration.
- B. Any student under suspicion of possession of, or use of, drugs or alcohol will be sent to the Nurse to be evaluated. This evaluation will also include a search of the student's bookbag, locker, pocketbook and person. This to be done by the Vice Principal in the presence of a witness who is a member of the faculty/staff.

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- C. To maintain a safe environment the school can and will conduct random searches. This is done in conjunction with the school administration, local police and special K-9 units.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT & PESTICIDE MANAGEMENT PLAN - Asbestos and pesticide management plans have been developed for Bishop Fenwick High School. These plans are available to the public at the Main Office of Bishop Fenwick High School.

ASSEMBLIES - An indication of the cultural level of a school is the conduct of the student body at assemblies. At all times a student's conduct should be refined and courteous. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, un-called for clapping, calling the name of a student, boisterousness and talking during the program. All students are to sit with the homeroom teacher in assigned seats unless permission to do otherwise has been given. **Any teacher may correct/attend to any student not acting properly at an assembly. Liturgy is one type of school assembly, and all students, regardless of religious belief, must attend the Liturgy. Attendance at all assemblies is required.**

ATHLETIC CAMPS - Camps for school related activities such as cheerleading camp, etc., are not sponsored by the school. Students who attend such camps assume full financial cost of the camp and transportation.

ATTENDANCE - PERFECT - Is defined as never tardy, never dismissed and never absent from school. Perfect Attendance certificates are awarded at the end of the school year. All college visits will count as absent, tardy or dismissed, whatever amount of school is missed. If absent, tardy or dismissed because of a college visit, perfect attendance cannot be obtained.

BULLYING - Schools have long had to deal with bullying among students, including hitting, teasing, name-calling, intimidation, harassment and social exclusion. But in recent years, technology has given teenagers, and even younger students, a new and more anonymous venue for bullying their peers. Students are frequent users of the internet and other technologies - sending email, creating web sites, posting personal news in blogs, sending text messages and images via cell phones, contacting each other through instant messages, posting on social networking sites and posting to discussion boards. Now, students are using these technologies to bully their peers and sometimes to harass school staff. The challenge for schools is not only in identifying and stopping such conduct so that students and staff feel safe at school, but determining the limits of their authority when so-called "cyberbullying" is initiated outside of school and during non-school hours. Cyberbullying, sometimes referred to as Internet bullying or electronic bullying, has been defined as "the willful and repeated harm inflicted through the medium of electronic text". Bishop Fenwick High School takes its

responsibility to provide a safe, healthy environment for its students and staff very seriously. The Administration will hold students accountable for decisions, actions or statements, on or off campus, that violate the mission, vision, value and policies of Bishop Fenwick. This extends to the use of any electronic resource used by students that includes a reference to Bishop Fenwick High School and/or its faculty, staff, students or community.

Electronic resources include all social media. The administration reserves the right to hold students accountable for any material posted on their sites that is contrary to the mission of Bishop Fenwick. Threats of violence (physical, verbal, or emotional), made in person, electronically or through other means, will not be tolerated in the Bishop Fenwick High School community. Students found to have made such threats will face serious consequences at the discretion of the Principal and these consequences could include suspension and expulsion.

BUS RIDER REGULATIONS - Unruly conduct and smoking are not permitted on ANY BUSES at any time. Upon entering the bus, students should take their seats and remain seated until they reach their destination. **Disruptive students and students who fail to follow the driver's directions will not be allowed to ride the busses.** If a bus is late to school, the students should report directly to the Vice Principal's Secretary's Office.

CLASSROOM BEHAVIOR - The administration and faculty of Bishop Fenwick High School reserve the right to monitor student behavior in the classroom, anywhere in the building or anywhere on the school grounds. The administration may intercede whenever a faculty member feels that it is warranted. Students are expected to reflect the Christian principles that a Catholic education promotes. Each student should show respect for the classroom teacher, classroom proctor and for fellow students at all times. Each student should treat others, teachers and students alike, with honesty, civility and respect at all times. Any behavior that disrupts the educational process will result in disciplinary action. Teachers have a right and a responsibility to take objects and/or materials away from students if they are not supposed to have them. Most often they can be claimed in the Vice Principal's office. Minor infractions will be dealt with by the faculty member; major ones will be handled by the administration. Serious cases of insubordination could result in suspension and/or dismissal.

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CLOSING OF SCHOOL - In case of severe weather: snow, ice, low temperature, flooding, etc., the official announcement for "no school" will come from our One Call Now Telephone message system and may also be seen on the Boston Television stations, including: WBZ, WCVB, WHDH and WFXT. **"No School" announcements will be sent to all families through our Telephone Messaging System.** At all times listen specifically for Bishop Fenwick High School. (For example if Peabody calls for a delay, do not assume Bishop Fenwick will have a delay. If not announced, we are in school at the regular time.) Parents are asked to use their best judgment in sending students to school in inclement weather, but if school is in session, students who are not here are marked absent.

COMPUTATION OF FINAL GRADES - In determining the Final grade for a year long course, Classroll.com (the school's online grade book) will multiply each quarter average by 20, and the mid year and final exam grade by 10. The result will be the final average, converted to a letter grade. (For a semester course the quarter grade is multiplied by 40 and the final exam by 20.) Passing Grade is 60 or D-. In the case of a student who passes first and second quarters, but fails both third and fourth or the senior second semester, a teacher may fail that student at teacher's discretion. The student may mathematically have a passing grade but has failed ½ of the school year. In cases of this - the teacher notifies the Vice Principal.

COMPUTER TECHNOLOGY - As a result of the implementation of a school wide computer network at Bishop Fenwick High School, we now provide an unlimited supply of resources and information to our educational community. Although exciting, this places an enormous responsibility on all users. **The system is intended for educational uses only. All Bishop Fenwick rules are applicable to all users of computers and related technologies.** Users must adhere to the same Christian ethics that govern all other aspects of life at Bishop Fenwick. All actions performed on the network must reflect integrity, honesty and compliance with the Bishop Fenwick High School rules as detailed in this Student Handbook. **The most important pre-requisite for someone to receive a Bishop Fenwick High School account is that he/she take full responsibility for his/her own actions.** Therefore, students accessing the computer network must realize that as students of Bishop Fenwick High School, they are expected to behave accordingly and **must adhere to the regulations given to and signed by each student (Acceptable Use Policy) prior to receiving his/her account name.** Students who do not adhere to the rules will have their school account disabled.

CONTINUANCE AT BISHOP FENWICK HIGH SCHOOL - **If a student fails more than two subjects (whether a semester or year long course) in one academic year, he/she will not be allowed to continue at Bishop Fenwick.** The records of the students who fail two or fewer subjects in one academic year will be reviewed as to the feasibility of him/her continuing at Bishop Fenwick. Students who attend summer school or engage in a tutorial program will have a notation on their transcript to indicate credit was earned. At the end of each academic year the administration together with the

guidance department, will evaluate the academic and behavioral progress (including attitude) of all students. Students who are having academic difficulty or who are unable or unwilling to comply with school policies and regulations will be advised as to their continuance at Bishop Fenwick. Research papers, exams, or other written work part of the course must be completed or the student will not be able to continue at Bishop Fenwick.

CORRIDOR BEHAVIOR - It is improper for boyfriends and girlfriends to engage in any type of inappropriate physical contact. (Please see **Sexual Harassment** for more information.) This is especially unacceptable behavior during the school day. If such behavior is observed, parents will be notified. Students are not allowed to loiter in the corridor or the lavatories. Students who are frequently in these places will be sent to the Vice Principal. Faculty members may and should instruct students not to be in the corridors or lavatories during class time.

CRISIS PLAN - A Crisis Plan has been developed for Bishop Fenwick High School. This Crisis Plan is available to the public at the Main Office of Bishop Fenwick High School.

CUTTING OF CLASS - All students are expected to be aware of the class schedule for each day. Attendance in every assigned class is essential. Missing class without proper authorization from a school administrator, counselor, or other school official is a serious breach of a student's academic obligation. If a student cuts class, the matter will be discussed with the student, a parent will be contacted and a meeting may be arranged, and a minimum of one Saturday detention will be assigned. Credit for any class work missed will be forfeited. A student may be suspended from school for multiple offenses.

DANCE REGULATIONS - Specific rules and regulations for dances will appear on the back of the dance ticket. All students should be able to produce a photo ID upon arriving at the dance. All rules regarding drug and alcohol abuse as outlined in the most current handbook will be in effect the night of the event. Any student who violates the terms of the agreement will be subject to the penalties as outlined in the most current handbook of Bishop Fenwick High School.

DETENTION - Students will be assigned detention by teachers or administration for violation of school policies and regulations, and this detention will be served AFTER 24 HOURS NOTICE has been given. **We accept no excuse for not complying with this regulation. If a student does not stay on the day designated, the Vice Principal will be notified and a double detention will be given: one hour to be served with the Vice Principal and one hour to be served with the teacher who gave the original detention. If the student does not stay, the Vice Principal will suspend the student for one school day.** Frequent detention will result in a parent conference with

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the Vice Principal and will cause the student's status to be reviewed at the end of the year.

DRESS CODE - Bishop Fenwick is a college preparatory high school dedicated to preparing its students to take their rightful place as Christian professional people in a competitive world. All too often the first impression people form about one is based on appearance. Interviews for jobs or colleges can often hinge on the first impression made as the candidate introduces him/herself. Therefore, we as part of the total educational process at Bishop Fenwick expect our students to dress appropriately in school.

It would be impossible to write a dress code that would cover all items of clothing, but we would like to make the choices as simple and as clear as possible. Parents have an obligation to see that their child is properly dressed before they come to school.

A student dressed inappropriately should be sent to the Vice Principal's office who will then notify the student's parents. The student will remain there until suitable dress is obtained, either from the parent or from the school. The student will also receive detention for being inappropriately dressed. The parents of a student who receives detention twice in one semester for this reason will be notified by letter that suspension will follow the next offense.

REQUIRED DRESS CODE FOR ALL STUDENTS

All Students will wear traditional style chino pants with a Bishop Fenwick polo shirt.

All Students will wear closed shoes or sneakers.

All required dress code items are ordered from LandsEnd.com.

Specifics:

Traditional style chino pants

- in khaki or navy blue only
 - must fit properly, not falling off the hips or dragging on the ground
 - must be neat, clean, not torn or ripped, and not wrinkled
 - no cargo pants, no carpenter pants, no gathering at the ankle
 - no patch pockets, traditional chino pants have inside front & back pockets.
 - school regulation "long" shorts or capri pants may be worn from the first day of school until Oct. 1, and from May 1 to the last day of school.
- Khaki/tan/beige color only.** No cargo style, pockets on leg, etc.

School Polo shirt with collar

- all students must wear a Bishop Fenwick polo shirt, purchased through Lands' End. It must be neat, clean and not torn or altered in any way.
- no long sleeve shirts may be worn under short sleeve polo shirts
- a solid color t-shirt must be worn under the polo and the t-shirt must be tucked in and polo shirts must fit properly.

Footwear

- shoes, **must be closed heel and toe**, no sandals
- sneakers, **must be closed heel and toe**
- no flip flops, no beach shoes, no slippers
- sneakers or shoes must be tied

School Fleece

- school fleece must be purchased from Lands' End
- may be worn at any time (must be school fleece - not team fleece or team jackets)
- collared polo shirt **must be worn under all fleece**
- no **hooded sweatshirts** may be worn under the school fleece

NOT ALLOWED: Sweatshirts, fleece vests or jackets other than a BF fleece pullover, crew neck shirts or jerseys, or collarless sweaters. No cropped tops or midriff shirts, no tank tops.

NOT ALLOWED: Shorts, capri pants, (except during designated times), cargo pants, carpenter pants. NO JEANS OF ANY KIND or jean like pants of any color, make or style. Sweatpants, nylon or any running/jogging type pant or any stretch or jersey pants, yoga pants or leggings. No dresses or skirts.

ADDITIONAL INFORMATION:

1. Students are not allowed to wear hats or any head gear (e.g. bandanas) in the building at any time.
2. A Bishop Fenwick school fleece may be worn at any time. **The school fleece must be neat, clean and not torn, ripped or altered in any way. A polo shirt must always be worn with the school fleece. No jacket of any type may be worn during the school day.**
3. If a BF school fleece is not worn, **no sweatshirts, jackets, coats, or other fleece may replace it, only a BF School Fleece is acceptable.**
4. **No extreme haircuts or coloring, nothing exaggerated or distracting, (e.g. Mohawks, cut out initials or designs). All students must be neatly groomed. Hair must be neatly styled. Hair should not cover eyes. Boys hair may not fall below the shoulders. Facial hair is not permitted for any boys in grades 9 - 12.**

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5. No body piercing, other than ears, is allowed. **Pierced tongues, eyebrows, lips etc. will result in suspension.**
6. No visible tattoos.

Alternate Dress days may be granted on occasion at the discretion of the Administration.

The school administration reserves the right to judge new styles as they emerge on the market to determine if they are in conformity with the Fenwick dress code.

DRUGS - See Alcohol/Drug policy.

EARLY DISMISSAL REQUESTS - Appointments should not be made during school hours except in cases of emergency or extraordinary circumstances and these only with request in writing, **giving the Date, Time and Reason for the dismissal.** Students should not call parents from school to request an early dismissal. Requests made over the phone will not be honored. Please look ahead and put the request for Early Dismissal in writing; these notes must be kept on file. **The note should be presented to the Nurse before school for approval, and the note is then put on file with the homeroom teacher. Any DISMISSAL BEFORE 11:00AM will constitute a full day's absence, and the absent policy applies.** Please be aware of this when making appointments, college interviews, etc. **STUDENTS MUST SIGN OUT AT THE MAIN OFFICE AT THE TIME OF DISMISSAL. Any student sent home from the Nurse's Office during the day, may not return to participate in any school activity on that day or evening.**

At special times during the school year certain students may be dismissed early. **Students, for example, attending a prom, whether at Bishop Fenwick or any other school, may be dismissed at 12:15PM, (NO EARLIER),** with a note from a parent and following regular dismissal procedure. Any student attending a prom as a guest is expected to be in attendance at school the following day, when the prom is not on a Friday or Saturday night. Arrival to school should be at a reasonable time, (by 10:30AM is acceptable).

EIGHTEEN YEAR OLD STUDENTS - All students, no matter what age, must abide by the rules and regulations of the school. If a student is eighteen years old, he/she as a student will follow the policies and regulations specified by the calendar/handbook. All students, regardless of age, must reside at the home of his/her parent or legal guardian.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES - For a student to be eligible for participation in any extra-curricular activity, (sports, student council, drama, yearbook, class officer, etc.), he/she must follow school policy as well as meet the MIAA eligibility rules. A student will be placed on Academic Probation if he/she has a failing grade (F) in any course. A student's grades in his/her studies will be evaluated by the administration and guidance director at the end of each quarter, (and at the midpoint of the first quarter and the midpoint of the senior second semester), to determine probation or ineligibility for the student to continue in extra curricular activities. **It is the philosophy of the school that academic pursuit must take precedence over participation in sports and other extracurricular activities.** Students not making favorable academic progress at any time may be denied participation in extra curricular activities.

EQUIPMENT AND FACILITIES - Damage or theft of any equipment or school property must be compensated for by the parents of the student involved. Damage of a malicious nature or theft will be considered a very serious matter and will result in suspension and/or expulsion with law enforcement agencies notified. Students are encouraged to label all belongings and keep them locked in a secured locker. It is the obligation of all students to help keep the school building and grounds in proper order. Students are asked to keep the corridors, classrooms, dining room and school grounds clean. Proper receptacles are provided for correct disposal of unwanted or used items. This also includes but is not limited to ball playing of any kind, skateboarding, etc. in areas that are not designated for such activity, (for example, in or outside of the foyer). Damage to property or accidents could occur.

EXPULSION - Expulsion is considered a most serious matter and will be used as a last resort. Expulsion is determined by the Principal. Prior to expulsion, the student and his/her parents or guardian must be granted a hearing by the Principal or Vice Principal. If expulsion is determined the parents or guardian will be notified. It will be noted on the records when a student is formally expelled.

FIELD TRIPS - Students must adhere to all school policies, including proper dress on all trips sponsored by the school. Bishop Fenwick dress code is the normal dress for a school field trip. The school reserves the right to refuse permission to students to go on a class trip if it is felt that their conduct or dress would not reflect favorably upon the school. Students are required to present a permission slip signed by one parent and verified by the advisor planning the trip. School trips will be transported on public busses or school busses. A trip is not considered as being school sponsored if prior permission for the trip has not been given by the Administration.

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FIGHTING - Fighting is a serious offence as it impedes the good order of the school and respect for others. Students caught fighting on or off campus at any time will be suspended and possibly expelled.

FIRE DRILLS - Fire Drills are held periodically. Once the bell has sounded, the teacher will direct the students quickly, carefully and silently to the assigned exit. SILENCE is required at all times so that emergency directions can be heard by all. The first students who reach the fire doors should hold them open for the others. UNDER NO CIRCUMSTANCES SHOULD A STUDENT REMAIN IN THE BUILDING DURING A FIRE DRILL!

FRESHMEN STATUS IN ATHLETIC PROGRAMS -

1. All students should try out for the age appropriate level of any sport. Where there are different levels, ninth graders will try out for the ninth grade team.
2. After the four day tryout period is complete, a freshman could be eligible for the JV or Varsity level. The athletic director must be informed by the head coach of any freshman being considered for JV or Varsity.
3. Any freshman on a Varsity team would be held to the same standards for eligibility as upperclassmen.

GUM - Gum chewing is not permitted inside of the school building at any time.

GAMBLING AND CARD PLAYING - All forms of gambling and/or card playing on school grounds or at school supported activities are prohibited.

GPA (Grade Point Average) is the system of reporting the rank in class based on the Massachusetts Board Of Regents Recommendation. Using a scale in which A = 4.0. (Weighting factors are applied for all levels only after the final average is calculated.)

GRADUATION REQUIREMENTS - In order to graduate a student must have completed the following:

- 4 credits in Religious Studies
- 4 credits in English
- 4 credits in Mathematics
- 3 credits in Science (2 in a Lab Science)
- 3 credits in Social Studies (including 1 US History course)
- 2 credits in Foreign Language (2 consecutive years of the same language)
- 1 credit in Physical Education (2 yrs. Fresh/Soph)
- 4 credits in elective courses
- ½ credit in Fine Arts
- ½ credit in Basic Computer Applications

ALL SENIORS MUST COMPLETE ALL REQUIREMENTS RELATED TO THE SENIOR SERVICE PROJECT AND MUST PASS ALL COURSES TAKEN IN THE SENIOR YEAR TO BE ELIGIBLE FOR GRADUATION. ALSO, ALL WRITTEN WORK AND EXAMS MUST BE COMPLETED BEFORE DIPLOMAS ARE AWARDED. HOWEVER, A SENIOR WHO FAILS THREE OR MORE SUBJECTS IS NOT ELIGIBLE FOR A BISHOP FENWICK DIPLOMA.

GUIDANCE DEPARTMENT - There is a formal, organized guidance and counseling program for each grade level. Guidance counselors are responsible for academic, vocational and personal counseling, course selection, career education, testing and college counseling. Counselors work with students, teachers, other school personnel and parents.

All students are involved in the counseling process. Counseling is done on a one to one and small group basis in order to help students to know themselves, develop a positive self concept and a feeling of self worth.

The Guidance Department is responsible for the following testing program:

Grade 9 - PSAT GR. 8 & 9

Grade 10 - PSAT, SAT I & II, ACT

Grade 11 and 12 - PSAT, SAT I & II, ACT

The Department organizes Parents' Conference Nights for orientation, college information, future planning and test appraisal.

HAZING - The following paragraphs are taken from the Massachusetts General Laws regarding hazing and will be strictly enforced at Bishop Fenwick.

MGL CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY - Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.

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MGL CH. 269, S.18. DUTY TO REPORT HAZING - Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St. 1987, c.665.

MGL CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED - Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution use of its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designate officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general

any such institution which fails to make such report. Added by St.1985, c.536; amended by St.1987, c.665.

HEALTH PROBLEMS - If a student feels sick, he/she must report to the Nurse's Office, **after first notifying the subject teacher.** The Nurse will then make a determination as to what the student will do next: return to class, remain in the clinic or have his/her parent/parent designate come for the student. **The nurse will notify the parents. Students are not to notify their parents themselves; the call must come from the Nurse's Office.** Students will be disciplined for not following proper procedure. Students who drive a car to school, may drive themselves home if ill, ONLY when the Nurse receives parental permission and in her judgment they are able to drive home. **IF, FOR SOME REASON, THE NURSE IS NOT IN HER OFFICE, THE STUDENT MUST REPORT TO THE MAIN OFFICE. Students who are ill should not be in the lavatories. Students not officially signed into the Nurse's Office will be considered to be cutting a class. Students sent home from the Nurse's Office may not return that day or evening to participate in any school activities.** In case of accidents or illnesses in which the student cannot report to the Nurse or Main Office, someone should notify any teacher who will take over and follow school procedure.

HONOR ROLL - The determination of honor roll status is arrived at by adding the grade point values of all major courses and then dividing by the number of major courses. **However, students may not receive a failing grade in any subject, any grade lower than a B-, or an "I" (Incomplete).** If for any reason, a student is not carrying a full load of courses (6 Majors), HE/SHE WILL NOT BE ELIGIBLE FOR HONORS. **All tuition payments and/or bills must be current to be eligible for Honor Roll publication. All tuition payments and/or school fees must be current to receive report cards and/or grades.**

Grade	Grade Point Value
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0

SCHOOL POLICIES AND REGULATIONS

HONOR ROLL LISTS:

PRINCIPAL'S LIST	3.70 Unweighted GPA
FIRST HONORS	3.30 Unweighted GPA
SECOND HONORS	3.00 Unweighted GPA

ELECTRONIC DEVICES: - All electronic devices must be turned off by the start of the homeroom period and should remain off until the end of the school day. Teachers may instruct students to use their electronic devices during an instructional period. The school recognizes the popularity and convenience of electronic devices, but it also recognizes the chaos they can cause if one, two or many ring during a class or anywhere in the school building. **Therefore, any use of an electronic device during the school day, for any purpose, anywhere in the school building, which includes in the lavatories, dining room, corridors and classrooms, is prohibited. Said electronic device will be taken away from the student and may only be retrieved by a parent/guardian at the Administration's convenience. No pictures/videos may be taken via cell phones at any time during the school day.** If it becomes necessary for a student to use a cell phone to call home during the school day, arrangements can be made with the Vice Principal.

LOCKERS - Students may go to their lockers before and after homeroom period, (not during), before and after lunch, and at the end of the day. **STUDENTS MAY ALSO GO TO THEIR LOCKERS BETWEEN CLASSES IF THEY DETERMINE THAT THEY HAVE TIME TO MAKE THE STOP AND STILL GET TO CLASS ON TIME.** There is a three (3) minute travel time between each class and all students are expected to be on time for classes. A book bag would be helpful to carry books, notebooks, and writing utensils. Students should not be at lockers during the class period, this includes students who are on an unscheduled period. No students should write on, put stickers on, or otherwise damage the school locker. The lockers are school property and should not be vandalized. **A school lock must be placed on the lockers at all times and the lock should be securely locked.** (Please see **Valuables of Students** for more information regarding lockers.)

MAKE UP WORK - It is the responsibility of the student to make up all work missed because of absence. Upon returning to school, the student should contact each teacher for the time and date when missed work can be made up, normally within three days. For extended illness, special arrangements will be made with the Administration and teachers.

MARKING SYSTEM - In addition to the subject grades, the report cards will have comments by teachers to give further insight into the study habits, attitudes, etc., of the student. The letter grade "I" (Incomplete) will be given when a student is absent due to illness and did not have enough time to complete the necessary work in that marking period. Students are responsible for making up all incomplete work in accordance with

teacher requirements. All incomplete work not completed before the end of the next marking period will result in a failing (F) grade.

The grading policy which is used for the Honor Roll and the determination of final grades is as follows:

Grade	Numerical Values
A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	59 and below
I	Incomplete - work must be made up

or this grade becomes a failure, "F"

(D- is passing, anything below is a Failure)

Report Cards will be issued at the end of every marking period in homeroom. Students must return the reports with a parent signature within one week of their distribution. The last report card will be mailed home. Report cards may not be issued if an overdue tuition balance exists.

MEDICATION POLICY - No medication will be dispensed to the students without permission of the parents, in writing, including non-aspirin. A form was included in this year's summer mailing requesting parental permission for the School Nurse to dispense non-aspirin. This form **MUST** be returned to the Main Office the first week of school and will be kept on file in the Nurse's Office. **PLEASE** try to avoid school hours for dispensing of medications. Many doctors will prescribe antibiotics to be taken three times a day rather than four times a day, therefore, eliminating the school-time dose. **In the event that your child MUST take medication PLEASE send it in a prescription bottle which MUST include: student's name, the name of the medication, the date, the dosage to be given and the name of the physician.** Pharmacists will provide duplicate bottles on request. In addition: **PLEASE** submit a note giving parental permission for the medication to be given.

SCHOOL POLICIES AND REGULATIONS

NATIONAL HONOR SOCIETY - The purpose of the National Honor Society is to honor students who are outstanding in SCHOLARSHIP, LEADERSHIP, SERVICE AND CHARACTER. Selection of students is an honor accorded by the Faculty Council. Students **MAY NOT** apply. The following scholastic requirements are necessary in order to be considered for the Bishop Fenwick Chapter of the National Honor Society. Candidates are expected to have a minimum cumulative scholastic average of 3.7. Scholastic eligibility is based on **cumulative scholastic average** arrived at by adding the weighted values for all of the major courses the student is taking in accordance with the national regulations. All scholastic records will be reviewed, including the semester prior to the induction, **which itself must be a 3.7, as well as the cumulative grade of 3.7 or better.** Candidates for the Bishop Fenwick Chapter shall be received into the Honor Society during the Sophomore, Junior or Senior Year. All scholastic records from freshman year will be reviewed, using the final average for each course. Although the scholastic criteria is based on the GPA, the other three areas of SERVICE, LEADERSHIP AND CHARACTER, are determined by the Faculty Council.

* **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. At least fifteen (15) hours of service should be completed each year.

* **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify a positive attitude about life. Leadership experiences can be drawn from school or community activities while working with or for others.

* **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

In order to ascertain the degree to which a student candidate meets the selection criteria, the local Faculty Council reviews the Student Activity Information Form, reads the student essay indicating desire to be a Chapter member, and relies on a current teacher's letter of recommendation. Under all circumstances, the students are reminded that continued membership in the chapter is based upon **students maintaining the standards under which they were admitted.**

PARENT CONFERENCES - Parents are encouraged to make appointments to discuss the progress of their student at any time during the school year. If an appointment is desired, the parent should contact the school office and leave his/her name and phone number so the teacher can return the call and arrange a time for the meeting. Contact with the teacher may also be made through email and/or voice mail. The school web site lists all of the teachers' email addresses.

PARKING - For security purposes, only cars with a Bishop Fenwick parking tag may use the parking lot during the school day. Students who choose to drive to school are responsible for getting to school on time. Parking on the school grounds is a privilege and as such a designated parking area is provided for the students. Students must park in this area between the white lines. **No student may park in a numbered faculty spot, nor should any car be parked on the road way on either side of the school property. No cars should block anyone in or be illegally parked, this includes all Handicapped spots. Cars found in any of these places will be towed (at owner's expense).**

Drivers are expected to conform to normal, courteous behavior while driving on campus. Students should be aware of speed limits, stop signs and speed bumps. IN ORDER TO PREVENT DAMAGE TO VEHICLES AND OTHER PROBLEMS, STUDENTS ARE RESTRICTED FROM THE PARKING AREA. NO STUDENT MAY BE IN THE PARKING LOT OR A CAR DURING THE SCHOOL DAY WITHOUT PERMISSION OF THE ADMINISTRATION. If a student does not conform to the above regulations, the student will not be allowed to bring a car on the campus. A student found in the parking lot or a car without permission will receive a detention. If a student is in the parking lot or car a second time without permission, the student will be suspended for one school day.

All students who drive to school must register their car(s) with the Vice Principal. A Bishop Fenwick Parking Tag must hang from the rear view mirror if the car is parked on school grounds during the school day. (Parking tags are a one time fee of \$10.00.) No cars may be parked on school property without a school parking tag. All cars must be parked in a legal parking spot and when the school parking lot is filled, students must park their cars on the street. This particularly applies to students who are late for school. Rule of thumb, if you are late do not spend time looking for a spot in the parking lot or park illegally, park on the street.

PHYSICALS - To be eligible to participate in any sports, all students must pass a physical examination. Physical examinations must be performed by a fully registered physician. **Physicals must be current, that is dated within one year of participation in a particular sport.**

SCHOOL POLICIES AND REGULATIONS

PLAGIARISM - Academic Integrity: Cheating (which includes plagiarism, copying homework, etc.) is a violation of the learning environment and the philosophy of Bishop Fenwick High School. Scholastic dishonesty undermines the ability of students to recognize their intellectual gift and the desire to develop these talents for their good and that of others. Students found in violation of this policy will receive a grade of zero for the activity and in the case of major projects/course requirements, students must make up this work for no credit. Administration reserves the right to impose additional sanctions in the case of extreme circumstances and/or multiple violations.

What is Plagiarism?

(Prepared by the Grosse Point High School Media Center)

1. Copying and pasting text from on-line media, such as encyclopedias is plagiarism.
2. Copying and pasting text from any web site is plagiarism.
3. Transcribing text from any printed material, such as books, magazines, encyclopedias or newspapers is plagiarism.
4. Simply modifying text from any of the above sources is plagiarism. (For example - replacing a few select words using a Thesaurus does not constitute original work.)
5. Using photographs, videos or audio without permission or acknowledgment is plagiarism. You may use such a photographic, video or audio source with or in a paper or multimedia presentation that you create, as long as you do not profit from it or use it for any purpose other than the original assignment and you must include that source in your bibliography.
6. Using another student's work and claiming it as your own, even with permission, is academically unethical and is treated as plagiarism. This is known as collusion.
7. Acquiring work from commercial sources is academically unethical and is treated as plagiarism.
8. Translating from one language to another is not using your own words, and falls under the guidelines for quotations, summaries and paraphrasing.
9. Using an essay that you wrote for another class/another purpose without getting permission from the teacher/professor of both the current class and the class for which the original work was used is self-plagiarism and is basis for consequence or penalty.

PROBATION - Students placed on probation and their parents will sign a written contract stipulating the conditions under which the student will be allowed back to school. Such students are aware of the serious nature of this status. If recommendations, such as counseling, are part of the Probation, the student must abide by them or he/she will not be allowed to remain at Bishop Fenwick.

If the school is aware of any student who becomes involved with the police, that student will be placed on probation and his/her parents will be asked to sign a probation contract. Such behavior is in direct contrast to the philosophy of Bishop Fenwick High School, and all students need to know that wherever they go or whatever they do directly reflects on the name of Bishop Fenwick. Police involvement with a student that results in a felony charge could result in expulsion for the student. Determination for expulsion will be made by the Principal in consultation with the Board of Trustees.

PROGRAM OF STUDIES - During the months of February and March, the students will be making course selections for the next school year. It is important to remember that prerequisites and department approval are necessary to sign up for many courses. The guidance counselors and the classroom teachers assist the students with this process. A fee will be assessed for course changes requested during the school year. Changes are made only if there is room in the course and it fits into the student's schedule. No changes are made for teacher preferences. No changes are made after the Course Change Deadline.

****NOTE - ALL STUDENTS ARE REQUIRED TO TAKE SIX MAJOR SUBJECTS EACH SEMESTER!**

PROGRESS REPORTS - The progress of all students may be followed by logging into Classroll.com at any time. Passwords are mailed home at the beginning of the school year to freshmen and new students. Passwords for sophomores, juniors and seniors do not change from the previous year.

RESTRICTED AREAS - Students are not allowed to leave the school building after the start of homeroom unless they wish to utilize the picnic tables during the lunch periods. For security reasons, students may not go to their cars unless permission is received from the Principal or Vice Principal.

SENIOR EXEMPTION FROM EXAMS - Teachers may opt to allow seniors who have an average grade of A- or better in a year long course to be exempt from the final examination. This policy does not apply to seniors taking any semester courses.

SCHOOL POLICIES AND REGULATIONS

SENIOR PRIVILEGE - If a senior has the last period, or last two periods, of the day unscheduled, he/she may obtain a form from the Main Office. After having it signed by a parent and returned to the Main Office, the senior may leave the school after his/her last period of the day. Once a student leaves the school he/she may not return until after dismissal.

THIS PRIVILEGE DOES NOT APPLY TO ANY FRESHMEN, SOPHOMORES, OR JUNIORS AT ANY TIME.

SEXUAL HARASSMENT - Bishop Fenwick High School is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment. Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists a school investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint. The school will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment. As noted above, any condonation of the sexual harassment of a student and any retaliation against a student because he/she complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.

SEXUAL HARASSMENT EXAMPLES AND FURTHER POLICY DISCUSSION - Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the school on a case-by-case basis. The following are, however, some examples of language and conduct which all students of Bishop Fenwick are cautioned to avoid. **This is not an exhaustive list.**

* Comments to, or about, any student or school employee or his/her appearance that are sexually graphic or would otherwise tend to be degrading.

* Any physical contact of a sexual nature.

- * Jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others.
- * Sexually suggestive sounds or gestures.
- * Display of objects, posters or pictures of a sexual nature.

SMOKING - It is against school policy for a student to smoke anywhere on school property or within sight of the school. This includes in front of, across the street from, (including the side streets), and any street adjacent to the school. This includes before, during and after the school day. If students are found smoking, or about to smoke in any of these areas, they will be sent home immediately and suspended the following day for one school day. The student will be readmitted on a probationary basis only after a parent conference. All smoking and tobacco, or related materials will be confiscated.

SPORTS - The athletic program is designed to give all students an opportunity to perform and perfect his/her athletic skills. Participation in this program is considered a privilege. Conduct on the way to, from and during the game is a personal responsibility for each student. Since this is a school activity, the student athlete and spectator represent the school. Unruly conduct, vandalism and rowdiness are contrary to the ideals of sportsmanship. Bishop Fenwick High School offers a broad range of Varsity, Junior Varsity and Freshmen teams. Membership on these teams is open to all students who meet the qualifications of the sport. In order to participate in athletics the student is required to have a current physical examination. (See Physicals)

The sports are:

BOYS' SPORTS

Baseball
Basketball
Cross Country
Football
Golf
Ice Hockey
Indoor Track
Lacrosse
Outdoor Track
Soccer
Swimming
Tennis

GIRLS' SPORTS & ACTIVITIES

Basketball Soccer
Cheerleading Swimming
Cross Country Tennis
Field Hockey Volleyball
Golf
Gymnastics
Ice Hockey
Indoor Track
Lacrosse
Outdoor Track
Softball

SCHOOL POLICIES AND REGULATIONS

STUDENT DINING ROOM - Cafeteria services are provided for the students. Students will observe the following rules:

1. Stand in an orderly line while waiting their turn and pay for all items taken, remember taking something without paying is stealing .
2. Be courteous to the staff and all in the dining room.
3. Keep your voices in a conversational tone.
4. CLEAR ALL TABLES OF TRAYS AND PAPERS, AND PUSH CHAIRS INTO THE TABLES BEFORE LEAVING.
5. PUT PAPERS IN THE CONTAINERS AND TRAYS WHERE THEY BELONG.
6. **No food or drink may be brought back to the main building at any time after homeroom, EXCEPT WATER. No students may have food or drink in the classrooms or corridors EXCEPT WATER.**
7. No student may have food orders delivered from outside the school at anytime during the school day. Students should purchase their lunch from the school cafeteria or brown bag it.
8. Students must remain in the dining room until the lunch period is over. No students should be in the main building during their lunch period without the permission of the lunch proctor.
9. **For safety and social reasons, the lunch periods will be tablet free.**

SUSPENSION - Suspension is the removal of a student from the ordinary daily activity of the school day. A Student is subject to suspension for a serious violation of school expectations or repeated offenses. The administration will determine the consequences of the suspension which may include receiving no credit for work missed during the suspension period, a parent conference, and probation. A student will not be permitted to attend or participate in any social or extracurricular activities while suspended. The purpose of suspension is to underscore to the student that a serious problem exists and that steps must be taken so that the problem will not continue. The suspension will be recorded by the Vice Principal and parents will be notified. In-school suspension is at the discretion of the administration. A student who violates his/her suspension may be expelled.

TECHNOLOGY CENTER - See Computer Technology

TELEPHONE CALLS - Telephone calls may be made to the school office from 7:30AM to 3:30PM. The office is not open on Saturday, Sunday, holidays or during some school vacations - consult the school calendar. NOTE: Students will be called to the phone only in the event of extreme emergency, and ONLY MESSAGES OF AN URGENT NATURE WILL BE DELIVERED TO THE STUDENTS.

TRANSCRIPT RECORDS - The student's transcript shall be maintained by the school and may only be destroyed 60 years following his/her graduation, transfer or withdrawal from the school. All transcript requests must be processed through the Guidance Department.

TRUANCY - Truant is defined as being out of school or class without parent/guardian or school authorities' prior knowledge or permission. A student is considered truant if he/she leaves the school property during the school day without permission of the office; (that includes going to a car that is off campus), comes to school but does not report to homeroom or scheduled classes; or does not report to school at all. If a student is truant for the whole day, he/she will be suspended. A parent conference must be held before the student is readmitted to the school on a probationary basis. No credit is allowed for truant days, that is no tests, quizzes, homework etc. may be made up for credit.

UNAUTHORIZED USE OF SCHOOL NAME - No student, or student's parent or guardian, without the express prior written authorization of the Principal may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name: *to open up any bank account, to solicit funds on behalf of the school, to schedule any field trip, vacation or other accommodations or to post on any website for any purpose including, but not limited to support of a particular social or political agenda*. Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

NON-INSTRUCTIONAL TIME - During the six day rotating schedule, students may have some non-instructional time. **If that time comes at the beginning of the day, all students are still expected to come to school on time.** The library, dining room, and computer rooms are available for the juniors and seniors. Students must choose appropriate activities during this time.

REMINDER: Corridors, Lavatories, and Lockers are off limits during this time.

No student may leave school, or the school grounds for any reason unless prior permission is given. ANY STUDENT WHO LEAVES SCHOOL GROUNDS WITHOUT PERMISSION WILL BE SUSPENDED. (See Truancy)

VACATION TRIPS DURING THE ACADEMIC YEAR - Parents are urged not to take students out of school during the academic year. Students who miss school because of extended vacations must see their teachers upon return to arrange for make up. If work is not made up in a timely fashion, the grade will become a zero. It is the responsibility of the student to make this arrangement with each teacher. School work, homework, etc., may not be obtained from the teacher before said vacation.

SCHOOL POLICIES AND REGULATIONS

VALUABLES OF STUDENTS - STUDENTS are responsible for their personal property which should be properly marked and stored for safe keeping. Each student is assigned his/her own locker. It is the responsibility of the student to maintain each of these storage areas properly and to keep them locked at all times. **STUDENTS MUST USE THE SCHOOL LOCK PROVIDED FOR THEM AT THE START OF SCHOOL. STUDENTS SHOULD NOT SHARE THEIR LOCKERS OR LOCKER COMBINATION WITH CLASSMATES!**

NOTE: Although a student's locker is meant to be a private storage area it is the school's policy to periodically examine lockers. Since the school has the obligation to maintain its operation, and if there is suspicion of a condition which endangers the health and/or safety of any student, the school reserves the right and has an obligation to examine locker contents. The locker is, and remains, the property of the school. **STUDENTS MUST KEEP LOCKS ON THEIR LOCKERS.** It is not advisable to bring personal valuables to school. Anything of value that does come to school is solely the responsibility of the owner and should be protected by being kept in a LOCKED LOCKER. A student found guilty of stealing will be suspended. A parent conference must be held before the student is readmitted on a probationary basis and restitution must be made. A student will be expelled after a second offense.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.

VISITORS - If it is necessary for someone to come to school during the school day, **he/she must report directly to the Main Office.** Visitors are asked to use the parking spaces in the rear of the building AND OBTAIN A VISITOR PASS FROM THE MAIN OFFICE.

WARNING NOTICES - Parents have the opportunity and responsibility to follow his/her son/daughter's progress on Classroll.com. Therefore no "paper" Warning Notices are mailed, informing parents of poor grades or danger of failing. Parents are asked to keep abreast of their son/daughter's progress and if there are questions or problems, emails, phone calls and/or meetings with teachers are a must.

WEAPONS - Students are forbidden to have a weapon or any instrument that could be considered dangerous or harmful to others on school property. A student in possession of a weapon is subject to expulsion at the discretion of the Principal. No weapons of any kind may be brought to school for class projects, demonstrations or any other use at any time.

WEBSITE - The official website of Bishop Fenwick High School is www.fenwick.org. All parents and students are encouraged to visit the website as often as possible for up to date school information and activities. Parents and/or students who have a problem with their Log In to the website need to contact the Vice Principal's Secretary.

YEARBOOK PHOTOS - Gainsboro Studio is the official school photographer. All seniors must be photographed by Gainsboro Studio in order to appear in the school yearbook. An appointment card will be sent to your home to set up an appointment for July or August. There is a minimal cost for the sitting fee and one (1) retouched glossy photograph for the yearbook. The studio also offers packages for your personal use. Your photograph must be taken by September 30, 2016, in order to appear in the 2017 yearbook. Appropriate dress is required for all senior photographs, (Shirt and tie for boys and dress attire for girls). No hats, costumes or other attire deemed inappropriate will be allowed. Final decision rests with the Administration. If a student does not get his/her picture taken, the school ID photo will be used for the yearbook.

YEARLY FAILURES - The repetition of a subject interferes with the necessary credits for graduation and college preparation. Therefore, it will not be possible to repeat the failed subject the following year. Students who fail a subject must attend a summer school program approved by the school or have a tutorial program for thirty hours. All tutors must be approved by the school. Students must attend all summer sessions and reports must be sent to the school by the summer school and/or tutor. A student must complete all summer requirements by August 24, 2016, or the student may not return to Bishop Fenwick High School.

IMPORTANT - DURING THE SCHOOL YEAR, ADDITIONAL POLICIES AND REGULATIONS MAY BE ADDED OR MODIFIED AND WILL BECOME PART OF THE SCHOOL REGULATIONS.

FINANCES

REGISTRATION FEE - A non-refundable registration fee of \$200 plus a \$500 tuition deposit is due upon acceptance of all newly enrolled students.

TUITION DEPOSIT - A non-refundable tuition deposit of \$500 is due May 9th for all returning students.

TUITION IS TO BE PAID ACCORDING TO ONE OF THE FOUR FOLLOWING PLANS:

PLAN A - Full Tuition is due on or before July 1st of the current school year.

PLAN B - One-half of tuition is due on or before July 1st and remaining balance due on or before December 1st of the current school year.

PLAN C - Ten equal payments of the tuition are automatically withdrawn from your checking/saving account on the 5th or 20th of each month from July to April of the current school year.

PLAN D - *Your Tuition Solution* - Tuition loan from a third party. Call 1-800-920-9777 or www.yourtutionsolution.com.

SERVICE CHARGE -

A Service Charge of \$75 is added to Plan B and is part of the two payments due in the current school year.

A service charge of \$125 is added to Plan C and is part of the 10 payments due in the current school year.

RETURNED CHECK CHARGE -

A \$30 fee will be charged for all checks returned to the school due to insufficient funds.

PLEASE NOTE: Students may not be allowed to take final exams and seniors will not be allowed to participate in Senior Week Activities, including Graduation, unless tuition and graduation fee are paid IN FULL no later than April 29, 2017.

No student may purchase tickets for either the Junior or Senior Prom or sign up for any travel/trips sponsored by the school if tuition payments and/or all school fees are not up-to-date.

Report cards and official school transcripts will not be distributed if tuition accounts and/or all school fees are not up-to-date.

TUITION REFUND POLICIES

- If a student is enrolled for any part of a quarter, the tuition payment for the complete quarter is not refundable.

- No student may begin a new semester unless tuition for the previous semester has been completely paid. Furthermore, no student will be permitted to take semester and/or final examinations unless all financial obligations to the school have been completely fulfilled. A fee equal to 20% of the outstanding balance will be assessed to any outstanding account existing as of June 30, 2017.

Limited Financial Aid is Available - Parents who intend to request financial aid for the 2017-2018 school year must submit complete financial aid information, (either by mail or on line). The on-line application process will begin November 1, 2016, log on to www.factstuitionaid.com. The deadline for financial applications for all returning students is March 31, 2017.

THE O'ROURKE LIBRARY

The O'Rourke Library was formally dedicated in May, 1981 to Sisters Madeleine and Julienne O'Rourke, SND, who served as librarians at Bishop Fenwick for the first twenty years of the school's existence. The dedication of the library in their honor and the hanging of their portrait in the reference room is testimony of their devoted service to the students of Bishop Fenwick.

ATMOSPHERE - It is expected that an atmosphere of quiet study will prevail in the library at all times both during and after school hours for the benefit of those students and teachers who wish to do serious work or reading. Those who do not respect the rights of others in this regard will be asked to go elsewhere.

HOURS - The library is open from 7:00AM to 4:00PM. With permission from the principal and the librarian, the library may be used outside of normal hours.

STUDY PERIODS - Students from assigned studies and classes being covered during a teacher's absence may come to the library providing they follow the procedure outlined below:

- ▶ Student receives a pass from the proctor
- ▶ Student brings the pass to the librarian and remains in the library unless permission is given to return to the class
- ▶ At the end of the period, the student collects the pass from the librarian and **returns it to the proctor**
- ▶ Students who do not act appropriately will be sent back to class

BOOKS - Books may be signed out of the library for a period of three weeks. All books taken out are due on the latest date written on the card in the book pocket. A book may be renewed for an additional period of three weeks, provided another student has not requested it. **At the end of the academic year, all books will be expected to be returned before final exams.** If books are long overdue, they will be charged a fee. If books are damaged or lost, students will be charged a \$5.00 fee for a paperback, and a \$15.00 fee for a hardcover book.

STUDENT COUNCIL

The Student Activities Council has the following functions:

- To plan, coordinate and conduct activities to benefit and enhance the quality of student life at Bishop Fenwick High School;
- To hold activities and raise monies for the benefit of various charities and organizations;
- To provide a forum in which students may raise and discuss issues affecting student life;
- To serve as a liaison between the student body and the administration of the school;
- To listen and communicate to and with all homeroom representatives of the school.

Each spring the student body elects members of the next year's student activities council.

THE EXECUTIVE BOARD of the Student Activities Council meets on Mondays. All students are encouraged to attend these open meetings.

The SAC and the administration encourages the formation of clubs and programs, provided they are in harmony with the philosophy of the school.

The Student Activities Council balances the duties of the Social, Athletic and Cultural needs of the students. They plan all dances, intramural athletic competitions, spirit week, powder puff football game and other activities of student interest while encouraging the student body to voice their needs at monthly meetings.

FORM TO BE SIGNED AND RETURNED

FENWICK



BISHOP FENWICK HIGH SCHOOL 2016 - 2017

We, the undersigned Parent and Student, have read the school policies contained in the on-line student Handbook, and agree to be governed by this handbook. This form **MUST** be signed by the Parent **and** by the Student. The signed form must be returned to the Homeroom Teacher by 8:00 AM on Wednesday, September 14, 2016. This form will be kept on file in the Vice Principal's Office. **The student will not be allowed to go to classes until the form has been turned in.**

Signature of Parent or Guardian

Date

Please print parent/guardian name

Signature of Student

Date

Please print student name

Homeroom _____

Year of Grad _____

PLEASE NOTE - From time to time a student's photo and/or name may appear in a press release relative to school activities. A student's photo and/or name may also appear on the school web site. Your signature gives permission for this release. Form may be mailed to school any time during the summer. Mail to BFHS, attention Sr. Geraldine Burns, SND.