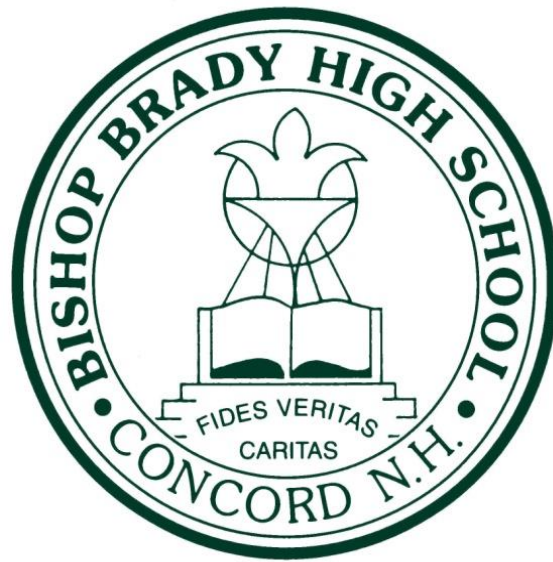


# STUDENT / PARENT HANDBOOK



**Bishop Brady High School**

**2022-2023**

**Please Note: Adjustments to this Handbook will be made throughout the year if needed to respond to any significant pandemic needs.**

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***Bishop Brady High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.***

## INTRODUCTION

The Student/Parent Handbook provides information and expectations about Bishop Brady High School. Students, parents, and guardians are expected to be knowledgeable about the contents of this document.

Enrollment at Bishop Brady High School signifies an acceptance of, and willingness to abide by, all the policies set forth in this handbook. Students and parents/guardians agree to conduct themselves according to these guidelines and to treat others with dignity and respect. The school reserves the right to ask students to withdraw for conduct that is undesirable or is detrimental to the individual student or to other members of the school community. ***Enrollment implies a partnership between the school and the family.*** Parents are held to the same standard as students with regard to respect for members of the school community. If this partnership breaks down, parents can be required to withdraw the student from school.

The school reserves the right to alter policies at any time without prior notice and will announce such changes in a timely manner.

## MISSION STATEMENT

Bishop Brady is a Roman Catholic, college preparatory high school, designed to promote the ideals of Faith, Learning and Service. We bear witness to our faith through community action, charitable endeavors, and caring relationships. In partnership with our families and the greater community, Bishop Brady challenges students to demonstrate excellence in all of their endeavors.

## VISION

Bishop Brady is a center for the pursuit of excellence and for the development of the total person. In our caring community, each person is invited to build quality interpersonal relationships and expected to exert a positive influence on the climate of the school. Students learn in a nurturing, creative atmosphere; educators teach in a dedicated, professional manner; administrators and staff 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, spiritual, creative, social, and physical growth in each individual
- To offer students challenging college preparatory courses in a supportive and safe 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 which was established in 1930 on South State Street in Concord, New Hampshire. Named for the Most Reverend Matthew F. Brady, D.D., Bishop of Manchester (1945-1959) Bishop Brady High School opened its doors in September 1963 as a 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, family and society.

## BISHOP BRADY HIGH SCHOOL CATHOLIC PHILOSOPHY OF EDUCATION

Bishop Brady High School is a diocesan Catholic secondary school that nurtures students, engages them in a rigorous academic program, encourages them to deepen their faith and invites them to extend their commitment to serving others. 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 support these principles as the foundation of our learning community.

### 1. Care

Above all else, Bishop Brady High School is a caring and nurturing Christian community which promotes the dignity of the whole person - body, mind and soul. 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 are called to engage with the community, to find God in everything 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 supporting those who are the marginalized 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 opportunities 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. Teaching and learning encourages individual passions and creates opportunities for deepening our understanding of ourselves, our peers, the world, and God.

## VISION OF A BISHOP BRADY GRADUATE AT GRADUATION

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 activities, in his or her social life, and through community service.

The vision of the Bishop Brady Graduate at Graduation identifies specific skills and habits of mind which are fostered in our students. These are habits and virtues that students will deepen throughout their lives. Upon graduation, 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 deepen their knowledge and understanding of the Catholic Faith and will be able to:

- make decisions that are reflective of Christ's life and values
- respect the rich traditions and rituals of the Catholic Faith
- recognize religious faith as a lifelong journey
- acknowledge and celebrate the diversity found in other religions
- recognize that the Catholic Faith believes that everyone is made in the image and likeness of God
- develop a habit of reflection on experiences
- show maturity and a willingness to take responsibility for his or her own actions
- bear witness to our faith through community action, charitable endeavors, and caring relationships

***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 in service to others
- reflect on the communal nature of humans and the broader demands of community building
- engage in charitable acts addressing social justice issues and meeting the needs of society

**BISHOP BRADY HIGH SCHOOL  
ADVISORY BOARD**

**Tracy Uhrin, '99, Chairman**

Email: [Tracy.uhrin@gmail.com](mailto:Tracy.uhrin@gmail.com)

**Maria Buckman, Secretary**

Email: [cmjbuckman@comcast.net](mailto:cmjbuckman@comcast.net)

**Roger Achong**

Email: [rastagunds@hotmail.com](mailto:rastagunds@hotmail.com)

**Very Rev. Ray Ball**

Email: [Frray3@gmail.com](mailto:Frray3@gmail.com)

**Matthew Currid, '02**

Email: [mccurrid@matrixpmo.com](mailto:mccurrid@matrixpmo.com)

**Caitlin Davis, '04**

Email: [c.deirdre.davis@gmail.com](mailto:c.deirdre.davis@gmail.com)

**Rev. John Fortin**

Email: [jfortin@anselm.edu](mailto:jfortin@anselm.edu)

**John Fraser**

Email: [john@fraserinsurance.com](mailto:john@fraserinsurance.com)

**Corey Giroux, '96**

Email: [cngiroux@gmail.com](mailto:cngiroux@gmail.com)

**Tom MacMullin**

Email: [tmacmullin@kenteklaserstore.com](mailto:tmacmullin@kenteklaserstore.com)

**Ashleigh Sargent, '09**

Email: [ashleigh.sargent@gmail.com](mailto:ashleigh.sargent@gmail.com)

## ADMINISTRATIVE STAFF

Principal	Andrea Isaak Elliot, x226
Dean of Students	Keith Bergeron, x222
Dean of Operations	Jo Brooks, x225
Business Manager	Cheryl Mitchell, x229
Technology Coordinator	Suzanne Walsh, x229
Campus Minister	Sara Smith, x282
Administrative Assistant	Alana Barchey, x221
Athletic Director	Annie Mattarazzo, x277
Alumni/Events Coordinator	Paula Dill-Scrivens, x223

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

## SCHOOL COUNSELING OFFICE

School Counselor	Shelby Loth, x285
School Counselor	Soteria Zouzas, x283
Academic Coach	Kathleen Smith, x284

## ADMISSIONS

Admissions Office	x224
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## CURRICULUM FACILITATORS

HUMANITIES (English, ELL, History, Theology)	Peggy Sica
STEM (Math, Science, Technology, Wellness)	Jim Miller
ARTS and CULTURE (Fine Arts, Drama, World Language, ELL)	Ben Greene

**Email contact for all Administration and staff** – first initial and last name, followed by @ bishopbrady.edu (i.e., [aelliott@bishopbrady.edu](mailto:aelliott@bishopbrady.edu))

## FACULTY

Michele Alafat	English
Thomas Bates	Theology
Ryan Bilodeau	Theology
Henry Bonney	Mathematics
Jane Brandt	Mathematics
James Brizard	Mathematics
Lori Christerson	Science
Andrea Elliot	English
Maureen Goulson	Latin
Benjamin Greene	Music/Arts and Culture Facilitator
Faith Greene	Music
Frances Gunnison	ELL
Leanne Hassett	Spanish
Daniella Hind	French/Theology
Sean Hockensmith	English/Theology
Ann Hoyt	Technology
Emily Lion	English
Ann Mattarazzo	Mathematics/Wellness
Tracy Meadows	Science
James Miller	Science/STEM Facilitator
Taylor Montgomery	Social Studies
Tina Norton	Mathematics
Kelly Owen	Art
Anna Schaffer	Social Studies
Maria Schappler	Social Studies
Susan Seagroves	Science/Mathematics
Dan Shagena	Mathematics
Peggy Sica	English/ Humanities Facilitator
Kathleen Smith	Academic Coach
Cherie Toupin	Wellness

**E-mail contact for all teachers/staff** – first initial then last name, followed by @bishopbrady.edu  
(ex: [jmiller@bishopbrady.edu](mailto:jmiller@bishopbrady.edu)).



## Contacting School Personnel

- *Classroom/Academic issues* – Please contact the classroom teacher and school counselor first. Continuing concerns can be directed to the appropriate Curriculum Facilitator, and if necessary, the Dean of Students. You may also contact the student’s advisor.
- *Attendance, behavioral issues, co-curricular activities (except athletics), safety and security of building and grounds* – Please contact the classroom teacher or activity advisor for any behavioral concerns in classes or activities. Continued concerns, or questions regarding attendance or building safety can be directed to the Dean of Students.
- *Family/social/emotional issues* – Please contact our School Counselors or Campus Minister 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.
- *Athletics* – Please contact the coach first. Continued concerns should be directed to the Athletic Director, and if necessary, the Principal.

## **Parenting Plans**

In the case of divorced or separated parents, parents shall submit to the school an updated parenting plan that sets forth the **decision-making, residential and financial** responsibilities of the parents. In the absence of submission to the school of a parenting plan, court order, or decree to the contrary, both parents will have the opportunity to request academic reports and information pertaining to the school.

## CLASS OFFICERS 2022-2023

### SENIORS

President Chris Messmore  
VP Isabelle Lamm  
Secretary Camryn Howe  
Treasurer Morgan Wheeler

### JUNIORS

President Morgan Casey  
VP Finley Hollenberg  
Secretary Connor McIntyre  
Treasurer Megan Noel

### SOPHOMORES

President Nick Pagauisan  
VP Owen Simões  
Secretary Madison Noel  
Treasurer Allison Como

### FRESHMEN (FALL OF 2022)

President  
VP  
Secretary  
Treasurer

### **STUDENT COUNCIL 2022-2023**

**President:** Kendall Harris, '23  
**Co-Vice-President:** Nathan Steigmeyer, '23  
Meg Pellerin, '23  
**Co-Secretary:** Rhea Ganchi, '23  
Josh Gentchos, '24  
**Treasurer:** Anna Beauchesne, '24  
  
**Members:** Ryan Otterson, '24  
Caroline Michaud, '24  
Sarah Allen, '25  
Kevin Dunn, '25  
Alex King, '25  
Elizabeth McKinney, '25  
(Freshmen selections in September)

### **NATIONAL HONOR SOCIETY**

**President:** Briana Hanmer, '23  
**Vice-President:** Isabelle Lamm, '23  
**Secretary:** Max Brooks, '23  
**Treasurer:** Morgan Wheeler, '23  
**Parliamentarian:** Megan Noel, '24

## ACADEMIC INFORMATION

<b>Co-Curricular Eligibility</b>	Co-curricular activities (athletics, drama, robotics, math team, student government, etc.) often require time after school or out of class and are subject to the following eligibility rule: <u>students must pass ALL courses each quarter in order to participate in activities for the following quarter.</u> Students in academic jeopardy may be suspended from co-curricular activities including sports participation <b>at any time</b> at the discretion of the Administration.
<b>Computer Labs</b>	BBHS considers technology to be a valuable tool for education. <u>Access through BBHS technology is a privilege, not a right.</u> Inappropriate use of technology will result in the withdrawal of this privilege and/or disciplinary action.
<b>Computers (personal)</b>	BBHS encourages students to use their personal electronic devices (BYOD) at school. With teacher approval, devices such as laptops, iPads, and tablets may be used in the classroom to access and save information from the Internet, collaborate with other learners, and submit work. <b>Cell phones are not allowed in the BYOD network.</b> <i>Please see page 45 for complete Technology and Computer Use Policy</i>
<b>Concussion Policy</b>	<p>The recognition and treatment of students/athletes who have sustained a concussion is a priority. If not properly treated, concussions can result in permanent physical and cognitive deficits.</p> <p>Recovery from a concussion may require limiting physical and/or mental activities. Bishop Brady High School will require the following if a student is suspected/diagnosed with a concussion:</p> <ul style="list-style-type: none"><li>• If a concussion is suspected, the student must see the school athletic trainer, a physician or a certified concussion specialist within 3 days. If the concussion is resolving, the athletic trainer may continue to treat the student until complete resolution. If the student is not showing improvement within 7-10 days of the injury, they will be required to see a physician with expertise managing concussions.</li><li>• 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 provided to the school within 48 hours of the appointment.</li><li>• The information must include: 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.</li></ul>

- A student must have a medical clearance from the treating physician or concussion specialist (if applicable) **as well as the BBHS Athletic Trainer** 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.
- Prior to return to sport, the student-athlete must complete all components of the Bishop Brady concussion return to sport protocol. This includes the following:
  - Asymptomatic at rest and with normal activities (including school).
  - Return to baseline levels with neurocognitive testing, if applicable.
  - Normal physical exam (balance testing, coordination, etc.).
  - Cleared by the treating physician to return to sport (only required if athlete was seen by a physician for the injury).
  - Return to full academic participation.
  - Completion of a 6-stage, gradual return to sport progression under supervision of the Athletic Trainer.
  - Signed parent/guardian consent for return to sport form.
  - Final clearance by the Bishop Brady Athletic Trainer.

**COVID Policy**      **Any student recovering from COVID must participate in return to play protocols to participate in athletics or Wellness classes.**

**School Counseling**      The goal of the School Counseling Office (SCO) is to work with students and parents and promote educational development. The SCO assists with scheduling courses, overseeing internships, counseling for educational and career opportunities, serving as a liaison between school and community groups, making resources available to students and parents to assist in decision-making, and providing short term personal counseling and/or referral. The Counseling and Guidance Department is responsible for standardized testing completed at Bishop Brady as well as assisting students in registering for college admission tests. The SCO adheres to a policy of confidentiality, except when the individual or the Brady community is at risk.

***College Transcripts***

Requests for transcripts can be made in person or online. When the transcripts are to be sent as part of a college application, the request should be made two (2) weeks prior to the college's deadline. There is no fee for sending transcripts of current students. There is a \$5 fee for alumni transcript requests.

### ***College Representatives***

Students are given the opportunity to meet with college representatives during individual college visits to the school. Students should listen for announcements by the School Counseling Office (SCO) and request a pass to meet with college personnel.

### ***College Visits***

Juniors and seniors are encouraged to visit colleges on non-school days. Seniors may schedule up to four (4) excused days from school for college interviews, visits or orientations. Juniors are allowed two (2) college visitations in the spring semester only. Students must complete a request form and return it to the SCO at **least two (2) school days prior to the visit** for the day to be excused. Students are responsible for any missed classwork or homework.

## **Courses**

### ***Course Selections***

Students should discuss their course selections with their parents, teachers, curriculum facilitators, and school counselors. Course selections are completed online each spring.

### ***Credit Requirements***

The Program of Studies contains a detailed description of all courses offered. Regardless of credits earned, students are expected to carry a full load of courses. It is important that students consult college catalogues and plan their course selections according to the college requirements and recommendations. Students are required to complete **25 credits** for a BBHS diploma. Transcripts of students transferring from schools with different credit requirements will be reviewed by the administration.

### ***Course Changes***

Opportunities for course changes occur during the summer through the School Counseling Office or Administration. Changes are made if students did not achieve the required prerequisites, if there is a scheduling conflict, if a course is dropped due to under enrollment, or for other extenuating circumstances. Student-initiated course changes are allowed during the first 10 days of the semester only and must be approved by parents.

### ***Course Level Changes***

Students wishing to change a level in any core course must be recommended by the current teacher and approved by the Curriculum Facilitator. Level Change forms are available in the School Counseling Office. Level changes are made when they are academically necessary and in the best interest of the student.

All students should be enrolled in challenging but reasonable courses in which they have the ability to succeed. Students in Honors and AP classes must maintain a minimum grade of C or may be moved to lower level course.

### ***Course Failures***

A failed course may be made up by repeating the course, attending an approved summer school, completing an approved online course or competency recovery program, or tutoring by a certified teacher approved by the administration.

## **Exams**

Mid-year and final assessments are administered in all classes and count as 20% towards the overall semester grade. Students are required to complete their assessments on the dates scheduled in the school calendar. **No student is permitted to take an exam outside of the scheduled time without the approval of the Dean of Students or Principal. Written requests from parents regarding extenuating circumstances must be made to the Dean of Students two weeks prior to the exam period.**

***Financial Responsibilities*** - Prior to the school year, all parents signed an Enrollment Contract which indicates that students are prevented from taking final exams and final grades will be shown as incomplete until an account is up-to-date or there is a written and notarized plan approved and on file with the Principal.

## **Grading System**

Numeric grades are provided on report cards and recorded on school transcripts. At Bishop Brady High School the passing grade is 60. Grades are weighted based on course levels. ***See the Program of Studies for specific grading information.***

## **Homework**

Homework may take the form of written assignments, reading, reviewing, or studying/preparing for long range tests or projects. Homework is an integral part of the curriculum and essential to the learning process. It will be assigned at the discretion of the teacher and may be graded or non-graded. Homework is expected to be submitted on the day it is due. If the work is not completed on time, the student may be penalized or may be assigned a teacher detention. **Students cannot work together on homework unless explicit permission is given by the instructor.**

## **Honors/ Awards**

Students who achieve a cumulative grade average 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 will show "Candidate for Summa Cum Laude" or "Candidate for Magna Cum Laude" based on the cumulative and weighted average at the midpoint of their senior year.

## Honor Roll

Unweighted grades are used for determining 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

In cases of extended absence excused by the Dean of Students or Principal, a quarter, midterm, exam, or final grade of incomplete may be posted on the report card. All incompletes must be made up at a time agreed upon with the administration.

## Make-up

When absent from class, the student will utilize Google Classroom and reach out to teachers by email for clarification. The teacher and administration will determine a reasonable make-up time. Students may be penalized for work not completed on time. **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 event, field trip or for other excused absences must make arrangements to complete missed work. A student missing work during an **unexcused** absence must turn in work the next time the class meets.

Parents of students missing school for personal travel, vacations, extended holidays, or family circumstances must contact the Dean of Students one week **PRIOR** to the absence. Administrators will determine an appropriate makeup period and notify teachers that the student will not be in attendance. **Teachers may not discuss make up work for these types of absences until the administration has approved the request.** Students are encouraged to travel with their books and follow the class work assigned and listed on the portal and Google Classroom. Any work not completed in the assigned makeup time may be subject to penalties.

## National Honor Society

The National Honor Society (NHS) is an organization established to recognize outstanding high school students. The Bishop Brady Chapter of NHS supports an enthusiasm for scholarship, encourages a desire to render service, provides additional leadership training and opportunities, and furthers the development of character in students.

Students who have attended Bishop Brady for at least two semesters and have maintained the minimum grade average of 95% (weighted and cumulative from freshman year) will be invited to apply. The student must demonstrate their character, leadership and service through the completion of the required application. Transfer students who were inducted into the National Honor Society at their previous school will be made members upon enrollment at Bishop Brady.

**Progress Report**

Students receive progress reports midway through each quarter as noted on the calendar of the Parent Portal on the calendar provided at the end of this handbook. Progress reports include summaries of grades as well as teacher comments and are posted on 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 responsibility of the student.**

**Report Cards**

Report cards are posted on PlusPortals at the end of each quarterly marking period. Parents will be notified when they are ready for review.

**Standardized Testing**

Students in grade nine participate in the PSAT 8/9 aligned with the PSAT and SAT tests that are continued in grades 10, 11, and 12. The ninth grade test measures reading, writing and language, and math and is taken during a regular school day. Ninth graders may share their results with Kahn Academy for a personalized practice program based on their individual test scores.

Sophomores and juniors take the PSAT (Preliminary Scholastic Aptitude Test) during the school day in the fall of both their sophomore and junior years. Scores from the junior year testing are used to qualify students for the National Merit Scholarship Program. Results and detailed explanations will be provided by the School Counseling Team. Individualized SAT review is available through the College Board.

SATs are given nationally on specific dates chosen by the College Board. Some colleges also require SAT Subject Tests which are not available on every test date. The ACT is another college entrance exam which tests students in the areas of English, Math, Reading and Science with an optional Writing Assessment. Information about these tests is available in the School Counseling Office or on the College Board website.



Students should take SATs or ACTs at least twice, usually in the spring of junior year and the fall of senior year. As part of the NH State testing program, all juniors participate in the SAT free of charge in the spring. BBHS registers students for this test which is taken during the school day. Students can use the online review materials or register for SAT Prep programs to prepare for additional testing in the fall of the senior year.

Students in grades 11 and 12 should research the testing requirements of the colleges in which they have interest to assure they meet the expectations and schedule testing at appropriate times. All student athletes should pay particular attention to dates as there are often conflicts with athletic events, particularly in the spring. Ask your school counselor or the Athletic Director for more information.

**Theology  
Service  
Requirement**

BBHS has a yearly 25-hour community service requirement for each student. Students are required to complete a service contract, submit an evaluation by a supervisor and complete a self-reflection. The Service Handbook is posted on the portal and provides additional information. Credit for theology class is dependent on the completion of the service requirement.

## HONESTY AND BEHAVIORAL EXPECTATIONS

### HONESTY

**Social Honesty** is basic to creating an atmosphere of growth, support, and safety. Cooperatively working with others in the classroom, in clubs, on teams, on school trips, and at events assumes this support and honesty. Lying, false representation, or distortion of facts are examples of dishonesty.

Each member of the community has the responsibility to assist in protecting the school culture. It is important that teachers, students, coaches, parents, and volunteers work together to achieve a school environment of growth, support, and safety. It is essential that a student report any occurrence of the breaking of any school rule. When the Dean of Students or Principal determines that it is in the best interest and safety of the school community to have a written account of an incident, students are expected to write a truthful and accurate account.

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.

**BBHS Honor Code: Intellectual honesty** is basic to academic growth and development. When academic dishonesty occurs, the teaching and learning environment is seriously undermined and student growth is impeded. For these reasons, intellectual dishonesty is taken seriously. Bishop Brady faculty and students must report all instances of academic dishonesty to the Dean of Students. This may include making up or falsifying data or using another student's work as your own. 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 the work of another. Examples of cheating include, but are not limited to:

1. Improper conduct during or related to a test or quiz.
  - a. Talking or looking at someone's paper during a test or quiz
  - b. Use of unapproved cheat sheets or other outside materials
  - c. Providing or receiving answers or questions to a test previously taken by other students.
  - d. Accessing a cell phone or other device during a test or quiz (i.e. using texts, photos etc.).
2. Copying homework or other work to be submitted for 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 permission
4. Using a computer translator unless approved by the teacher.

### ***Plagiarism***

Plagiarism (the representation of another's words, thoughts, or ideas as one's own) is another form of intellectual dishonesty. A student engaged in writing and utilizing information from sources other than personal knowledge or experience must acknowledge the sources. Plagiarism includes:

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.

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

### ***Sanctions***

First Infraction

1. Students who admit their infractions will not face any disciplinary action but 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 receive a grade of 0%, must submit an apology to the teacher, and

may receive a one-day in-school suspension. A letter will be placed in the student's file.

#### Subsequent Infractions

1. Zero on assignment, apology, additional days of suspension, and a required parent meeting. Upon a 4th admitted or proven infraction of the honor code, the student may face further disciplinary action which could include expulsion.

#### ***Student Responsibilities***

Every student has the responsibility to assist in protecting the integrity of the learning process by (1) not participating, either directly or indirectly, in cheating or plagiarism, (2) actively discouraging cheating or plagiarism, and (3) reporting all instances of cheating or 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 even if the statement is not required by a teacher on a given assignment, they are still expected to abide by the Honor Code Policy. See *the Honor Code Pledge on page 52.***

### **BEHAVIORAL EXPECTATIONS**

It is everyone's responsibility to maintain an atmosphere conducive to learning and protecting 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 help students set limits, regulate where self-discipline fails, and understand consequences of decisions that are contrary to expected behavior. All students are expected to follow the rules during the school day, when they are representing the school or while attending a school-related function. Conduct outside of school that disrupts the community of the school, i.e., cyber-bullying, criminal acts, etc. will be addressed. (see Appendix)

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." The property is located in a Safe School Zone as designated by the state and includes any and all school property, properties where school events are conducted, and school transportation vehicles (busses, vans, etc.). Our response to incidents of misconduct may include involvement with local law enforcement agencies (see Disciplinary Procedure in this section).

#### **Anti-Social Behavior/ Bullying Policy**

Bishop Brady is committed to providing an environment free from bullying, harassment, racism, 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, racism, sexual misconduct or hazing.

All inappropriate behaviors should be reported to the Dean of Students for counseling, mediation, restorative measures, or corrective discipline. The goal is to change behavior and prevent the repetition of inappropriate acts. Some examples of anti-social behavior may include rumors, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, or other intentional actions. **(See pages 37-40)**

**Racism:** Merriam-Webster defines racism as “a belief that race is a fundamental determinant of human traits and capacities and that racial differences produce an inherent superiority of a particular race”. The Oxford Dictionary describes it as "Prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one’s own race is superior." Behaviors and attitudes that reflect or foster this belief will be met with swift action by the administration and could result in suspension or expulsion. The Superintendent of Schools will be notified of any and all incidents. Please refer to the following link from the Diocese of Manchester <https://www.catholicnh.org/community/public-issues/issues/racism/>.

### **Cellphones, Related Devices**

Phones and other electronic devices which are intended to be primarily used for voice transmission/texting/messaging, listening to music, or viewing videos and have limited application for educational purposes, are prohibited from being used during school hours. Cell phones will be placed in designated cell phone holders in each classroom or study hall space. Ringing or vibrating phones will be confiscated. When not in the designated cell phone holder, devices are to be kept in a bag and turned OFF. Students may use smartphones for educational purposes with the explicit approval of a teacher. Students may use their cell phones during lunch in the cafeteria or outside. They may not be used in the cafeteria during study halls.

#### **Sanctions:**

1. For all violations, the teacher will confiscate the phone and turn it in to the Dean of Students. The phone may be retrieved by the student at the end of the day.
2. A first violation requires the student to turn in their phone to the Dean of Students before the start of the next school day and pick it up the end of the day.
3. A second violation requires the student to turn in the phone to the Dean of student for the next two school days and pick it up at the end of the day.
4. A third violation requires the student to turn in the cell phone to the Dean of Students before the start of each school for five school days. At the end of each school day the student may pick up the phone.

5. Subsequent violations demonstrate habitual violation of the cell phone policy and will result in the loss of the cell phone for the twenty consecutive days. A parent meeting may be required.

Unless authorized by Brady staff, students shall not use any devices to record another visually or by voice at any time on school property, at a school activity or event, or riding on school-provided transportation. No pictures, videos, or audio recording is permitted without verbal or written consent. You must ask "Do you mind if I take your picture? Do you mind if I record you? Do you mind if we take a video?" Students will be consequence at the discretion of the administration.

Parents/guardians should 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. Students needing to send or receive critical messages during the day should speak with the Dean of Students or Principal who will make arrangements as needed.

### **Child Restraint Policy**

Bishop Brady High School does not employ behavioral interventions such as placement of child in an unsupervised room from which the child cannot exit without assistance, or physical restraint, unless in response to a threat of imminent physical harm.

### **Disciplinary Procedure**

The school has established a progressive disciplinary process to respond to and resolve various cases of misconduct as expediently and effectively as possible. Standard procedures require students to power down their phones and have them held by the administration pending completion of an investigation or resolution of an issue. Administrators may counsel a student, mediate between students, issue an oral warning, assign an administrative detention, in-school or out-of-school suspension, place a student on academic or behavioral probation for a period of time, and/or refer the student to the superintendent for possible expulsion. The school administration may ask a parent to withdraw their student when their attendance has become problematic.

If a student is involved in a serious disciplinary 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. A student may be expelled from the school.

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, parent meetings, teacher detentions, administrative detentions, probation, suspensions (internal or external), to expulsion.

**Homework detentions** may be given to students who attend a class without having assigned work completed. Teachers should notify the Dean of Students and Athletic Director and assign homework detentions with 24-hour notice to allow students to arrange transportation. If the student skips a homework detention, the incident will be referred to the Dean of Students and the student will not be allowed to participate in any athletic or co-curricular activities until the situation is resolved.

**Teacher detentions** are given by teachers for minor classroom infractions. Teachers should refer repeat or serious infractions to the Dean of Students. If a student cuts a detention, that student will not be allowed to participate in any athletics or co-curricular activities that day.

**Office detention** (2:45-3:30pm) can be assigned by a school administrator for behavioral infractions (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, lunch, co-curricular activities and school events. The student assigned social probation will, in most cases, spend activity period and/or lunch in the detention room.

**Loss of Senior Privileges** –Senior privileges may be withdrawn by the Administration or by a parent. Reasons may include general misconduct by a group of students, a pattern of misbehavior on the part of a senior, a serious offense committed by a student or poor academic performance. Participation in end-of-year activities (prom, senior trip, baccalaureate, and graduation) are privileges that can be revoked for poor behavioral choices.

**Disciplinary Probation** - Students may be placed on Disciplinary Probation for all or part of a school year at the discretion of the administration. Students may be prohibited from attending Brady events either 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 athletic or co-curricular activities.

**Class Suspensions** – When a teacher determines that a student is disrupting the classroom environment to the extent that students can't learn, and teacher can't teach, the student will be sent to the main office for the remainder of the period. The student will meet with the Dean of Students, who may assign further disciplinary action including limitation of athletic and co-curricular activities.

**In-School Suspensions** involve moving a student from the general population to a location in the building where interaction with teachers and work completion is possible. During suspension, students cannot be on Brady property or attend Brady functions after school hours. A student suspended on a Friday may participate in activities or events on Saturday or Sunday. If the Friday suspension is for multiple days and continues the following Monday, weekend school activities are prohibited. A suspended student is responsible for all class material and assignments. The administration will set a reasonable time frame for makeup work.

**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 for multiple days, this sanction applies to all weekend activities and events. A suspended student is responsible for all class material and assignments. Reasonable arrangements will be made to send work home and collect work completed. The administration will set a reasonable time frame for makeup work. Students and parents will attend a re-entry meeting with the Dean of Students upon return.

**Drug, Tobacco, See complete policy on pages 41-44  
Alcohol Policy**

**Electronic  
Devices for  
Learning**

Bishop Brady affirms the educational use of electronic devices to promote learning and increase computer literacy.

Students may use electronic devices such as laptops, notebooks, and tablets (not CELL PHONES) with the following restrictions:

- Students may only use electronic devices in the classroom with the **permission of the teacher.**
- Under no circumstance may a student use technology while taking an assessment unless approved by the teacher.
- Students may use electronic devices **for educational, not social or recreational use** during study halls in either the cafeteria or library
- **At no time** is a student allowed to wear headphones with an approved electronic device, unless approved by a teacher for educational purposes.

**Stealing/  
Vandalism**

Personal and school property are to be treated with care and respect. It is reasonable to expect that our personal belongings will be secure on the school premises as well as at off-site venues for school events. The community also expects students to show respect for the school's property, such as buildings, windows, vans, etc. Violators face disciplinary action up to and including expulsion from school.

**Weapons**

Per NH RSA 193-D, Bishop Brady maintains a zero-tolerance for possession of knives, pistols, rifles, pellet or BB guns, paintball 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. A student may be expelled from school if found in violation of the policy.

**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. 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.



## GENERAL INFORMATION

- Accidents** If a student is injured during school hours, the accident must be 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** When students need to talk about academic, personal, or social matters, or college plans and career questions, the faculty is ready to help. Students and faculty have opportunities for valuable conversations throughout the school day. Most students find a particular faculty member with whom they feel comfortable and to whom they can turn in confidence. School counselors, administrators and the Campus Minister are always available. In addition, a formal Advisory Program exists.
- Class Advisors*** - Each grade is assigned several members of the faculty to serve as class advisors. These advisors help with class fundraising and activities.
- Faculty Advisors*** – Through the Advisory Program, 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 a student’s choice. Faculty advisors follow a student’s progress throughout the school year. If a parent has a concern regarding their student, they may contact the student’s faculty advisor as well as the school counselor, Campus Minister or administration.
- School Counseling and Campus Ministry*** – Counselors and the Campus Minister provide guidance and personal support for both students and faculty. Parents are also welcome to contact the School Counseling Office or Campus Ministry offices if they have concerns for their children. Confidentiality is honored unless a safety issue exists.
- Announcements** Daily announcements are made each morning. Students are responsible for listening attentively and checking with the office if they have questions.
- Assemblies** Assemblies are scheduled throughout the school year to promote a variety of enriching experiences. These are considered academic time and all students are expected to attend.

## Attendance Policy

Bishop Brady High School requires all students enrolled at the school, including students eighteen (18) years or older, to attend classes each day that school is in session. Regular attendance is essential to academic process, to achieving the maximum benefit from the education programs, and to preparing students for success beyond high school. The Dean of Students oversees school attendance.

A student who is tardy and misses any part of the school day may not be able to participate in co-curricular activities, including athletics, that day or evening. Missing school on a Friday impacts weekend activity.

### ***Excused absences***

- Doctor's orders. (A doctor's note may be required for the student to return to school).
- Medical, dental, or counseling appointments. Every effort should be made to schedule appointments during non-school time. **RECURRING APPOINTMENTS SHOULD BE SCHEDULED AT DIFFERENT TIMES OF THE DAY TO AVOID MISSING TIME FROM THE SAME CLASS(ES).** Students should return to school with a note from the appointment.
- Required court appearance or other legal procedure (parental notification is required).
- Car problems, car accident, or other transportation issues verified by a parent.
- Approved school-related activities.
- Approved College Visit (required form turned in on time).
- Activities that have been pre-approved by the administration.
- Driver's license appointment.
- Personal or family situation that prohibits attendance. A parent must communicate with the administration.

### **Unexcused absences**

- Personal travel, vacations, or extended holidays that were not pre-approved by the administration.
- Oversleeping
- Appointments for personal needs or care (hair appointments, etc.)
- Non-approved college visits, orientations, conferences, etc.
- Working in an outside job or performing service hours
- Driver's education classes

### ***Truancy***

A student who is absent for part or all of one or more school days without knowledge of the parents or guardian is considered truant and will face disciplinary action. A truant student may forfeit the opportunity to make-up work, assignments, or tests for the time missed. **See page 15 regarding Make Up Work.**

### ***Procedure for notification of Absence, Dismissal, or Tardy***

A parent or guardian must call the school at 224-7418 between 6:45 am and 8:15 am, giving the following information:

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

If it is known in advance that a student will be absent, dismissed, or tardy, a parent or guardian should call or provide a note or email with the above information the day before.

### ***Tardy Policy***

Students are expected to arrive at Bishop Brady by 7:40 am which is the warning bell for the start of first period. A student is considered tardy when he or she is seated in the first period class by 7:45 am.

- a) Students who arrive to school after the 7:45 am bell must report immediately to the office to sign in. Any student who fails to sign in will be considered unexcused, may be reported as absent, and may face disciplinary action as determined by the Dean of Students
- b) If a student is tardy to school, a parent or guardian must notify the school.
- c) The limit for student tardiness is determined on a seasonal basis (fall, winter, spring). Students are allowed three (3) unexcused tardies each season. Tardies reset after Thanksgiving and after St. Patrick's Day.
- d) When a student exceeds the tardy limit, he or she will arrive at the Dean of Student's office no later than 7:30 for 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.
- e) Unexcused tardies after the relearning period in that season will result in afterschool detention and limitation from athletics and co-curricular activities.

### ***Dismissal Policy***

Bishop Brady is a closed campus and students **are not allowed to leave school grounds during school hours** without permission or a parent and approval by an authorized staff member. To dismiss a student, a parent or guardian should call the school or provide a written note or email.

**Students with study hall at the beginning or end of a given day will be allowed late arrival or early release WITH PARENTAL PERMISSION. This is not a requirement and every student will be scheduled for a study hall. Students who are chronically tardy upon arrival to school will lose this privilege and will be required to attend mandatory assigned study hall.**

**During the first week of school, the Dean of Students will provide parental permission forms allowing students to participate in late arrival, early release, or senior privileges.**

- a) If a student is to be dismissed for an unscheduled circumstance, a parent or authorized contact must come to the office **in person** or contact the office by phone to authorize the dismissal.
- b) If a student becomes ill or injured during school day, the school will contact a parent or guardian. Any student who is ill during the school day may rest for one class period in the “sick room.” If more than one class period is necessary, the student should go home.
- c) Any student who is being dismissed is required to sign-out in the main office.
- d) If a student is dismissed for a medical or dental appointment, a note from the medical or dental office should be brought back to the school noting the time and date of the appointment
- e) If a student leaves school grounds by use of a vehicle without authorization, the driver’s privilege to operate and park on school grounds may be suspended by the Dean of Students.

**Cafeteria  
And Facilities**

The cafeteria is used for lunches and study halls. It is every student’s responsibility to keep this area clean. Tables are to be cleared and trash is to be deposited in the appropriate containers. Students using the cafeteria for study or other activities are allowed to eat during that time but must leave the space clean when they leave. The physical condition of the school buildings and grounds depends on our willingness to pick up after ourselves.

**Students may bring lunch or purchase lunch. Celebrations Catering will be our vendor again this year. Instructions will be sent home for parents to load money on a student lunch account.**

**OUTSIDE FOOD ORDERS: During the school day, students may not order food to be delivered to the school. If students are staying after school or into the evening for sports or school activities, they may order from outside vendors.**

**Campus Ministry**

Campus Ministry provides faith experiences including daily prayer, liturgies, prayer experiences and retreats, outside speakers, and service opportunities that express our Catholic Identity. 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 caring community, all members of the community participate. The Campus Minister also works with the School Counseling Office to assist students with personal and family issues.

## Cars and Parking

The circular drive in front of the school is for drop-off and pick-up of students; no parking is allowed. The circular 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 Avenue are reserved for faculty, staff, visitors and handicap parking. The following rules must be followed for 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 areas within the marked lines of one parking space.
- Students shall not park in the designated school evacuation area.
- Vehicles must display a Bishop Brady parking sticker purchased from the office.
- The student is lawfully licensed and the vehicle is lawfully registered, inspected, and insured.
- Students shall not go their cars during school hours, unless given permission from an authorized staff member. 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 give rides to other students without permission.
- 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.

**SANCTIONS:** The violation of any parking expectation may result in the loss of parking privileges for two weeks.

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.

## Change of Address/ Telephone

The Main Office must have current contact information for parents or guardians. This includes address, home and cell phone numbers, email and emergency contact information. **This information must be updated at the start of every school year on the online form sent through the portal. The emergency NOTIFY number is derived from this information. Parents must notify the school immediately when any information changes.**

## Chapel

The chapel is available to students and others for quiet prayer and reflection. Class prayer services and reflective activities are held in the chapel throughout the year.

<b>Clubs and Organizations</b>	Students are encouraged to participate actively in clubs and organizations. Students who wish to form a new club should contact the Dean of Students. (See Appendix for current listing.)
<b>Co-Curricular Activities</b>	Students that attend or participate in games, meets, plays, concerts or any other school sponsored events or activities must conduct themselves in a respectful manner as described in this student handbook, the <i>Student Participant/Parent Agreement</i> and the Athletic Handbook. The academic standing and attendance policies apply to all students who represent Bishop Brady in athletics or co-curricular activities.
<b>Diversity</b>	Bishop Brady has a diverse population comprised of students from different communities, countries, backgrounds, and religions. Recognizing, understanding and respecting each person's different perspectives and experiences are important to our school culture.
<b>Dress Code</b>	The dress code encourages an atmosphere of professionalism, discipline, equity, and prepares students to dress appropriately in the workplace. Students are required to be in proper dress from the start of the school day until the final bell. (See Appendix for complete policy)
<b>Emergencies</b>	<p>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, we ask for everyone's cooperation. Following these guidelines will assure that our local first responders (police, fire, medical) 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.</p> <ul style="list-style-type: none"> <li>• Parents will be notified via the Administrator Plus Notifier system of any urgent or emergency situations via voice message, email or text. <b>It is imperative that parents/guardians provide the school with any changes to contact telephone numbers.</b> After receiving any communication from Bishop Brady High School regarding such matters, please <u>do not contact or respond to the school or designated off-site location</u> unless directed to do so.</li> <li>• In the event that students are evacuated to an off-site location, you will be notified as to when and where you may pick-up students. You may be asked to provide photo identification to take custody of a student, so please make sure you are prepared. <b>Only authorized emergency contacts listed in our database will be allowed to take custody of a student.</b> Please follow directions from the on-site personnel to assist in an efficient release of the students.</li> </ul>

One of the safest places for a child to be is in school. Although major incidents are rare, please know that the faculty and staff conduct drills and are prepared to respond to such an event. With your cooperation, we can maximize the protection of all members of the community.

### **Field Trips**

Field trips may be scheduled during school hours by teachers. A general permission for field trips in the greater Concord area is **acknowledged by parents through the portal** at the beginning of the school year. A separate permission form will be sent home and must be signed by parents for any trips outside the local area.

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 are responsible for making up missed work in a reasonable time period.

### **Fire Drills and Procedures**

Students should be thoroughly familiar with exit routes from each classroom.

- Upon hearing the alarm, all students and staff are to evacuate the building immediately.
- 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 including pushing a person against it or opening the case will be disciplined and may be prosecuted. Students who witness any such instances are requested to report the incident to an administrator.

### **Food and Beverages**

Food and Beverage should be consumed in the cafeteria.

**Beverages in reuseable containers with secure lids** are allowed in classrooms (except for computer labs) and the library.

**PLEASE NOTE: Beverages in plastic or styrofoam cups are allowed only in the cafeteria. Students who enter the building with these containers from area restaurants will be directed to the cafeteria to finish or dispose of the beverage. The tardy policy will be enforced, and parents will be notified if students are consistently tardy. This policy is designed to cut down on wasted beverages, prevent multiple daily spills, as well as to promote a more environmentally sound community.**

- Fundraising** All fundraising activities must have the approval of the Dean of Students. All monies collected must be turned in to the Business Manager or to the Dean of Students.
- Insurance** A student Accident Benefit Plan is included in the tuition. The policy offers “excess coverage,” meaning that it offers benefits only after all other insurance coverage or group service contract available is applied. If a student has coverage through an HMO or similar plan, you must comply with its requirements before your claim will be covered under the school 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**
  - 3. Completed claim form is postmarked within 30 days after the date of the accident. The claim forms are available in the main office. The school must complete the first section and parents/guardians complete the second section of the form.**
- Completed forms are mailed to NAHGA Claim Services, PO Box 189, Bridgton, ME 04099, faxed to 207-647-4569, or emailed to [claims@nahga.com](mailto:claims@nahga.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 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.
- Liturgy** Liturgy and other religious functions are celebrated periodically throughout the year and all students are required to be present and to conduct themselves in a respectful manner. A student whose behavior is inappropriate will be asked to leave and 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) may request to change lockers or locker partners through the Dean of Students. Changing lockers without administrator approval is prohibited and may result in disciplinary action. Each physical education student (Wellness) and athlete is provided a locker in the athletic locker room while enrolled in class or sport is in session. Athletic lockers are to be used for athletic purposes only.



The school retains ownership of all lockers and locks. **Students are expected to keep lockers locked at all times** and to keep lock combinations confidential. The school does not accept any responsibility for items missing or stolen from lockers. 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. If a locker is missing a lock, the student must see the Dean of Students; purchasing a new lock costs \$5. Only the locks provided by the school can be used on the lockers. Administrators have the right to enter any locker when the action is deemed appropriate and necessary.

**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 disposed at the end of each quarter.

**Medical Information**

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 School Counseling Office (SCO), 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 SCO. Students who need to carry inhalers must have a physician's prescription on file at the school. No student should ever share an inhaler.

***Over-the-Counter Medication*** may **not** be carried by students. Ibuprofen and Tylenol are available in the Main Office and may be distributed to students if a parent has signed a release form.

***Illness at School*** - A student who is sick or becomes ill while at school is required to report to the Main Office. Students may remain in the Main Office or the "sick room" for one class period only. If a student is unable to return to class, a parent will be contacted and the student sent home. 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.

**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, and other media. Student generated work may include stories, articles, poems, art, projects, photography, and other media. This is an opportunity for BBHS to highlight our students and to showcase their work.

- 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 always taking care to ensure student 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 at the start of every school year. This would include yearbook photos.

**Physical Affection** Public displays of affection at school, on school grounds, on school transportation or at school events either on or off campus are discouraged and may 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 and all students are expected to participate. **These are considered regular school days and attendance is mandatory.** Students not in attendance at retreats may not participate in athletics, co-curricular activities or school events (including the prom) at the discretion of the administration.

**Searches** The school administration reserves the right to search students and their property (including motor vehicles) anywhere within the boundaries of the school property, student desks and lockers, school vehicles while on or off school property, and a student and their property at any off-campus school activity 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, shall have a higher degree of suspicion that the student is in possession of alcohol, drugs, weapons, illegal materials or stolen goods. Items confiscated in such a search may be turned over to the police and may result in prosecution.

- School Hours** The normal school day is from 7:40 am to 2:45 pm, Monday through Friday. After school supervision is provided in the library from 2:45 to 4:45 on Tuesday, Wednesday, and Thursday unless there is an afterschool event planned. Students may also study or wait in the school cafeteria. Maintenance staff members are in the building until at least 6 pm.
- School Telephones** Students may use an office telephone with permission of office staff. In cases of emergency or illness, the office will contact a parent. Parents should not contact a student on the student's cell phone during the school day. Parents who need to contact a student should call the office and speak with a staff member.
- Snow Days, Delays and Cancellations** In cases of severe weather, school may be canceled or delayed. Notification will be on The Portal, WMUR TV, our "Notify" phone notification system and various Brady social media options. 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.
- Any group wishing to sponsor an activity must get a form from the Dean of Students and return it for approval at least two (2) weeks prior to the date of the event.
  - Students who leave a school event 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. Parents must be available for contact. A report will be made to the Dean of Students.
  - Refreshments may be served.
  - The use or possession of alcohol, tobacco (including vape, chew or other inhalants) or drugs by students or guests will not be permitted on campus or at off-campus school-sponsored events. This includes the internal possession of alcohol/drugs which pertains to students or guests who arrive under the influence.
- Procedure after events:***
- All participants (with the exception of students assisting in clean-up) must be off campus immediately 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. 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 without prior approval.

## **APPENDIX**

- **Asbestos Statement**
- **Policy on Bullying**
- **Policy on Drug, Tobacco and Alcohol**
- **Policy on Technology Use (Personal Electronic Devices, Internet Acceptable Use, Social Media Guidelines)**
- **Honor Code Pledge**
- **Student/Parent Participation Agreement**
- **Clubs and Activities**
- **Dress Code**

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), the school was inspected for asbestos in 2022 and a plan for the safe management of the asbestos drawn up. All asbestos conditions have been reported and are monitored. These reports are on file at the school office and at the Catholic Schools Office, Diocese of Manchester, 153 Ash Street, Manchester, NH 03104 where you are welcome to examine them.

The school endeavors to fully conform to the requirements of the above cited Act in keeping the building a safe environment for all students, personnel, and visitors.

## SCHOOL POLICY ON BULLYING

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 is unacceptable and goes against our call to be like Jesus.

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 misconduct. This includes conduct that occurs on school property or at school-sponsored events on or off school property if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school.

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 –Bishop Brady High School encourages individuals to report bullying and cooperate with investigations. Individuals who make good faith reports of bullying will not be subject to retaliation for reporting bullying or assisting in a complaint investigation. Anyone who believes that he/she has been subjected to retaliation for making a complaint cooperating 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 expected 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.

If, after investigating the complaint of bullying, the principal or principal's designee determines that the complaint 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 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, the Dean of Students or the principal.

### *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.

### 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 substantiated bullying will be maintained by the school.

If 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.

### **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 this behavior.

When acts of bullying are identified early and/or when such acts do not require a severe disciplinary response, students will be counseled about bullying and avoiding conduct that could be considered bullying.

While bullying will generally warrant disciplinary action, to what extent it is required is a matter for the discretion of the principal or designee. The goal is for the student 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, 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**

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

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 positive school climate to minimize the occurrence of bullying.



## SCHOOL POLICY ON DRUGS, TOBACCO, AND ALCOHOL

Student possession, distribution, and use of drugs, tobacco or tobacco product (including vape), and/or alcoholic beverages on school property, at school events or functions, on school or chartered buses, and in private vehicles on school grounds or being used for school purposes are prohibited and will not be tolerated. RSA 126-K restricts the possession of tobacco products, including empty devices on school grounds. <http://gencourt.state.nh.us/rsa/html/x/126-k/126-k-mrg.htm>. 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.

**ILLEGAL SUBSTANCES:** The use, possession, and distribution of tobacco products and illegal substances including, e-cigarettes, liquid nicotine, or paraphernalia 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. This includes buying, selling, exchanging, consuming, or possessing contraband 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 meeting is required prior to the student returning from the suspension. 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. Students attending an event where drugs or alcohol are present, whether or not they partake, may be sanctioned. See Athletic Handbook.

**Any student who voluntarily seeks assistance** from a Bishop Brady staff member to address a substance abuse problem will be directed to their school counselor or the Campus Minister. The student will 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.

- 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 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 personal objects (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 written communication.
- 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** – Lockers are provided to students for academic use and to use for athletics or physical education. Lockers are the property of the school and are subject to search at any time.

**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 or other policies.

**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 if there is reasonable suspicion that the student has been using or is under the influence of drugs or alcohol

School officials may 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 for a First Infraction or Positive Test Result for Drugs/ Alcohol**

- Students will be suspended from school.
- Bishop Brady will not initiate criminal charges or other legal action against any student based solely on a positive drug test.
- A parent or guardian will be contacted if their student tests positive and will also receive written documentation of the outcome.
- A student may be required to enroll in a school-approved drug education program. All expenses incurred for the education program will be the responsibility of the parents or guardian. Upon completion of an education program, the parents or guardian must provide proof to the school.
- A student that has a First Time Positive test will not be permanently removed from any school-based co-curricular club or team (unless requested 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.
- Further testing may be conducted at the discretion of the school.
- Failing to comply with the stated provisions may result in expulsion from the school.

### **Consequence of a Second Infraction or Positive Test Result**

- Student will be suspended.
- 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 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 Infraction or Positive Test Result**

- Enrollment at Bishop Brady High School may be terminated.

## **SCHOOL POLICY ON TECHNOLOGY USE (Gmail Accounts, Personal Electronic Devices (BYOD), Internet Acceptable Use, Social Media Guidelines)**

### **USE OF BBHS GMAIL ACCOUNTS**

Bishop Brady High School subscribes to the Google Apps for Education, a collection of free online applications. Accounts are managed by the school and advertisements are turned off. Google Apps 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 email 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 Administration.

## **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.

Students are not permitted to create, add, request to follow/follow, repost, or be affiliated in any way with social media accounts linked or identified as Bishop Brady without authorization of the administration. Students creating fake accounts and using the Bishop Brady name will face consequences.

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.

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 content 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, chatrooms, 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, access to non-school 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. 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, the following social media guidelines have been developed.

Students, parents and other community members using social media must do so responsibly and respectfully knowing how the content reflects on the individual posting as well as the school community. Issues concerning 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 employees, parents and students should familiarize themselves with these guidelines. If you have any doubts or concerns direct your questions and concerns to the Dean of Students or Principal.

### **General Social Media Guidelines**

Consult the Internet Acceptable Use Policy. Students and parents should be aware that school discipline may extend to a student's use of social media both on and off school campus. Any student online behavior, even off school grounds, that interferes with class work, disrupts the school, or interferes with the rights of other students may result in school discipline.

***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*** – Respect copyright and fair use guidelines. Ignorance of the law is not a defense. Hyperlinking to outside sources is recommended but be sure that the content you are hyperlinking is appropriate and consistent with this policy. Be sure not to plagiarize. 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.

Protect yourself by eliminating identifying personal information (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. When

uploading digital pictures or avatars that represent you, make sure you select a school-appropriate image.

Students or parents may not initiate or maintain 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. 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, school social media sites).

BBHS encourages parents to participate in online and/or social media communication when appropriate but expects parents to act responsibly and respectfully with the understanding that their conduct is a model for students and reflects on the BBHS community. Social media should not be used as a channel of communication to a teacher for issues that are sensitive or confidential such as progress of their child or behavior concerns.

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.

**BISHOP BRADY HIGH SCHOOL  
HONOR CODE PLEDGE**

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?

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**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.***

## **BISHOP BRADY HIGH SCHOOL STUDENT PARTICIPATION/PARENT AGREEMENT FOR CO-CURRICULAR ACTIVITIES**

The Student Participant/Parent Agreement for Co-Curricular Activities establishes an understanding between BBHS, the coaches and advisors of activities, the Student Participant, and parents/guardians. Students and parents/guardians accept this Agreement by signing off on the Student Handbook. Athletes sign the Athletic Handbook Acknowledgment. The Agreement is in force when the student participant attends any practice, contest or activity during the school year.

The terms of the Student/Parent Handbook Agreement and Athletic Handbook Acknowledgement are intended to foster clear communication and to create the best possible environment for all those involved.

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

1. They have read the contents of these agreements and accept all terms and rules as stated;
2. They agree to cooperate with coaches and advisors regarding any changes or modifications required during the activity;
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 is expected to participate fully and to the best of his/her ability.

### **Team Rules**

See the Athletic Handbook and Acknowledgment.

### **Co-Curricular Activities/Clubs**

A student's willful violation of the following rules at anytime and anywhere may result in disciplinary action that can include immediate dismissal from the activity group at the discretion of the principal:

1. No possession or use of any type of tobacco products, alcohol or drugs.
2. Lack of proper sportsmanship 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

### **Attendance Rules**

Students 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.

A student 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 co-curricular activities or events unrelated to the school (ex.: camps, tryouts, contests, etc.)

### **Equipment Responsibility**

The student accepts full and total responsibility for any equipment entrusted to them and is also responsible for the maintenance of all equipment utilized. Upon completion of the activity involved, students must return equipment within one week. If equipment is lost, not returned, or damaged, the responsible student 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 as well as the Bishop Brady Administration. Students 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.*

## **CLUBS AND ACTIVITIES**

**Meeting times and advisor names for clubs and activities will be published at the start of the school year. Most meet during the school day during Activity Periods while some meet after during after school or evening hours.**

## BISHOP BRADY HIGH SCHOOL DRESS CODE

The dress code encourages an atmosphere of professionalism, discipline, and equity, and prepares students to dress appropriately in the workplace. Students are required to be in proper dress from the start of the school day until the final bell.

### Monday is a Formal Dress Day at Bishop Brady High School.

- All students must wear the **green Bishop Brady blazer**
- Males must wear dress pants, belt or suspenders, solid colored dress shirt and tie
- Females must wear dress code skirt, skort, or dress slacks and solid colored dress shirt or blouse
- **NO SNEAKERS OR ATHLETIC FOOTWEAR on formal dress days**
- Sweaters, fleece-wear, jackets, shorts and capris are prohibited on formal dress days.

The Administration may identify other Formal Dress events throughout the year.

### GENERAL EXPECTATIONS

All clothing must be neat and clean. Approved dress code choices may be purchased through our clothing partners:

Tommy Hilfiger – [www.globalschoolwear.com](http://www.globalschoolwear.com). School code BISH02

Donnelly's – [www.DonnellysClothing.com/BRADYCONCNH](http://www.DonnellysClothing.com/BRADYCONCNH)

Blazers, skirts and skorts, logoed polos and fleece-wear must be ordered through these companies. Other pieces of the dress code may be purchased elsewhere but must substantially conform to the style and fit offered through these vendors.

### SPECIFIC GUIDELINES

#### *Dress Shirts/Blouses:*

- **Formal Dress Days** – Solid colored dress shirts or blouses are required.
- **Regular Dress Days** – Solid, checked, or striped shirts/blouses must be appropriately buttoned. No neon colors, flannel, or shirts with words, letters, numbers, pictures, or symbols other than small manufacturer logo.
- For males, all shirts must be tucked in
- No flannel shirts, tank tops, midriff tops, halter tops, t-shirts, or sweatshirts
- Polo shirts with the Bishop Brady logo purchased on the Tommy Hilfiger website are allowed in any solid color
- Polo shirts cannot be worn on Formal Dress Days

### ***Sweaters***

- Sweaters may be worn on regular dress days.
- No words, letters, numbers, pictures, or symbols other than small manufacturer logo.
- Business appropriate quarter-zipped **sweaters** and **fleece** are allowed.
- Sweaters and fleece cannot be worn on Formal Dress Days

### ***Turtlenecks***

- May be worn under sweaters, fleece jackets or vests

### ***Bishop Brady Jackets, Fleece and Vests***

- Fleece vests and fleece jackets (full or quarter zip) with the Brady logo purchased through Tommy Hilfiger or previously purchased through Lands' End are allowed except on Formal Dress Days.
- An **alternative Brady casual jacket** may be purchased through the school store and be worn on Regular Dress Days.
- **It is strongly suggested that students have one of these available to wear in the winter months when the building may be cold. Outdoor wear is prohibited.**

### ***Bishop Brady Blazer (ordered through Donnelly's Clothing or Tommy Hilfiger)***

- The green Brady blazer is required for all students on Formal Dress Days.
- **Please write names conspicuously on the inside of the blazer.** Blazers are frequently misplaced, and hard to return if not labeled.

### ***Pants/Shorts - males***

- Any solid color dress pants, khakis or corduroys, shorts (during approved months)
- Pants must be worn at the waist with a belt or suspenders and may not be tucked into socks or boots
- No jeans, cargo pants, sweatpants, or any form fitting clothing.

### ***Skirts, skorts, slacks, capris, shorts - females***

- Females must wear appropriate dress code skirt, skort or slacks on Formal Days
- Tights or leggings under skirts are highly recommended in the winter months
- Check Tommy Hilfiger for acceptable colors and style options
- Skirts, skorts and shorts must be of modest length (no more than 4" above the knee)
- No jeans, cargo pants, sweatpants, yoga pants, leggings (UNLESS UNDER A SKIRT). Spandex or other form-fitting pants are prohibited.

**Shorts** - Solid color dress style shorts of appropriate length (no more than 4" above knee)

may be worn during the months of August, September, October, April, May and June.

- No short shorts, cargo shorts or gym shorts



- **No shorts on Formal Dress Days (October thru May)**

### **Shoes**

- Dress shoes or boat shoes must be worn on Formal Dress Days
- Shoes designed to be worn with laces must laced and be tied.
- Boots are allowed
- Sneakers that are in good condition may be worn except on Formal Dress Days.
- Moccasins, sandals without back straps, flip flops, and clogs are prohibited

### **Stockings/Socks/Hosiery**

- Socks are not required but highly encouraged.
- Solid color tights are recommended especially in the winter months.
- NO over the knee stockings, fishnets, or tights with inappropriate designs or words

### **Ties/Belts or Suspenders**

- Males must wear an appropriate and professional tie on Formal Dress Days
- Appropriate belts or suspenders must be worn by males with pants or shorts

### **Other**

- Gauge-type earrings are prohibited.
- Tattoos must be covered during the school day.
- Hats may not be worn in the building except for themed dress down days.
- Hair should be neat and clean. No mohawks. Males must be clean shaven and sideburns shall not extend below the ear lobe.
- No excessive makeup
- **Students who choose to wear cloth facial coverings may be solid or patterned. No wording or messaging with the exception of school, business or sports team logos. No inappropriate content will be tolerated.**

### **Dress Code for Friday Spirit Days**

- Bishop Brady club, advisory or athletic tops may be worn including t-shirts, sweatshirts, jackets or jerseys. Bottoms shall conform to the regular dress code.

### **Dress Code for Dress Down Days**

- Students may wear jeans or sweatpants on approved dress down days but are still expected to dress modestly. Jeans may not be ripped or torn. **ALL OTHER DRESS CODE RULES ARE STILL IN EFFECT.**

### **Wellness Class Dress Code**

- Sneakers
- T-shirt (must have sleeves and be full length)
- Shorts (mesh, nylon or cotton athletic shorts, minimum inseam 4")

- Sweatshirt & sweatpants

### **Medical or Religious Exemptions**

Exemptions to the dress code may be granted by the administration with appropriate documentation.

### **Enforcement**

Teachers and administrators will enforce the dress code. Students in violation of the dress code will be asked to change into acceptable clothing or may be sent home if the violation cannot be rectified. Disciplinary action may be warranted for repeated infractions. Parent meetings will be held for students with continuing dress code violations.

**NOTE: We ask students to be responsible and respectful of our dress code. We ask parents to partner with us in assuring your student is dressed in code.**

- **Students who wear athletic footwear on Formal Dress Days will have to change or be consequenced.**
- **Students who “forget” the appropriate clothing on Formal Dress Day will be required to dress in Formal Dress the following day.**
- **Students who are significantly out of dress code and cannot change will need to contact a parent to deliver appropriate clothing or will be sent home.**
- **Female students found to be abusing the length policy for skirts, skorts or shorts on more than two occasions per quarter will have to wear capris or slacks for the remainder of that quarter and will need to check in with an administrator every morning.**

***When in doubt, don't wear it. Bring a questionable item to school and ask an administrator. Check with the Dean of Students about purchasing anything that may conflict with the dress code.***

