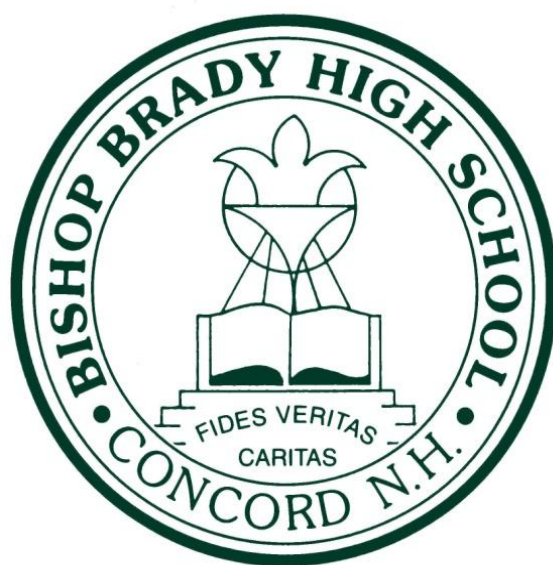


STUDENT/ PARENT HANDBOOK



Bishop Brady High School

2026-2027

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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, 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 students or 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 may be asked 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 welcomes all students into a caring and supportive Catholic community that cultivates innovative and critical thinkers through extensive academic and co-curricular programs promoting Faith, Learning, and Service.

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 culture 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, co-curricular experiences, and opportunities for growing faith
- 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 encourage 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

ADMINISTRATION and STAFF

Principal	Dr. Benjamin Horton, x226
Dean of Students	Keith Bergeron, x222
Business Manager	x229
Technology Coordinator	x229
Campus Minister	Sara Smith, x282
Administrative Assistant	Alana Barchey, x221
Athletic Director	Aaron House, x277
Alumni/Events Coordinator	Paula Dill-Scrivens, x223

SCHOOL COUNSELING OFFICE

School Counselor (A-L)	Zoe Tatro, x283
School Counselor (M-Z)	Moira Valenti, x285
Director of Student Support Services	Kathleen Smith, x284
Registrar	Michael Wierwille, x225

ADMISSIONS

Admissions	Katie Cone,'99, x224
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CURRICULUM FACILITATORS

HUMANITIES (English, ELL, History, Theology)	Peggy Sica
STEM (Math, Science, Technology, Wellness)	Lori Christerson
ARTS and CULTURE (Fine Arts, Drama, World Language, ELL)	Kelly Owen

Contacts for all Administration and staff – first initial and last name, followed by @bishopbrady.edu (i.e. bhorton@bishopbrady.edu). 603-224-7418

FACULTY

Thomas Bates	Theology
Kim Bertholet	Social Studies
Aneta Blaszcak	ELL
Lori Christerson	Science, STEM Facilitator
Jane Cormier	Music
Tracy Dandridge	Science
Mark Foley	Science
Maureen Goulson	Latin
Benjamin Greene	Music
Tamara Hatcher	Mathematics
Daniella Hind	French/Theology
Sean Hockensmith	English/Theology
Adriana Horne	Spanish
Doug Ierardi	Theology/Social Studies
Emily Lion	English
Kieth Matte	Science
Tom Morey	Mathematics
Cassidy O'Connor	English
Kelly Owen	Art
David Sanok	Social Studies
Anna Schaffer	Social Studies
Peggy Sica	English/ Humanities Facilitator

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

At the request of a parent, the Principal may review complex concerns that are not resolved at the initial stages. The decision of the Principal may be reviewed by the Superintendent if needed.

Serious grievances, allegations, or complaints about student or adult misconduct, including abuse, neglect, harassment, or child restraint, should be communicated immediately to the Principal. Reports will be promptly investigated and resolved.

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, contact allowance, residential setting for the student, and financial responsibilities** of the parents. In the absence of submission 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.

Guardianship

Court appointed/approved guardians for students must submit appropriate documentation for the student file.

STUDENT LEADERSHIP

SENIORS –Class of 2027

President	Andrew King
VP	Sean Dunn
Secretary	Kora Rose
Treasurer	Natalie Sherman

JUNIORS – Class of 2028

President	Jonathan Lazear
VP	Cameron Boucher
Secretary	Emily Gabby
Treasurer	Ellianna Larocque

SOPHOMORES – Class of 2029

President	Sophia Adams
VP	Annabelle Welch
Secretary	Gabriella Jackson
Treasurer	TBA

FRESHMEN – Class of 2030 TBA

President	
VP	
Secretary	
Treasurer	

STUDENT COUNCIL

President:	Natalie Brooks, '27
Vice-President:	Henry Thresher, '27
Secretary:	Amelia Parsons, '28
Treasurer:	David Cameron, '27
Members:	Maia Dow, '27
	Daisy Curtin, '28
	Cooper Albee, '28
	Annabelle Waldvogel, '28
	Meckenna Richardson, '29
	Amelia Collie, '29

NATIONAL HONOR SOCIETY

President:	Andrew King, '27
Vice-President:	David Cameron, '27
Secretary:	Henry Thresher, '27
Treasurer:	Amelia Parsons, '28
Parliamentarian:	Natalie Sherman, '27

ACADEMIC INFORMATION

Artificial Intelligence (AI)

Bishop Brady High School does not view work generated by ChatGPT or similar AI software programs to be a student's original work. Therefore, artificial intelligence of any form may NOT be used to generate assigned work that is expected to be the student's own creation. Artificial intelligence software may be used ONLY if a teacher has given permission to use it for a specific purpose or assignment. If AI software is used when permitted, the student must use the tool ethically, including crediting it in the body of their work and in a bibliography or works cited page. If it is found that a student has used AI without express permission, it will be considered a violation of the academic integrity policy (Honor Code) and the student will be subject to consequences for cheating.

Activity Period

To enable students participating in athletics the opportunity to also participate in clubs and activities, an activity period is built into the school day on Tuesday, Wednesday, and Thursday. The list of clubs and activity meeting times will be posted at the start of the school year. On days when students are not engaged in a club or activity, they may purchase a snack in the cafeteria or socialize with friends in the library, gymnasium, or outside in good weather. In the cafeteria, students are to be seated unless they are in line for food. They may not stand in groups which may block egress in case of emergency. Cell phones may not be used during activity periods. Food may only be consumed in the cafeteria or outside.

Cellphones, Related Devices

Phones and other electronic devices are intended to be primarily used for voice transmission/texting/messaging, listening to music, or viewing videos and have limited application for educational purposes. **Cell phones are prohibited from being used during school hours from 7:45 – 2:45. This includes lunchtime. At the beginning of each school day, students will place their phones on Do Not Disturb, Mute, or Total Silence. Phones will be in this mode from 7:45 – 2:45 and stowed in their school bag. Phones will remain in the school bag for the entire day. If a device is not stowed in the students' bag or rings or vibrates, it will be taken by the teacher and turned into the Dean of Students office.**

Students may use smartphones for educational purposes only with the explicit approval of a teacher.

Students may only use their cell phones before or after school. Phones may not be used during Monday Morning Meeting, during activity periods, lunch, during Advisory or during study hall. They may

not be taken on trips to the restroom. They may not be used during passing time in the hallways. Any phone that is visible to a staff member will be confiscated and turned into the Dean of Students or another administrator.

A student with a legitimate medical or emergency situation should see an administrator for any necessary exemption. Students needing to send or receive critical messages during the day should speak with the Dean of Students, or Principal who will notify faculty.

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 a message will be delivered to the student at the end of the class period. In an emergency or urgent situation, a student may be called from class to receive a phone call.

Earbuds and headphones are not permitted during the school day including in the halls between classes. They may be used in the cafeteria or outside only during assigned lunch periods. Individual teachers may give permission for their use during class or study hall.

Sanctions:

1. For the first violation, the phone may be picked up from the Dean of Students at the end of the day and turned into his office one more day.
3. A second violation requires the student to turn in the phone to the Dean of Students before the start of the day for the next **two** school days and pick it up at the end of each 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 **three** 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 **twenty** consecutive days. A parent meeting may be required.

Students shall not use any devices to photograph or record (audio or visual) students or school personnel at any time on school property, at a school activity or event, or riding on school-provided transportation without the permission of the school administration. 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.

Co-Curricular Eligibility Co-curricular activities (athletics, drama, math team, student government, etc.) all require time outside of class time. Students must pass ALL courses each quarter to participate in activities for the following quarter. Students in academic jeopardy may be suspended from participation in co-curricular activities, including sports, **at any time** at the discretion of the Administration.

Computer Labs BBHS considers technology to be a valuable tool for education. Access through BBHS technology and networks is a privilege, not a right. Inappropriate or non-academic use of technology will result in the withdrawal of this privilege and/or disciplinary action.

Computers BBHS encourages students to use their personal electronic (**personal**) devices (BYOD) at school for educational purposes, but the school is also deliberate in its limitations of technology. **With teacher approval,** laptops, chromebooks, or tablets (not cell phones) may be used in the classroom to research information, collaborate with other learners, and submit work. Teachers are expected to vary classroom activities and limit student screen time to assure that students are attentive to lectures, discussions, and activities. While some work may be submitted electronically, some work will be required to be handed in on paper.

To hold students accountable for educational uses of technology, teachers will monitor device screens during class and study halls. When using a device in the cafeteria during study, students must face the kitchen with their device screens visible to teachers. In the library, students using devices must be seated at tables and can expect teachers to circulate and monitor their devices.

Students may borrow school-owned chromebooks for use during the year and will be responsible for the return of both the device and the charger at the end of the year. If not returned, restitution will be required.

Please see page 46 for complete Technology and Computer Use Policy

Concussion Policy The recognition and treatment of students/athletes who have sustained a concussion is a priority. If not properly treated, concussions may result in permanent physical and cognitive deficits. Recovery from a concussion may require limiting physical and/or mental activities.

- If a concussion is suspected, the student must see an athletic trainer, physician or a certified medical professional within 3 days. If the student is not showing improvement they will be required to see a physician with concussion expertise.
- If required to see a physician or concussion specialist, after-care instructions or a post-concussion report for returning to

school/athletics, must be provided to the school within 48 hours of the appointment.

- The information must include date of concussion, recommended academic accommodations/modifications, and recommended limitations on participation in wellness classes and athletics.
- A student must have medical clearance from the treating physician to return to or continue athletic activities.
- BBHS 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.).
 - Clearance by the treating physician to return to sport (if seen)
 - Return to full academic participation.
 - Completion of a multi-stage, gradual return to sport progression under supervision of the Athletic Trainer.
 - Signed parent/guardian consent for return to sport form.

Counseling/ Guidance

The goal of the School Counseling Office (SCO) is to work with students and families promoting 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 families 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 reps 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. Bishop Brady participates in “On the Spot” Decision Days with several partnering colleges. Check with your school counselor for details.

College Visits

Seniors may schedule up to three (3) excused days from school for college interviews, visits or orientations. Additional days may be scheduled in October during underclass retreat and testing days. Request forms must be completed and returned to the SCO two days prior to the visit. Students are responsible for all missed work.

Juniors are allowed two (2) college visitations in the spring semester only. Request forms must be completed and returned to the SCO two days prior to the visit. Students are responsible for all missed work.

Courses

Course Selections

Students should discuss course selections with their parents, teachers, curriculum facilitators, and school counselors. Course selections are completed online each spring. Please note that some courses may be cancelled after course selection due to under-enrollment or teachers conflicts.

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 expectations 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 and credit requirements may be adjusted.

Course Changes

Course changes may be made 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. During the school year, student-initiated course changes are allowed only during the first 10 days of the semester 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 program, 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. No exams may be taken outside of the scheduled time without the approval of the Dean of Students, or Principal. Written requests from parents must be made to the Dean of Students two weeks prior to the exam period.

Financial Responsibilities - Prior to the school year, all parents sign 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. It is an integral part of the curriculum and essential to the learning process. Homework is assigned at the discretion of the teacher and may be graded or non-graded. If the work is not completed on time, the student may be penalized or may be assigned a teacher detention. **Students may not work together on homework unless explicit permission is given by the instructor. Please see BBHS Homework Guidelines in the Appendix, page 36.**

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 the senior year.
Honor Roll	Unweighted grades are used for determining honor roll. All students must be enrolled in a minimum of six (6) classes in order to be named to honor roll. Only grades in BBHS courses count toward honor roll. <i>High Honors</i> 90% and above in all classes or with one class between 80 and 89. <i>Honors</i> 80% and above in all classes or with one class between 70 and 79.
Incompletes	In cases of approved excused absences 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 should utilize Google Classroom and/or the portal 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. Family travel during school days is strongly discouraged and absences may have an adverse affect on academic success. Parents of students missing school for personal travel, vacations, extended holidays, or family events must contact the Dean of Students at least 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 with students 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. Some academic experiences (collaborative work, discussions, field trips) will not be accessible to students who are absent.

**Monday
Morning
Meeting**

Monday Morning Meetings (MMM) are part of the culture at Bishop Brady High School. All students are required to attend and sit in the designated area for their class. Students and staff intending to make announcements must sign up in the main office by 3:30 pm the Thursday prior to the announcement's date. If you do not sign up, you will not be able to make an announcement. Written announcements may be sent to Mrs. Barchey by the end of day Thursday and a school-wide summary email will be sent out directly after MMM.

There is no guarantee that every student will have time to purchase a snack in the cafeteria after MMM. Students with Period B and C study hall will have opportunity before or after MMM to purchase snacks. If the bell rings while students are in line for snacks, they will be re-directed to class. To ensure you have a snack, consider bringing something from home on Monday.

**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 in grades 10, 11 and 12 who have attended Bishop Brady for at least two semesters and have maintained the minimum grade average of **93% (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 and provide documentation will be made members upon enrollment at Bishop Brady.

**Progress
Report**

Students receive progress reports midway through each quarter as noted on the portal calendar. Progress reports include summaries of grades as well as teacher comments and are posted on PlusPortals.

**Records
Release**

When records are requested through Naviance Family Connection, permission is granted for BBHS 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	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. SAT's 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 SAT's or ACT's at least twice, usually in the spring of junior year and the fall of senior year. As part of the NH State assessment, BBHS registers all juniors to participate in the spring SAT free of charge and it is taken during the school day. Students are encouraged to utilize the online review materials or register for SAT Prep programs to prepare for testing in the fall of 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: Academic integrity is a core value of a Brady education and is basic to academic growth and development. Academic dishonesty undermines the teaching and learning environment and student growth is impeded. Faculty and students will report all instances of academic dishonesty to the Dean of Students. This may include making up or falsifying data, unauthorized or uncited use of online resources, or using another student's work as your own. It may also take the form of intellectual carelessness. While not intentionally deceptive, it may be treated as academic dishonesty.

Please review artificial intelligence policy on page 11 of this handbook.

Cheating - Cheating occurs when a student presents the work of another. Examples of cheating include, but are not limited to:

1. Talking or looking at someone's paper during a test or quiz
2. Use of unapproved cheat sheets or other outside materials
3. Providing or receiving answers or questions to a test previously taken by other students.
4. Accessing a cell phone or other device during a test or quiz (i.e. using texts, photos etc.).
5. Copying work (whether word for word or altering just a few words)
6. Doing another student's homework or other work to be submitted for evaluation and/or grading by the teacher.
7. Using a paper in more than one class without permission
8. Using a computer translator unless approved by the teacher.
9. Using forms of AI to create work without proper citation

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. The assignment may be redone for a grade of 50.
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. Make up is not offered.

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 53.

BEHAVIORAL EXPECTATIONS

It is everyone's responsibility to maintain an atmosphere conducive to learning and protecting 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.

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).

The superintendent or designated building administrator may exercise his/her best judgement in determining the scope of policies as they relate to inadvertent or unintentional violations provided such violations do not affect the safety of students, staff or the public.

Anti-Social Behavior

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. (See page 38)

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.

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/>.

**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. (RSA 126-U). Concerns should be reported to the administration immediately.

**Disciplinary
Procedure**

The school has established a progressive disciplinary process to respond to and resolve cases of misconduct as expediently and effectively as possible. Standard procedures require students to turn off 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 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 or behavior continue to be 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

Most disciplinary actions involve minor rule or conduct violations during the school day determined by assessing the situation and any previous issues. Disciplinary actions range from warnings, counseling, conferences, parent meetings, teacher or administrative detentions, probation, internal or external suspensions 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 HW detentions with 24-hour notice to allow students to arrange transportation. If the student skips the HW 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, he/she will not be allowed to participate in 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 attendance or 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 other students are distracted and teacher cannot 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 in school suspension, students cannot attend Brady functions after school hours. A student in school 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 timeframe 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 out-of-school suspended on a Friday

this sanction applies to all weekend activities and events as well. 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 timeframe for makeup work. Students and parents must attend a re-entry meeting with the Dean of Students upon return.

Drug,Tobacco, See complete policy on pages 42 - 45 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, chromebooks, 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 use, not social or recreational use*** during study halls
- **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, buses, 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.

Other: While we understand that parents may recommend that students attending work or other community events carry pepper spray for safety, students must leave this item in their vehicle and may not bring it into the school building. Students found to be in possession of pepper spray, martial arts weapons, or electronic defense weapons may face disciplinary action including suspension or expulsion.

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, faculty members are 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.

Advisory – Through the Advisory Program, each student will be assigned a faculty advisor. 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 in the morning and will be posted on the calendar board outside the cafeteria. 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 educational experiences 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 may impact weekend activities.

Excused absences

- Illness or 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 must 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 care needs (hair appointments, etc)
- Non-approved college visits, orientations, conferences, etc.
- Working in an outside job.

- Completing service hours
- Driver's education classes

Truancy

A student who is absent for all or part 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 16 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

While classes begin at 7:45 each day, students arriving at that time are tardy. Students are expected to arrive at Bishop Brady no later than 7:40 am. This allows the student to drop off athletic equipment in the locker room and stop at their locker. A student is considered tardy when he or she is not seated in the first period class by 7:45 am.

- a) Students who are not in class when the 7:45 bell rings must report immediately to the office to sign in and receive a pass to class. 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 and a parent has not notified the school, they will be called.
- c) The limit for student tardiness is determined on a semester basis. Students are allowed three (3) unexcused tardies each semester. Tardies reset after midterms are completed.
- 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) Continued unexcused tardies after the relearning period in that semester will result in missing activity periods, afterschool detention and limitation from athletics and co-curricular activities.

Dismissal Policy

Bishop Brady is a closed campus; students **are not allowed to leave school grounds during school hours** without the permission of 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.

- 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.

ONLY SENIORS with study hall at the beginning or end of a given day will be allowed late arrival or early release. Seniors must have PARENTAL PERMISSION on the SENIOR PRIVILEGE Form. Seniors will be scheduled for study hall and are encouraged to attend if time is needed to meet with counselors, teachers, or academic coaches/tutors. Seniors must be in attendance for Monday Morning Meeting and Advisory Period. Seniors are responsible for knowing time changes for special schedule days and arriving on time. If a student is chronically tardy, senior privilege will be revoked, and study hall will be mandated. During the first week of school, the Dean of Students will work with senior leaders to develop approved senior privileges.

Cafeteria And Facilities

The cafeteria is used for study halls, activity period and lunch. 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. Weather permitting, all students may eat lunch outdoors. Seniors may also utilize the back courtyard for lunch. **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/Parking The circular driveway in front of the school is one-way and used for drop-off and pick-up of students only; no parking is allowed. 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 have a Bishop Brady parking sticker
- Students may not go to 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.

SANCTIONS: The violation of any parking lot expectation may result in the loss of parking privileges.

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/

The Main Office must have current contact information for parents or guardians. This includes address, home and cell phone

Telephone	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, morning masses, adoration and reconciliation are held throughout the year.
Clubs and Organizations	Students are encouraged to participate actively in clubs and organizations. Students who wish to form a new club should contact the Dean of Students.
Co-Curricular Activities	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. Academic standing and attendance policies apply to all students who represent BBHS in co-curricular or athletic activities.
Diversity	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.
Dress Code	The dress code encourages an atmosphere of professionalism and modesty 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)
Emergencies	If case of emergency at Bishop Brady High School or in the local area that might affect the health and welfare of students and staff, we require everyone's cooperation. These guidelines will assure that local first responders (police, fire, medical) can easily access Bishop Brady High School in an emergency, and will assist efficient communication between first responders, school personnel, and parents/guardians. • Parents will be notified via the Administrator Plus Notifier system of any emergency situations via voice message, email or text. It is imperative that parents/guardians update the school with any changes to contact telephone numbers. After receiving any communication from BBHS regarding such matters, please <u>do not contact or respond to the school or designated off-site location</u> until directed to do so. • In the event of evacuation to an off-site location, you will be notified with pickup instructions. You will be asked to provide photo identification to

take custody of a student. **Only authorized emergency contacts listed in our database will be allowed to take custody of a student.** Please follow directions from the on-site personnel to assist in an efficient release of the students.

One of the safest places for a child to be is in school. 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. A general permission for field trips in the greater Concord area is **acknowledged by parents through the portal** at the start of the school year. A separate permission form will be sent home for any trips outside the local area. School authorized field trips are excused absences from class. Students are responsible for notifying teachers of classes they may miss before the field trip and are responsible for making up missed work.
- Fire Drills and Procedures** Students should be thoroughly familiar with exit routes from each classroom.
- Upon hearing the alarm, all students and staff must evacuate the building immediately.
 - Students should move quietly, quickly and orderly (no running) away from the building and immediately go to his/her advisory area for attendance.
 - Students do not re-enter the building 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 box 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 beverages must be consumed in the cafeteria. **Beverages in reuseable containers with secure lids** are allowed in classrooms and the library, but not in computer labs. Bottled water is allowed but other bottled drinks are prohibited outside of the cafeteria. Drinks in plastic or styrofoam cups are allowed only in the cafeteria. Students who enter the building with these cups will be sent to the cafeteria to finish or dispose of the beverage. Parents will be notified if students are chronically late and enter with restaurant drinks. This policy is designed to cut down on wasted beverages, to prevent multiple daily spills, and to promote an environmentally friendly community.

Fundraising	All fundraising activities must have the approval of the Dean of Students. All monies collected must be turned into the Business Office, Principal, Dean of Students or main office.
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 <u>30 days</u> 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.
Library	The Jean Murphy Barker Learning Commons is designated for online coursework, collaboration, research and reading, and study halls.
Liturgy	Liturgy and other religious functions are celebrated weekly throughout the year and all students are required to be present and 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. Students who are regularly dismissed during religious functions will be required to meet with the Dean of Students and Campus Minister. Parents will be contacted.
Lockers	Each student is provided with a locker and a lock. Only locks provided by the school can be used on lockers. Students are expected to keep lockers locked at all times and not to share combinations. Replacement locks must be purchased through the school for \$5. Changing lockers without approval is prohibited. Physical education students (Wellness) and athletes may access lockers in the athletic locker rooms. Athletic lockers may be used for athletic purposes only. The school does not accept responsibility for items missing from lockers. Students are to notify the Dean of Students of any locker that is not functioning, is missing its lock, or has a broken lock. Administrators have the right to enter any locker when the action is deemed appropriate and necessary.
Lost and	Any items found should be turned into the main office. Any questions

Found	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 copy of a current (within 12 months) physical and complete immunization record to the school. Failure to provide any of these documents will preclude the student from attending school until documents are complete and given to the office. <i>Prescription Medication</i> - <u>All prescription medication must be locked in the School Counseling Office (SCO), appropriately identified, and taken by the student in that office.</u> 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. Inhalers may not be shared. <i>Over-the-Counter Medications</i> 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 the online release form. <i>Illness at School</i> - 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	Students may have the opportunity to publish documents and participate in projects such as The Fine Line Literary Magazine, school newspaper, and yearbook. Student-generated work may include stories, articles, poems, art, projects, and photography. This is an opportunity to showcase student work. Student-generated work may include the name and grade level of the student. Any posting of work on the school website or social media 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. <u>If you prefer your student not to be part of any publishing in any way,</u> designate "No" on the Online Student Information data completed by parents at the start of every school year. This would include yearbook photos.
Physical	Public displays of affection at school, on school grounds,

Affection	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 or adoptive parent, or a 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 anywhere within the boundaries of the school property. This includes student desks and lockers, student vehicles, school vehicles and personal property (bags, backpacks) both during the school day and at off-campus school activities related to Bishop Brady High 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. For searches of a student's person, there is a higher degree of suspicion that the student is in possession of alcohol, drugs, weapons, illegal materials or stolen goods. Items confiscated 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. Students may arrive to school as early as 6:45 and study in the cafeteria. 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 after school. Maintenance staff members are in the building until approximately 6 pm each day. On the day before a vacation or long weekend, we would ask that all students be picked up no later than 4 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 <u>not</u> 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 WMUR TV, our "Notify" phone notification system and various Brady social media options. <u>Parents should always make the final decision</u> as to whether their student is safe to 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**
- **Homework Guidelines**
- **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 2025 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.

HOMEWORK GUIDELINES

General Information:

At the high school level, the teacher has autonomy to assign homework on what they believe will best assist the students in their educational program. The wide range of courses offered, the various academic levels, and the diverse curricula are the reasons for this autonomy.

Purpose of homework:

At Bishop Brady, the purposes of homework include:

- Preparation – to introduce material to be presented in future lessons
- Practice/Review – to reinforce basic skills already presented in class
- Extension – to provide opportunities to broaden knowledge or skills

Submitting homework:

- All homework is listed on the Portal. Homework assignments may also be listed within a course's Google Classroom.

- **Teachers will not expect homework to be submitted earlier than the next class meeting.**
- Students can only work collaboratively with teacher permission.

Time guidelines:

- Students will be made aware of any new assignments before departing class.
- If a student is absent from school due to illness or another excused reason, the student is expected to adhere to BBHS Handbook guidelines for submitting homework.
- Teachers have discretion on how to award credit for late homework assignments.
- Time elements of homework assignments are differentiated by level. AP-level courses typically have significantly more work than other levels

No Homework Weekends:

There are No Homework Weekends at the end of each quarter (Q1, Q2, and Q3) and no assignments (homework, projects, presentations, etc.) will be due on the first day back. If homework/projects are assigned on the Friday before the No Homework Weekend, they will not be due before the second-class meeting after the weekend.

Vacation Policy:

This refers to the following vacation periods: Thanksgiving Break, Christmas Break, February (Winter) Break, Easter Weekend, and April (Spring) Break.

- Teachers will not assign any homework, projects, or presentations to be submitted during a vacation period.
- If assignments are made during the last class period before a break, they will not be due before the second-class meeting after the break.
- If assignments are made before the last class period before a break, they can be due the first-class meeting after the break.

Extenuating Circumstances:

Students with extenuating circumstances are encouraged to speak with their teachers and school counselor about their ability to complete an assignment or meet a deadline. The teachers, in concert with the school counselor, will determine if any alterations to the assignment or an extension to the deadline are appropriate.

Problem Resolution: Order of Communication

If a student feels that the expectations and guidelines set forth in this document have not been followed, the student should use the Order of Communication below to resolve the issue. The purpose of these steps is to encourage students to self-advocate and to encourage communication and collaboration between students, teachers, school counselors, and administrators. For homework issues, it is not recommended to skip straight to Step 4 without providing the opportunity for the teacher, school counselor, advisor, Curriculum Facilitator, and Dean of Students to address the issue first.

Step 1

The student should communicate (in person or via email) with their teacher to try to resolve the issue.

Step 2

The student should communicate (in person or via email) with their school counselor to try to resolve the issue in conjunction with the teacher. The student may also speak with their advisor.

Step 3

If no resolution is reached within a reasonable time, the student and/or family should email the Curriculum Facilitator and copy the school counselor and Dean of Students.

Step 4

If still no resolution is reached, the student and/or family should email the Principal and copy the Curriculum Facilitator, school counselor and Dean of Students.

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 (Dean of Students) 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 to 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 a positive school climate to minimize the occurrence of bullying.

DRUGS, TOBACCO AND ALCOHOL POLICY

Student possession, distribution, and use of drugs, tobacco or tobacco products (including vape and chew), 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)

Or

- Submission of a written request by the parent or guardian of a student to conduct a search

Searching the Student's Person

The school may conduct a search of a student's person and belongings based on "reasonable suspicion" that 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.

- 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 between 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 athletic season which may include playoff contests. 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 and further testing may be conducted.
- Failing to comply with the stated provisions may result in expulsion.

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 athletic season and playoff contests. Suspensions carry over to the next sport, if the suspension has not been fulfilled.
- A student that tests positive again will be re-tested about 30-days after the second test date and further tests will be given at the discretion of the school.
- Failing to comply with the stated provisions may result in expulsion.

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 usernames 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. All personal electronic devices such as Apple watches and cell phones must be turned off and stored away.
- 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. They may not be used for watching videos or playing games.
- At no time is a student allowed to wear headphones with any approved electronic device, unless approved by a teacher.
- 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 apply.

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 and 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 noted by 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. 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. 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 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 or are posted where items identifying Brady, 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 names Bishop Brady High School without consent from the Principal. This includes the use of Brady, BBHS, Giants or other names connect to the school community. 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 (sportsYou, 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. Parents should not upload or include on social media any information that does not meet the student guidelines or code of conduct.

Social media should not be used as a channel of communication to a teacher for issues that are sensitive or confidential such as academic or behavioral concerns. Social media should not be a channel for lodging complaints or concerns about BBHS programs. Please reach out to the athletic director, curriculum facilitators or administrators with any concerns.

Parents should expect communication from teachers prior to their child’s involvement in any project using online social media applications, i.e., blogs, podcasts and video/photo sharing sites, 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.

BISHOP BRADY HIGH SCHOOL HONOR CODE PLEDGE

When participating in any activity, 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** my peers, but also myself?
Am I applying **justice**, **respect**, and above all else **honor** in my everyday work?

PLEDGE

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

Bishop Brady Honor Code Statement

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

HANDBOOK ACKNOWLEDGEMENT

Parents/guardians accept will receive an online form at the beginning of each year on which they must update their personal information, emergency contacts, acknowledge receipt of the Parent/Student Handbook and all policies there-in, sign a general permission for field trips in the greater Concord area, and give permission for the distribution of over-the-counter medication (Ibuprofen and Tylenol).

Athletic Team Rules and Expectations will be found in the Athletic Handbook.

Student Athletes will also sign the Athletic Handbook Acknowledgment when registering for sports.

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

By signing the Student/Parent Handbook and Athletic Handbook Acknowledgements 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 faculty, staff, advisors and coaches regarding any changes or modifications required.
3. They agree that the student is expected to participate fully and to the best of his/her ability.

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

2026-27 Student Dress Code Policy

The Bishop Brady uniform promotes professionalism, school pride, and a respectful learning environment. Unless otherwise stated, only apparel offered through Tommy Hilfiger Global School wear and Donnelly's Clothing (regular/formal dress), or specifically approved by Bishop Brady High School (for spirit dress days) may be worn during the school day. For all approved uniform styles and colors, refer to <https://www.globalschoolwear.com/> (school code BISH02) and <https://www.donnellysclothing.com/Shop/>

Formal Dress Requirements (Mondays and Other Designated Days)

- Hunter green Bishop Brady blazer
- White solid Oxford shirt (with or without logo)
 - Boys: top button fastened with professional tie, tightened at the collar
 - Girls: only top button may be unfastened, may be untucked
- Uniform-style pants (khaki or navy) or pleated skirts/skorts (khaki, navy, or school plaid)
 - Boys: solid black or brown belt required, shirt tucked in
 - Girls: skirts/skorts must be worn with solid navy or black tights/nylons (no leggings/socks)
- No shorts, sweaters, fleece or outerwear
- Dress shoes only

Regular Dress Requirements (Tuesday-Thursday)

- White or hunter green Bishop Brady logo polo
- White or light-blue solid Oxford shirt (with or without logo)
 - Boys: must be tucked in
 - Girls: may be untucked
- Khaki or navy uniform-style pants, shorts, skirts/skorts (khaki, navy, school plaid)
 - Boys: solid black or brown belt required
 - Girls: skirts/skorts must be worn with solid navy or black tights/nylons (no leggings/socks)
- Outerwear: Grey or hunter green Bishop Brady logo sweater, fleece, or performance pullover may be worn over the uniform top
- Dress or business-casual shoes only (no sneakers or boots)

Spirit Dress Days (Fridays)

- Regular Dress bottoms
- All approved Bishop Brady spirit shirts/sweatshirts and logo athletic tops may be worn. This includes NH Hockey Academy and CRTC tops.
- Closed-toe shoes or sneakers may be worn (no clogs, Birkenstocks, crocs or slippers)

Designated Dress Down Days

- Jeans, casual pants, cargo pants, joggers, sweatpants, and athletic shorts are allowed.
- Non-uniform tops may be worn as long as they are modest, school appropriate, cover the shoulders, and fully cover the waistband when arms are raised.
- All skirts/skorts/shorts may be worn without tights/nylons as long as they meet the same length requirement as the regular uniform.
- Sneakers, Birkenstocks, boots, and sandals may be worn (no flip-flops, Crocs, or slippers)
- No pajama pants or other form-fitting garments

General Requirements

- Clothing and shoes must be clean, neat, properly fitted, in good condition, and worn as designed. Shoes with laces must be tied.
- Clothing must fully cover the waistband when arms are raised and may not be excessively tight, oversized, or revealing.
- Although the Tommy Hilfiger uniform store offers the “Brady Tie”, any professional tie of choice may be worn.
- Uniform Oxford shirts, pants, shorts, and skirts/skorts do not need to have the BB logo this year. However, all polos, sweaters and outerwear must have the logo.
- Oxford shirts may have only the top button unfastened and must be worn in a manner that maintains modesty.
- Skirts, skorts, and shorts must extend below the student's fingertips when standing naturally. NO athletic type skirts or shorts except on dress down days.
- Approved uniform shorts may be worn only before Nov 1 and after April break and may not be worn on Formal Dress days.
- Only approved outerwear may be worn inside the building. All other outerwear must be stored in student lockers upon arrival.
- The administration reserves the right to determine whether footwear meets the definition of a dress or business casual shoe
- Gauge-type earrings are prohibited.
- Hats may not be worn in the building except for themed dress down days.
- Hair should be neat and clean. Males must be clean shaven.

Enforcement

All teachers, administrators and staff 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 chronic dress code violations.

Medical Exemptions

Families requesting medical or religious accommodation should contact the Principal or Dean of Students. Requests are reviewed individually in accordance with school policy.

