

# Bishop Hendricken High School

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## 2024/2025 PARENT/STUDENT HANDBOOK

This Agenda Belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Bishop Hendricken High School does not discriminate on the basis of age, race, religion, or ethnic origin.

Bishop Hendricken reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause.

# MISSION STATEMENT

## MISSION

The mission of Bishop Hendricken is to build and strengthen the relationship of all members of the school community with God: Father, Son, and Holy Spirit. We do this through the development of the total person: heart, mind, body, and soul.

## CORE VALUES

### **Servant Leadership**

We commit ourselves to living out Christ's message, and the mission of the Church, by doing for others. We strive to fearlessly and fervently serve the poor, marginalized, voiceless, and those facing injustice.

### **Brotherhood**

We take pride in the unique experience we share. Through the life-long bonds we forge, we develop ourselves into young men who are faithful, successful, compassionate, and ready to serve.

### **Rigor**

We challenge ourselves to do the right thing in every facet of campus life because it makes us better learners, peers, and people.

### **Balance**

We immerse ourselves in spiritual, academic, athletic, artistic, service, and extracurricular opportunities with an emphasis on trying things we never have done before.

### **Lifelong Learning**

We dedicate ourselves to creativity, critical thinking, and problem solving, inside and outside of the classroom, on an educational path that goes far beyond high school.

## VISION

Rooted in the Roman Catholic Faith, Bishop Hendricken is a college preparatory school seeking to prepare each student to serve the Church and the wider community through faith, learning, leadership, and Gospel based service. Hendricken men meet the challenges of the present and the future, conscious of their own self-worth fashioned in the image of God, while being committed to responsible leadership in the loving service of others and the common good rooted in the power of the Gospel.

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**This handbook serves as guidelines for our Hendricken families. The President and Principal retain the exclusive right to set and amend policy, and make all school-based decisions.**

## **DAILY PROCEDURES**

Parents/guardians are responsible for ensuring that their sons adhere to the Bishop Hendricken High School dress code at the beginning of homeroom.

### **DRESS CODE 2024-2025**

The purpose of Bishop Hendricken High School's dress code is to teach our young men maturity and what will be expected of them in formal situations in the adult world. As such, the following dress code requirements will be enforced:

1. **Suit jacket:** all students are to wear a suit jacket (preferably navy blue) during school, outside the classroom, and inside the classroom (unless the teacher allows it to be removed). Students may wear a school approved Hendricken sweater, which is a green long sleeved v-neck sweater or green sweater vest, beneath their suit jacket. Hendricken fleece, quarter-zips, and other sweatshirt-like tops are not acceptable.
2. **Dress shirt and tie:** students must wear a buttoned Oxford-style shirt. Flannel or flannel-like shirts may not be worn. Shirts must be tucked in and properly buttoned at all times. Students are to wear neckties or bowties at all times; these ties are to be properly adjusted.
3. **Pants:** appropriately sized dress pants, khaki style pants, all worn with a belt are acceptable.
4. **Shoes:** students are expected to wear dress shoes that are in line with a business environment. Traditional topsider shoes are also acceptable. Sneakers, canvas shoes, slippers, or work boots are not appropriate, that includes Hey Dudes and Uggs. Students are always required to wear socks.
5. **Adornments:** earrings and any facial piercings may not be worn during school (including dress down days) or while participating in any school event, including athletics. Concealment by means of Band-Aids etc. is not permitted.
6. **Hair:** must be neat and cut above the collar and not below the eyebrows. Fully or half shaved styles and/or designs are not allowed. The student's hair color must be natural, and sideburns must be neat and may only come down to the bottom of the ear.
7. **Hats & Hoodies:** may not be worn in the school building before or during the school day.
8. **Students must be cleanly shaved at all times.** Students who are unshaven will receive an appropriate consequence.
9. **Visible tattoos are not permitted.** This includes while participating in athletics, arts, and extracurricular activities.
10. **No earbuds/AirPods/headphones are allowed in hallways or in classrooms.**
11. **No Smart watches are allowed during tests or during exams.**

Occasionally at the beginning and end of the school year our dress code may be adapted due to warm weather. The announcement for this change to the dress code will be made by the Administration.

The dress code for dress down days is the same as the warm weather dress code: polo shirt or button down shirt without a tie, khaki pants, a belt, and dress shoes.

Disciplinary consequences are issued for those students who are not in complete compliance with the dress code. Those who establish a pattern of abuse of the dress code may be suspended from school and a parent meeting must be held before reinstatement. The Administration is the final arbiter of the dress code and may amend these requirements at any point throughout the school year.

## **DRESS CODE ENFORCEMENT POLICY**

Disciplinary consequences are issued for those students who are not in complete compliance with the dress code. Those who establish a pattern of abuse of the dress code may be suspended from school and a parent/guardian meeting must be held before reinstatement. The Administration is the final arbiter of the dress code and may amend these requirements at any point throughout the school year.

Any student in violation of the dress code is subject to the following:

- Students are sent to an Assistant Principal's Office and all efforts will be made to place students in proper dress attire.
- Parents/Guardians may be called to bring proper garments.

During student orientation all students are verbally notified of the dress code.

1<sup>st</sup> Offense- office detention

2nd Offense - 2 office detentions

3rd Offense - 3 office detentions and a phone call from an Assistant Principal

# ACADEMICS

## ACADEMIC PURPOSE AND REQUIREMENTS

At Bishop Hendricken, our academic goals are two-fold: college preparation and an appreciation for lifelong learning.

As a college preparatory school, we strive to develop the skills, concepts, and competencies necessary for student success in post-secondary education. Our rigorous curriculum is designed to develop lifelong learners who are intellectually well-rounded, while opportunities in and out of the classroom further encourage self-exploration so that young men can discover where they excel, where their passions lie, and how they can develop their talents even further.

Second, and most importantly, our goal is for students to be challenged to recognize their own educational growth and take pride in it. At Bishop Hendricken, we know that students, especially young men, are more apt to excel when they enjoy learning. We cultivate an environment in which students of every ability find satisfaction in being challenged academically because we give them the tools to be successful.

## ADVANCED PLACEMENT (AP)

Bishop Hendricken offers several Advanced Placement (AP) courses through the College Board. These are the highest-level courses that provide college-level challenges to the most gifted students, as well as an opportunity to earn college credit while still in high school. Students are only allowed to take a total of five (5) AP exams in each of their Junior and Senior years.

## AP EXAMS

Students who register for an AP course are required to take the AP test. No make ups or refunds will be allowed for AP tests. Any absences will require a doctor's notes. Students who are NOT registered for an AP class may NOT sit for the test.

## EDMUND RICE SCHOLARS (ERS)

Edmund Rice Scholars are students on track for AP placement as upper classmen that take ERS courses as freshman and sophomores. The four classes offered under ERS are Chemistry, Algebra II Analysis, and Geometry/Trigonometry.



## HONORS (HON)

The Honors level offers a challenging and rigorous course of study in all academic areas for top students in each class.

## COLLEGE PREP 1 (CP1)

The College Prep 1 (CP1) level course of study provides a rigorous challenge in preparation for the pace and work volume of post-secondary education.

## COLLEGE PREP (CP)

The College Prep (CP) level takes a skills-based approach to the curriculum for students. The CP level provides students a structured environment with small class sizes in which teachers follow similar routines, provide study guides, organizational support, and opportunities for hands-on learning.

At any given level, students must successfully complete the following requirements in order to be promoted or, in case of seniors, to graduate (see program of studies for detailed courses).

### Eighth Grade Requirements:

Theology 8

Math 8

Science 8

English 8

Modern Languages (French, Italian, or Spanish)

Social Studies 8 .5

Intro to STEM .5

Arts Elective .5

Physical Education .5

Structured Study

10 Hours of Community Service by the end of 1<sup>st</sup> semester and a total of 25 hours by the end of the year

### Freshman Requirements:

Theology I

Math I

Lab Science I

English I  
Modern Languages (French, Italian, or Spanish)  
World Cultures .5  
Civics .5  
Arts Elective .5  
Physical Education/Health .5  
Structured Study  
10 Hours of Community Service by the end of 1<sup>st</sup> semester and a total of 25 hours by the end of the year

**Sophomore Requirements:**

Theology II  
Math II  
Lab Science II  
English II  
Modern Languages (French, Italian, or Spanish)  
Social Studies II  
Computer Science .5  
Physical Education/Health .5  
Elective .5 OR Structured Study  
Structured Study  
Successful completion of Sophomore Research Paper  
10 Hours of Community Service by the end of 1<sup>st</sup> semester and a total of 25 hours by the end of the year

**Junior Requirements:**

Theology III  
Math III  
Science III  
English III  
Social Studies II  
Financial Literacy .5  
Physical Education/Health .5  
Elective (one full year or two semester courses depending upon availability)  
Elective .5 OR Free\*  
Elective .5 OR Free\*  
Successful completion of Junior Research Paper  
10 Hours of Community Service by the end of 1<sup>st</sup> semester and a total of 25 hours by the end of the year

\* only 2 semesters of free period permitted

### Senior Requirements:

Theology IV

Math IV

English IV

European History

Physical Education/Health .5

Elective .5

Elective (two full year or four semester courses depending upon availability)

Elective (up to 1 full year plus 1 semester, or three semester courses depending upon availability)

OR Free \* \*

Successful completion of Senior Research Paper

Senior Field Experience

10 Hours of Community Service by the end of 1<sup>st</sup> semester and a total of 25 hours by the end of the year

\* \* Only 3 semesters of free period permitted

# ACADEMIES

## ARTS ACADEMY

The Arts Academy program is an academic honors arts program. Students are expected to complete in class and out of school assignments, projects, and tests. In most all Arts Academy programs, students will be graded for their participation in certain performance/showcase events. Students are expected to work independently and collaboratively. Students receive a grade that impacts their grade point average, but does not factor into class rank.

- Students who fail their Arts Academy class at any one point of the first three (3) report cards will be removed from that Arts Academy program for the remainder of the year. If a student fails his Arts Academy class at the year-end report card, he will not be allowed to continue in the Arts Academy for the following school year.
- All Arts Academy students are expected to be in class at 7:45am. Students in the Jazz Arts Academy program several afternoon from 2:45-3:45pm. Jazz students are responsible for making their own appropriate transportation arrangements that allow them to participate in this program. Students receive a participation grade each quarter that reflects their consistent and on-time presence in the Arts Academy class.
- Students within the Arts Academy are expected to observe all of the rules and regulations set forth in the Bishop Hendricken High School Parent/Student Handbook. In particular, students should use appropriate language and physical behavior. Any and all artistic work created for or within the Arts Academy must also adhere to the expectations of the School's policies and Catholic Identity.

## LEADERSHIP ACADEMY

The Leadership Academy provides challenging, varied, and experiential leadership opportunities for students. Through project-based curriculum, we challenge students to provide realistic and applicable solutions to real issues. Through coursework, students work to address school-wide issues, serve as mentors for underclassmen, and develop initiatives with the student body. Traditional grading does not affect their rank.

Taking place outside of the traditional school day, Leadership Academy begins at 7:45am each day and ends at the conclusion of homeroom, allowing students to pursue experiential leadership education while maintaining their full college preparatory course load.

## **DECA ACADEMY**

DECA Academy prepares students to compete in DECA's International Competition by developing important skills in various aspects of business through the lens of Entrepreneurship. Students in the Academy learn how to thrive in a business environment through public speaking opportunities, group presentations, role-play in mock business scenarios, and even learning to write their own business manual. DECA Academy prepares students for the fast paced environment of the business world through rigorous competitive preparation for DECA's international competition, ICDC (International Career Development Conference).

## **ACADEMIC POLICIES**

### **HOMEWORK AND ABSENCES FROM SCHOOL**

It is the school's policy that when a student is absent it is *his responsibility* to check PowerSchool, Teams and /or email each of his teachers in order to obtain any work that has been assigned during his absence. The teacher's email addresses are found on PowerSchool.

### **MAKE UP WORK**

Students who miss schoolwork (i.e. for reasons of absence or early dismissal) are expected to make it up. The student has the amount of days they were absent to make up any and all work that was missed. The student is responsible for checking with his respective teachers and making any necessary arrangements.

### **MATHEMATICS DEPARTMENT CALCULATOR POLICY**

All students are required to have a TI-83 or TI-84 calculator. The calculator will be used in all levels to enhance the understanding of mathematical concepts and especially for the understanding of functions and their graphs. This calculator provides all of the features that are needed for success in our math program and are acceptable for use on all standardized tests.

### **MICHEL R. BENOIT '70 & JOHN A. BENOIT '82 COLLABORATIVE LEARNING CENTER**

All students are encouraged to make full use of the Collaborative Learning Center and its services as a means of increasing their knowledge and developing appropriate study skills.

The Collaborative Learning Center is open: Monday - Thursday 7:30am-4:00pm and Fridays 7:30am-3:30pm. Students may go to the Collaborative Learning Center before school until 8:05am, during study halls with a pass from their teacher, during free periods, and after school.

# ACADEMIC INTEGRITY

Issues of academic integrity touch at the core of our Mission to foster personal responsibility and high moral standards. Therefore, they will be handled firmly regardless of the type of assignment or test. Violations of academic integrity include cheating, plagiarism, and forgery. Cheating is defined as the **giving or receiving** of unauthorized assistance from any verbal or written source. Plagiarism occurs when a student intentionally or unintentionally fails to acknowledge all materials quoted, paraphrased, or summarized from any published or unpublished work. Forgery is imitating or counterfeiting documents, signatures, etc. to deceive.

These definitions encompass, but are not limited to, the following infractions:

- Possession of unauthorized materials during a test
- Copying of assignments
- Forgery
- Copying of electronic media
- Fabricating a source used in a research assignment
- Other unauthorized procedures as determined by the classroom teacher
- Reusing material intended for other courses/assignments

## Procedures:

- The teacher will submit a detailed disciplinary referral and incident report to an Assistant Principal
- The Assistant Principal will meet individually with both the teacher and the student
- The teacher will call the parents

## ***Minimum*** Consequences for cheating and plagiarism:

**1<sup>st</sup> Offense of career** - Parent/guardian will be notified by an Assistant Principal. Grade on assignment will be a zero, student will serve detention, and student will not be eligible for that quarter's Honor Roll

**2<sup>nd</sup> Offense of career** - Parent/guardian will be notified by an Assistant Principal. Grade on assignment will be a zero, student will serve one week of detention, student will not be eligible for that quarter's Honor Roll, and student is ineligible for all Honor Societies and Academic Awards

**3<sup>rd</sup> Offense of career** - Parent/guardian will be notified by an Assistant Principal. Grade on assignment will be a zero, student will serve one week of detention, a parent/guardian meeting will be held, student will not be eligible for that quarter's Honor Roll, and the student is ineligible for all Honor Societies and Academic Awards.

**\*PLEASE NOTE\*** Once a student has been inducted into the National Honor Society or auxiliary Honor Societies, violations of the Academic Integrity policy may result in dismissal from that organization.

**Failures/Potential Failures:** Whenever there is a potential failure or other concern in regard to a specific subject, or a failure, or missing grade on a report card, parents should contact the respective teacher for an appointment. No student may carry a failure into the following academic year; he must attend and pass summer school in order to advance to the next grade level. Underclassmen who fail more than two (2) of their classes at the end of the school year may not return to Bishop Hendricken for the next semester. A student must make up a course he has failed. A first semester course may be made up during the second semester.

## **PROMOTION**

Students are required to have passed all subjects or to have attended summer school before they may advance to the next grade level, or in the case of seniors, before they may graduate.

## **RETENTION/HOLDING A STUDENT BACK IN A GIVEN YEAR**

Students are not allowed to repeat a grade level at Bishop Hendricken High School.

## **SUMMER READING**

As determined by the English Department Chair, books and other projects will be assigned to all students for completion during the summer vacation. Tests/assignments on the summer reading will be given in early September.

## **SUMMER SCHOOL/FAILED COURSES**

All summer school courses for students who have failed a course or courses must be taken at Bishop Hendricken High School. Any exception to this must be approved by the Summer School Coordinator in writing. No credit will be given if this procedure is not followed. Credit will be awarded to students for all subjects that have been successfully repeated in an authorized summer school program. The cost for summer school is \$350 per course. The highest grade that a student may obtain from summer school is a D. No credit will be earned in summer school until students satisfactorily meet the summer school teacher's expectations/requirements.

## **SEMESTER EXAMINATIONS**

Semester examinations are administered during examination weeks, i.e. no regularly scheduled classes are held. The examination week schedule is published at least one week ahead of time by the Administration. Semester examinations are two hours in length for grades 9-12, and one and a half hours in length for grade 8.

Seniors who carry an A- average or above for a full year course are exempt from the final exam. Seniors who carry an A- average or above in a semester course are exempt from the final exam.

If it is necessary to cancel school on a day of exam week, the exam scheduled on that day will be held on the next school day, and each subsequent exam will be advanced by one day.

Emergency make-up examinations are exactly what this expression states (i.e. examinations which may be made up only on an emergency basis). Only bonafide emergency or illness are reasons to miss a mid-term or final exam. Students who are ill for an exam must return with a note from a doctor before they may make up their exam(s). Students who miss an exam are to take their exam(s) on the make-up day, or as scheduled by an Assistant Principal. For the sake of exam integrity, exam make-ups are held after the exam days are over.

## **REQUIRED ACADEMIC SUPPORT**

When a student has at least two failing grades (F) at the end of a quarter the Principal will require the student to attend Required Academic Support. The procedure for a student to be placed on Required Academic Support are as follows:

- The student must report to Required Academic Support Tuesday - Thursday from 2:45-3:45pm
- The student must complete all assignments
- The student's conduct must be above reproach
- The student must adhere to any other provision delineated by the Administration

Attendance at Required Academic Support is mandatory and only serious conflicts will be considered. All students required to attend Required Academic Support will be given a week's notice to arrange alternate methods of transportation.

Parents/guardians need to notify the Required Academic Support Facilitator of any absences. If a student is absent from Required Academic Support parents/guardians will be notified and the student will receive a written up office detention with an Assistant Principal.

If a student who must attend Required Academic Support does not comply with these provisions, and thereby indicates behavior that is inconsistent with the school's mission, the Principal may require him to withdraw from Bishop Hendricken High School.

Beginning on the day report cards are available on PowerSchool, any student who has more than one "F" or who fails to maintain a GPA of at least 1.75 will be placed on Required Academic Support and will NOT be able to participate in any Rhode Island Interscholastic League or Catholic Athletic League



game or scrimmage, or any extracurricular activities. Students with two “F’s” are ineligible until the middle of the next quarter. These students may be reinstated at the mid-point of the next quarter if the student is not failing more than one course. Students who fail more than two courses are academically ineligible for the entire next quarter.

## **BISHOP HENDRICKEN STATEMENT TO STUDENTS WITH LEARNING DIFFERENCES**

Bishop Hendricken High School is a four-year college preparatory school that has discretion in selecting the quality of students that attend Bishop Hendricken High School and the curriculum that is offered to those students. Unlike public schools, Bishop Hendricken High School is not legally required to follow Individual Education Plans (IEP) or 504 Plans commonly used in the public schools, or otherwise offer special educational programs or curriculum, to accommodate and/or address learning differences of a particular student. Since Bishop Hendricken High School accepts students from various school systems, the purpose of this statement is to explain the school’s policy concerning learning differences to the parents of incoming students to avoid any confusion and to enable parents and guardians to make an informed decision concerning the education of their son. Bishop Hendricken High School accepts students who have demonstrated average to above average scholastic ability, achieved strong academic records, and received favorable grade school recommendations. In the exercise of its discretion as a private institution, Bishop Hendricken High School may choose to accept students who have learning differences, but who, in the estimation of Bishop Hendricken High School, can nonetheless succeed academically in the school’s educational environment. However, in so doing, Bishop Hendricken High School does not agree to alter and/or modify its curriculum to accommodate the specific needs of individual students. However, Bishop Hendricken High School will entertain granting individual students non-curriculum based accommodations such as preferential seating in a classroom or extended time. Bishop Hendricken High School will make these decisions on a case-by-case basis (**this statement excludes students in the Options Program**).

In order to evaluate a student for educational support and/or accommodations, parents must provide the student’s School Counselor with the following items:

1. A copy of the student’s most recent (within the last three years) neuropsychological and/or education evaluation.
2. A copy of the student’s most recent IEP or a Student Service Plan, if applicable.
3. If a student requires the use of an assistive device, it can only be used if it is part of a Bishop Hendricken High School approved school plan. All other assistive technology is also subject to approval by Bishop Hendricken High School.

## **ACADEMIC SUPPORT CENTER**

The Academic Support Center is available to any student in grades 8-12 who has been referred by a teacher, School Counselor, parent, or self-referred to address any academic difficulties a student may be experiencing. Students attend the Support Center during their study hall or free periods one to three times in the seven-day rotating schedule. Individualized support is provided in the areas of study skills, test preparation, organization, time management, and self-advocacy. Progress is monitored at each session and at report cards and is shared with the student, parent, and their School Counselor. A student will attend the Support Center for at least one quarter and if grade improvements are made, the student will then be put on monitor for the remainder of the year.

## **GRADE/RANK/CREDITS**

Grades are the main source for a student and his parents/guardians to check academic progress. Grades are recorded in letters. The following are the letter grades and the numerical equivalents that are assigned at Bishop Hendricken High School:

A	(93- 100)	C+	(77 - 79)
A-	(90 - 92)	C	(73 - 76)
B+	(87 - 89)	C-	(70 - 72)
B	(83 - 86)	D	(65 - 69) *
B-	(80 - 82)	F	(0 - 64) *

\*“D” is the minimum grade for passing; “F” indicates a failure. The passing or failing of a particular subject is based on the final average in that subject.

## **GRADE POINT AVERAGE (GPA)**

Bishop Hendricken has 5 different academic levels. Each level has an equivalent GPA total. Grade Point Averages are awarded in accordance with the following chart below. Grades are stored on the Bishop Hendricken transcript.

Effective during the 2023-2024 school year the GPA for an A has changed from 95 to 93. This change will NOT affect historical grades.

Students will use this chart to determine unweighted GPA:

A	93-100	4.0	C+	77-79	2.33
A-	90-92	3.67	C	73-76	2.0
B+	87-89	3.33	C-	70-72	1.67
B	83-86	3.0	D	65-69	1
B-	80-82	2.67	F	0-64	0

Students will use this chart to determine weighted GPA and class rank:

		CP	CP1	Honors	ERS	AP
A	93-100	4.0	4.5	5.5	5.75	6.0
A-	90-92	3.67	4.17	5.17	5.42	5.67
B+	87-89	3.33	3.83	4.83	5.08	5.33
B	83-86	3.0	3.5	4.5	4.75	5.0
B-	80-82	2.67	3.17	4.17	4.42	4.67
C+	77-79	2.33	2.83	3.83	4.08	4.33
C	73-76	2.0	2.5	3.5	3.75	4.0
C-	70-72	1.67	2.17	3.17	3.42	3.67
D	65-69	1.0	1.5	2.5	2.75	3.0
F	0-64	0	0	0	0	0

## CLASS RANK

At the end of each semester grades 10-12 are ranked according to the weighted GPA at the end of their second semester. To have a rank students must complete two full semesters at Bishop Hendricken High School, therefore, freshman and transfer students are ranked at the completion of their first year. Eighth grade students and students in the Options Program are not ranked.

## **SEMESTER GRADE COMPILATION**

The following percentages are used as a guideline for the first and second semester grade compilation:

Semester 1: 1<sup>st</sup> & 2<sup>nd</sup> quarter = 45%, Midterm Semester Exam 5%

Semester 2: 3<sup>rd</sup> & 4<sup>th</sup> quarter = 45% each, Final Semester Exam 5%

## **ACADEMIC PROGRESS UPDATES**

Utilizing our PowerSchool system, parents are able to check grades at any time. Halfway through each quarter, parents will be formally notified to check PowerSchool. Teachers will notify parents of students that are carrying and F in a given subject.

## **REPORT CARDS**

Report cards are available on PowerSchool four times during the school year at the close of each quarter, however, parents have access to students' grades at any time through PowerSchool. Also through our PowerSchool system, report cards are digitally stored for parent access at any time. The report card shows the record of absences, lateness, and grades. There is a provision for teacher comments adjacent to each grade on the report card. Parents are notified to access the report card on PowerSchool. If a parent does not have access to email or electronic means, please contact Counseling Services and a report card will be mailed home.

## **HONOR ROLL**

The Bishop Hendricken High School Honor Roll is published on a quarterly basis as follows:

Honors 3.0-3.32

High Honors 3.33-3.66

President's List 3.67 or higher

Students with an Incomplete are not included in Honor Roll; if they are eligible after the Incomplete grade is changed, they will be added to Honor Roll.

*A grade of D or F in any subject precludes a student from being on the Honor Roll.*

## **HONOR SOCIETIES**

### **NATIONAL HONOR SOCIETY**

At the end of the first semester of the junior year, those students with a simple GPA of 3.25 or higher are considered by the Faculty Committee for membership in the Brother Edmund Rice Chapter of the National Honor Society. Each junior or senior seeking membership in the National Honor Society

must fulfill service, leadership, and character requirements. Each candidate's disciplinary record and compliance with the academic integrity policy will be reviewed in consideration for the character requirement. Students who are eligible will receive a packet of information that outlines the process and procedures for the National Honor Society. Transfer juniors need a full year at Bishop Hendricken High School to be eligible for National Honor Society.

## **RHODE ISLAND HONOR SOCIETY**

Scholarship is the only basis for acceptance into the Rhode Island Honor Society. Students are admitted on the following conditions: they have maintained a 3.83 or higher cumulative weighted GPA at the end of their first semester of their senior year; they may not have received a failing grade in any semester in any subject; they may not be failing any subject at the time of distribution of awards.

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is built on five pillars of scholarship, service, leadership, character, and citizenship. At the end of the first semester of the 8<sup>th</sup> grade year, those students with an unweighted GPA of 3.25 or higher, who fulfill service, leadership, character, and citizenship requirements are candidates for membership in the Brother Edmund Rice Chapter of the National Junior Honor Society.

## **GRADUATION REQUIREMENTS**

A student who has fulfilled all of the requirements for graduation will receive a Bishop Hendricken High School diploma. A student may not graduate with a failing final grade in any class. A senior who has not fulfilled the requirements for graduation, or whose behavior has been unacceptable, may be excluded from their senior activities, as well as graduation exercise. In these cases, a Bishop Hendricken High School diploma will be granted upon satisfactory completion of the requirements.

## **ANY SENIOR WHO FAILS MORE THAN TWO (2) CLASSES FOR THE YEAR WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION EXERCISES.**

The requirements for graduation at Bishop Hendricken High School include requirements contained in Rhode Island State Law. Also, no student may graduate unless he has passed a Theology program in each of the years during which he has been enrolled at Bishop Hendricken High School.

Students are required to successfully earn 25.5 (Class of 2025, 2026, & 2027) or 26.5 (Class of 2028 & 2029) credits to graduate.

## **CREDITS**

Credits are determined by successfully completing courses at Bishop Hendricken High School. Students need to accumulate 25.5 credits (Class of 2025, 2026, & 2027) and 26.5 (Class of 2028 & 2029) credits at Bishop Hendricken to fulfill the graduation requirements.

## **GRADUATION HONORS**

The following honors designations are earned by graduating seniors based on their weighted GPA at the end of the second semester according to the following criteria:

Cum Laude - 4.00-4.49

Magna Cum Laude - 4.50 - 4.99

Summa Cum Laude - 5.00 and higher

## **DIPLOMA**

Diplomas may be withheld in certain cases, including but not limited to, outstanding financial obligations and scholastic deficiencies. Also, a senior must be a representative citizen of Bishop Hendricken High School. No student who has been expelled is entitled to a diploma from Bishop Hendricken High School. No student who left Bishop Hendricken High School in poor standing or whose conduct indicated a disregard for policies and regulations of the school community may receive a Bishop Hendricken High School diploma.

## **RESEARCH PAPER**

There is a research paper requirement in English for sophomore, junior and senior years. Failure to successfully complete any of these papers will result in a grade of F in English for the year. This is a promotion requirement for sophomores and juniors, and a graduation requirement for seniors.

## **SCHOOL COUNSELING SERVICES**

The School Counseling Services program at Bishop Hendricken High School is designed to meet the educational and personal needs of the individual student and thereby to help him direct himself toward self-actualization. Specifically, School Counselors seek to assist students in realizing their full potential academically, socially, and spiritually through self-guided discovery. The School Counselor fosters the development of student creative interests and the value of respect for others and oneself. The department also includes a full time Social Worker who is available to work with students during the school day.

Throughout the academic year, School Counselors meet with students both individually and in groups. Students are encouraged to make appointments with their School Counselor as needed. School Counselors are readily available to meet with individual students and their parents. In addition, the School Counseling Department schedules group sessions for the dissemination of information regarding the PSAT, SAT, and semester exam preparation.

## **COUNSELING REFFERALS**

If a student is unable to access the Bishop Hendricken High School curriculum and have success academically due to mental health, extended approved/documented absences, etc., then the Principal, School Counselor, or Social Worker can recommend outside counseling. If recommended, parents must take appropriate steps to provide outside support to make sure the student can be successful.

## **REQUEST FOR HOMEWORK DUE TO EXTENDED ILLNESS**

A parent or student should contact his individual teachers and School Counselor by email to request homework assignments during an extended illness. The faculty email addresses may be found on PowerSchool.

## **SENIOR SCHOOL COUNSELING AND THE COLLEGE PROCESS**

Bishop Hendricken High School possesses one of the most comprehensive college planning programs of any college preparatory high school in New England. During the spring of the junior year, parents are invited to an evening college planning event that fully outlines the application process. The event includes a guest speaker from the Admissions Office of a prominent college or university who provides invaluable information to Hendricken families from the college perspective. Bishop Hendricken High School juniors and their parents are then scheduled to meet as a family, with their School Counselor, for individualized college planning.

Each fall, Bishop Hendricken High School hosts a private college fair with over 100 colleges and universities in attendance. This fair is open to Bishop Hendricken High School sophomores, juniors, and seniors. A senior newsletter is published weekly, September through June, which contains a plethora of planning, consumer, financial aid, and scholarship information for all seniors and their parents.

## **SCHEDULE/CHANGE OF CLASSES**

Students receive their daily schedule on their designated orientation day. Students may have Schedule changes occur at the opening of school and, in case of semester courses, at the start of the second semester. Adjustments regarding the schedule will be considered during the first 2 weeks of

school through the School Counseling Department. At any other time, such changes are subject to approval by the Principal. Students are scheduled for the subsequent year upon recommendations of the classroom teacher, course criteria requirements, and approval of the Department Chair.

## **TRANSCRIPTS**

A student or graduate may request, through the School Counseling Department, that an official copy of his transcript be sent to a college or employer. An official copy means that the transcript has been stamped with the school seal; all official transcripts are mailed directly from the school to the receiving institution.

## **CONFIDENTIALITY**

*Teachers, Staff members, Coaches, and Administrators will keep confidential information to themselves so long as no one's life, health, or safety is at stake.*

## **HOMEWORK**

Everyday educational experience proves that, regardless of how clear and thorough classroom instruction may be, students do not learn unless they make a personal effort to assimilate what is taught. For this reason, the school insists that academic work be done at home, as well as in school.

## **POLICIES ON CONDUCT AND DISCIPLINE**

**“Students are Hawks 24/7”**

Students at Bishop Hendricken High School enjoy a structured environment. Bishop Hendricken High School policies, regulations, and procedures have been established for the good order of our school community in fulfillment of our purpose; they must be followed conscientiously by all members of our school community.

*The education of a student is a partnership between the parents/students and the school. Just as the parent has the right to withdraw a child if desired, the Administration reserves the right to require the withdrawal of a student if the Administration determines that the partnership is irretrievably broken.*

## **ANTI-BULLYING POLICY**

Bullying means the use by one or more students of a written, verbal, electronic expression, or a physical act or gesture or any combination thereof directed at a student that:



- Causes physical or emotional harm to the student or damage to the student's property;
- Places the student in reasonable fear of harm to himself or of damage to his property;
- Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- Infringes on the rights of the student to participate in school activities; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: race, color, religion, ancestry, national origin, gender, sexual orientation, mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyberbullying offender(s) and the bullying victim(s).

**Cyberbullying** means bullying using technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyberbullying may include but are not limited to:

- The creation of a web page or blog in which the creator assumes the identity of another person;
- The knowing impersonation of another person as the author of posted content or messages; or
- The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses of the definition of bullying.

At Bishop Hendricken High School, respect for each individual human being is religiously grounded in the truth that each of us has been created in the image of God. Bullying in any form is a direct offense against human dignity and the community we cultivate at Bishop Hendricken.

Abuse, harassment, and/or bullying by anyone and of any kind in our school community is forbidden, and anyone who engages in bullying of any kind is subject to, but not limited to, the disciplinary actions outlined below. Excuses such as “I was just kidding” are not acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate. Any abuse and/or harassment of any type directed toward anyone by a Bishop Hendricken High School student either on or off campus is also subject to school sanctions.

## **PROCEDURE FOR REPORTING AN INCIDENT OF BULLYING BEHAVIOR**

All members of the Bishop Hendricken High School community -- students, parents, and school professionals (faculty and staff) -- are strongly urged to report incidents of bullying. Reports may be made anonymously via the school's online Form (available on the school's website). This reporting form is anonymous unless the reporter would like to provide their contact information. If contact information is provided, it will be kept confidential. While reported bullying incidents can be made anonymously, no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

The parent(s)/guardian(s) of the victim of bullying and the parent(s)/guardian(s) of the alleged perpetrator will be notified within 24 hours of receiving the bullying incident report form should the victim or alleged perpetrator be provided in the report.

Based on the information provided on the reporting form, the Principal will be notified of and involved in the investigation of any reported incident of bullying. While investigating reported incidents of bullying, the investigation may include, but is not limited to, interviewing the victim, the alleged perpetrator, and any witnesses separately. Parents/guardians of all students involved will be informed.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- Admonitions and warnings
- Parental/ Guardian notification and meetings
- Detention
- In-school suspension
- Loss of school-provided transportation or loss of student parking pass
- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- Police contact
- School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy
- Expulsion or requested parent/guardian withdrawal

If any degree of bullying is identified, on-going support and counseling will be given as needed to both the victim and the perpetrator.

This policy is fully pursuant to R.I. Gen. Laws §

Please consult the Bishop Hendricken High School website, [www.hendricken.com](http://www.hendricken.com) for more information on anti-bullying, the anonymous reporting form for Bishop Hendricken and for the State of Rhode Island Statewide Bullying Policy.

## **DISCIPLINARY REPORTING POLICY**

Many colleges request information from the applicant's school about an individual student's suspensions or being placed on disciplinary probation during the student's senior year. If a student is suspended, commits a serious violation of school policy, or is placed on probation after having applied or been accepted to a college, Bishop Hendricken High School may inform the college of the change in a student's status.

## **STUDENT CODE OF CONDUCT - GENERAL**

1. Students are expected to be courteous and respectful at all times, especially during school hours and while en route to and from school.
2. While friendliness toward teachers is encouraged, familiarity is discouraged. Therefore, students must use proper titles, such as Father, Mr., Mrs., Miss, or Ms. when addressing members of the Administration, faculty, and staff.

3. Proper conduct is always required, especially in crowded halls, stairs, restrooms, vehicles, cafeteria lines, gym locker rooms and showers, our Chapel, during assemblies, emergency exit drills, and during change of class times.
4. For students who are disruptive to the point that the lesson cannot be conducted, teachers will contact the Main Office to alert an Assistant Principal to come to their classroom.
5. Once a student arrives on campus he is not permitted to leave until dismissal.
6. Repeated offenses are subject to increased consequences and potentially a behavioral contract.

## **STUDENT CODE OF CONDUCT - SCHOOL TRANSPORTATION**

Students are expected to conduct themselves in an orderly and respectful manner. School policies and regulations apply while students are in and/or around a vehicle, because the bus is an extension of Bishop Hendricken High School. The driver is in charge of the vehicle in the same way a teacher is in charge of the classroom.

Note: Violation or any infraction of rules may result in the suspension of transportation privileges as well as other sanctions imposed by the Administration. If warranted, school officials may contact the proper authorities outside of the school community.

In the event of a discipline problem with a student, the driver will deliver the students to the proper destination and then notify an Assistant Principal.

## **CHEERING/FAN BEHAVIOR**

Our school community counts on good sportsmanship on the part of coaches, student participants, and fans. We discourage in them, and in our spectators, violent actions and celebrations of violence, abusive outbursts, vulgar language or gestures, disputation, and heckling. These activities degrade those who engage in them and reflect negatively on all. At Bishop Hendricken High School we pride ourselves in practicing good sportsmanship.

## **DETENTION**

When students violate school rules, detention in the disciplinary sense is appropriate. Offenses which make a student subject to detention usually involve minor violations.

Detention formally sponsored by the school involves having the student remain after school for forty-five (45) minutes beginning at 2:45PM on scheduled detention days. When serving detention after school, students will be given a day's notice so that they may arrange an alternate means of transportation. Failure to report to detention will result in a penalty established by the Administration.

For students in detention, proper school attire must be worn. Students must be seated by the time detention begins. School work or the like may not be done during detention. Non-compliance with this procedure will result in additional detentions.

For some serious offenses, however, the detention may involve a combination of after school detentions per the Administration. Students do physical work around the campus and/or may serve their time in the detention hall. The Administration will notify parents/guardians of a student who receives excessive detentions and will confer personally with them on their son's conduct.

## **SCHOOL WIDE MANAGEMENT SYSTEM**

Bishop Hendricken High School implements policies, regulations, and procedures in support of fair but firm discipline in order to provide a proper educational environment, and, thus, to form, nurture, and strengthen our students' personalities.

Effective **classroom** management is an essential part of a Bishop Hendricken teachers' duty. The classroom teacher (including homeroom and academies) is responsible for maintaining a safe environment for teaching and learning. To this end, teachers must hold students accountable according to the Parent/Student Handbook in tandem with the Administration. Each teacher will be responsible to utilize the school wide management system.

Each teacher will communicate their own policy and procedures for classroom conduct and behavior in line with the Parent/Student Handbook in their course syllabus and throughout the school year to their students.

Below are examples of minor infractions the classroom teacher will hold students accountable for:

- Out of Dress Code, including **facial hair/hair below** the back of the shirt collar
- Air pods
- Earrings
- Unprepared for class
- Late to class
- Eating/drinking inside of the classroom
- Failure to follow the classroom technology policy for cell phones, laptops, and iPads.
- Behavior that disrupts the learning process and puts the class off-task.

### **Actions Steps for Minor Infractions**

- Refer to the teacher classroom management system

### **Action Steps for Major Infractions**

- The classroom teacher will notify an Assistant Principal immediately of the following any major **offenses** outlined in the Parent/Student Handbook on page 30.
- The teacher will fill out an Office Referral Form.
- **A telephone call home to the student(s) parent/guardian via phone call before the end of the school day of the infraction.**

Discipline is judged by the way students conduct themselves before class, during class, and when moving in groups on or off campus. Any student who engages in conduct, both on or off campus, that is illicit, immoral, illegal, and/or which reflect adversely on the school, may be disciplined by school officials, and may also be subject to expulsion. Following are some guidelines concerning offenses in which a student may participate in that may result in disciplinary sanctions:

## **MINOR OFFENSES**

1. Disruptive behavior in or out of class.
2. Improper dress and/or appearance.
3. Not having necessary materials for class.
4. Gum chewing (for reasons of sanitation and maintenance, it is not permitted).
5. Eating and drinking outside of the cafeteria.
6. Talking during a safety drill.

## **MAJOR OFFENSES**

1. Threatening behavior to students, faculty/staff, or the school.
2. Those involving a motor vehicle (driving under the influence of alcohol, or other drugs, knowingly riding in a stolen vehicle, driving without a license, reckless driving, etc.).
3. Any form of Assault.
4. Theft.
5. Insubordination to teachers and school authorities.
6. Under the influence of, in possession of, or in the presence of tobacco, vaping, alcohol, or drugs on or off campus.
7. Fighting.
8. Selling and/or distributing any form of narcotics.
9. Gambling at any school function on or off campus.
10. Use of profanity.
11. Truancy and/or cutting class.
12. Cheating.
13. Lying.
14. Insulting, insolent, or otherwise disrespectful behavior.
15. Causing a disturbance.
16. Vandalism or otherwise damaging school property and/or personal property.
17. Tampering with or using emergency devices without permission.
18. Throwing objects.
19. Bringing obscene books or pictures to school, school - related events, etc.
20. Talking or disorderliness during a fire drill or evacuation drill.

21. Possession of a weapon at school or school – related events.
22. Actions or serious misconduct by students outside of school which reflects poorly on the Bishop Hendricken High School community.
23. Attempting to impede a school investigation.
24. Bullying in all of its forms.
25. Video/audio recording of students/faculty/staff, or disseminating of the same.
26. Any social media post or communication deemed inappropriate by Administration.
27. Any derogatory comment of a sexual or racial nature.

In regards to sanctions for major offenses, the Administration will inform the parent/guardian of a student involved in a major offense and the application of sanctions. Major offenses may be disciplined by one or a combination of sanctions, including the following:

1. Suspension from classes, whether on campus or at home, for a specific period of time; or home suspension until a decision has been reached by the Principal.
2. Probation for a specific period of time.
3. Prohibition from attendance at school events for a specific period of time.
4. Prohibition from participation in school activities for a specific period of time.
5. After school detentions for a specific or indefinite period of time.
6. A specified number of hours of community service under the direction of an Assistant Principal.
7. Prohibition from participation in graduation exercises.
8. In case of theft, vandalism, etc., besides other sanctions which will be applied, parents or those students involved must make proper restitution.
9. Referral for counseling in cases where the student's serious offense is not an isolated incident, but rather an indication of destructive behavior.
10. Report to police. Members of our school community have no immunity from the law. Serious matters of legal concern are subject to police involvement (selling and/or distributing drugs, stealing, possession of a weapon etc.).
11. Administration can require families to withdraw their student from Bishop Hendricken High School. If families refuse to withdraw the student will be expelled.

## **DRUGS – INCLUDING ALCOHOL AND MARIJUANA**

Any student who is in possession, under the influence of, in the presence of, or in a transaction of drugs while on or off school grounds or at a school-related activity is subject to expulsion from Bishop Hendricken High School. Any student who is in the presence of such drug-related activity also subjects himself to possible disciplinary action.

Students will be subject to disciplinary action for the following substance-related incidents:

1. Arrest for intoxication or possession of drugs or appearing in school intoxicated, or in an altered condition caused by drugs; possession of drugs or drug paraphernalia on school grounds or at a school function; selling and/or distributing drugs or alcohol.
2. Alcoholic beverages of any kind are not permitted at school-sponsored student activities.
3. Smoking of any substance is not permitted on or off campus at any school sponsored/related activity that is student centered. This ban also includes the use of chewing tobacco and all tobacco and non-tobacco vaping products.

## **EXPULSION**

Expulsion of a student from school is always a serious matter. Students who, by their action and speech, indicate that they do not wish to be a part of the Bishop Hendricken High School community, who are unable or unwilling to abide by school policies and regulations, will be expelled from the school.

Offenses which make a student subject to expulsion include, but are not limited to, the following:

1. Stealing.
2. Causing scandal among students.
3. Video/audio recording of students/faculty/staff, or disseminating of the same.
4. Carrying, using, or transacting drugs, including alcohol and marijuana.
5. Truancy.
6. Serious misconduct outside of school which would reflect unfavorably on our school community.
7. Serious or habitual disobedience and/or disrespect to members of faculty/staff.
8. Damaging school property.
9. Failure to improve while on probation.
10. Continued lack of serious study.
11. Repeated misconduct.
12. Being deemed a threat to the school, faculty/staff, or students.
13. Any violation while on a behavioral contract.

In case of possible expulsion, the student and his parent(s)/guardian(s) are told of his offense and may be given a hearing before an Administrative Board.

## **PROCEDURE**

The Principal will do the following prior to the hearing:

1. Notify the student and his parent(s)/guardian(s) of the infraction and the possibility of expulsion.
2. In the event of a hearing, provide an oral and/or written notice of infractions and an indication of the time and place of the hearing to the student and his parent(s)/guardian(s).

The Principal will then make his/her decision concerning expulsion based on the facts of the case. The parent(s)/guardian(s) and student have the right to appeal the final decision of the

Principal by contacting his/her office to arrange for a meeting at which time the appeal will be heard.

## **DISCIPLINARY PROBATION/BEHAVIOR CONTRACTS**

Disciplinary probation is the status which the Administration may give to a student who has repeatedly committed infractions of school policy and/or regulations. The student in question and his parent /guardian will be required to sign a probationary contract.

The conduct of a student on disciplinary probation will be monitored closely by the Administration and faculty. If an appreciable improvement in the conduct of the student on disciplinary probation is not evident, he may be suspended, or required to withdraw from Bishop Hendricken High School.

## **SUSPENSION OF STUDENTS**

Suspension from school includes the removal from the school's total programs, including activities, for the specified period of time. Suspension may be of two types: in-house suspension (suspension from class), in which case the student will be sent an Assistant Principal ; suspension from school, in which case the student is sent to the student's home for a specified length of time.

In regards to in-house suspension of a student, the following procedure will be followed:

1. The student checks in to homeroom for attendance purposes.
2. His teachers will be notified of the suspension, and asked to update Teams so students may complete school work.
3. A parental meeting with an Assistant Principal must take place before the student may be re-admitted to classes.
4. The student may not take part in any extracurricular activities while on suspension.

## **TRUANCY /CUTTING CLASS**

In addition to other sanctions as may be determined by the Principal, students who are truant will receive a grade of zero for all tests/evaluations taken on the day(s) of truancy. A conference of the truant student with an Assistant Principal and respective parent(s)/guardian(s) will be required before the student may return to school. Students who are truant more than once may be subject to expulsion.

## **VIDEO/AUDIO RECORDING**

Video and/or audio recording by any electronic means of anyone in the Bishop Hendricken High School community without their consent may result in expulsion.



The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

## **ABSENCE/ATTENDANCE/ LATENESS PROCEDURES**

With respect to positive educational outcomes, there is a real relationship between attending class daily and learning. In our academic environment, a student's first responsibility is to be prepared for class, to attend class, and to be on time for class. Effective attendance regulation requires cooperation of parent(s)/guardian(s) and students.

An official record of student attendance, absence, and lateness is recorded by the Administration. For time missed from school not exceeding  $\frac{1}{4}$  of the school day, a student is considered tardy; a  $\frac{1}{2}$  day absence is assigned to a student who misses between  $\frac{1}{4}$  and  $\frac{1}{2}$  of a school day; a student who arrives at school after the midpoint of a school day is considered absent that day.

School doors **officially** open at **7:45AM** and close at **3:30PM**. Upon arrival at school in the morning, students are to assemble in the cafeteria prior to homeroom or Academies.

## **PARTICIPATION IN EXTRACURRICULAR OR ATHLETIC EVENTS**

If participation (i.e. practice, participation in an athletic competition or extracurricular meeting or event) is on a school day, a student must attend ALL classes that day in order to participate. Students who are absent from school ordinarily may not take part in practice sessions or other school activities on the same day that they are absent. Only the Principal may make an exception to this policy. Non-compliance may result in disciplinary action.

## **ABSENCES**

On the morning of a student's absence from school or on the first morning of a continuous absence, a parent/guardian must release the student from school responsibility **by telephoning the school at 401-739-3450 between 7:30-8:30AM**. The parent/guardian should state the following: who is calling; student's name, grade, and homeroom; cause of absence; possible duration of absence.

In case of absence that continues for more than a week, the contact should be repeated at the beginning of each week. In such cases, the parent/guardian should contact the student's School Counselor.

When a student is absent and the parent/guardian has not called, the Attendance Secretary will contact the parent/guardian. Ordinarily, this procedure results in a disciplinary penalty applied to the student. Documentation of all such calls and/or attempted calls will be kept by the Attendance Secretary.

When a student returns to school, he must present a note of explanation to the Attendance Secretary. Readmit permission will be issued only upon receipt of this note. This note must be presented to the person on duty in the Main Office prior to the homeroom period and must include the following: **date; student's full name, class, and homeroom; number and date(s) of days absent; reason for absence; signature of parent/guardian or physician.**

The absence is excused or unexcused at the discretion of the Administration. This decision depends on the urgency of the situation, the student's record, and school policy and regulations. Upon return to school after an absence, students are responsible for scheduling make-up work with respective teachers. However, in the case of truancy, a student forfeits all make-up privileges and will receive a grade of zero on all work missed.

## **EXCESSIVE ABSENCE**

*Parents/guardians will be required to provide a physician's note excusing any absence beyond a cumulative total of 15 days during the school year.* After 15 days of excused/unexcused absences a meeting will be required with the Assistant Principal at which point it will be determined if an attendance contract is needed.

## **ATTENDANCE CONTRACT**

If a student has more than five (5) unexcused absences a quarter the parent/guardian will be notified by an Assistant Principal. A meeting with the parent/guardian and an Assistant Principal will be scheduled and an Attendance Contract will be put in place.

## **LATENESS**

Arriving late for school means reporting to school, class, etc., after the time when homeroom commences. Students who arrive late for school will be marked tardy. **They must report to the Main Office for a late slip before they are allowed to enter class.**

**Lateness results in detention after the third (3<sup>rd</sup>) unexcused tardy.**

Students are permitted three excused tardies per quarter. Students will receive a detention on their 4<sup>th</sup> - 8<sup>th</sup> tardy unless the student has a physician's or parent/guardian note explaining the lateness. If a student accrues more than 8 tardies in a quarter it will result in an attendance contract.

Seniors, with permission of parent(s)/guardian(s) and an Assistant Principal, may leave campus after their last class period of the day. Also, seniors who have the first period free do not have to report to

school until 9:15AM. Any senior who accrues six (6) or more lateness violations in a quarter will lose this privilege and must report to homeroom at 8:10AM. They will also be assigned to a study and will therefore not be allowed to leave campus last period. Juniors who have accrued more than six (6) lateness violations in a quarter will lose their free period and be assigned to a study.

## **EARLY DISMISSAL**

No student is allowed to leave school early without permission. Upon arrival on campus, no student may leave the building during the school day, under any circumstances. Only the Principal may give a student permission for early dismissal or permit a student to leave the building. Occasionally, students may be excused from school before completion of the full day. When such dismissal is necessary, the student must present to the Main Office, before or during homeroom period, a note written by his parent/guardian. This note must contain the reason for leaving early, time he will leave, and the time he will return to school.

The Main Office staff will issue the student a **Dismissal Slip**, which the student should present to the teacher at the time of dismissal. This **Dismissal Slip** must be turned in at the Main Office before the student leaves the building. A parent/guardian must go to the Main Office and present their driver's license when signing out their son. Students are not permitted to meet their ride outside without being properly signed out through the Main Office by a parent/guardian. Students must return to the Main Office upon returning to school.

## **VACATION PERIODS**

Parents/guardians should plan vacations within our school vacation periods to prevent disruptions. Requests for excused absences should be made in writing to the Administration at least two weeks in advance of the absence.

## **MOBILE TECHNOLOGY AND ELECTRONIC DEVICES**

Bishop Hendricken High School does not permit students to freely use hand held devices like cell phones and portable entertainment devices during classes. Students must turn off cell phones and keep them in classroom wall pockets. However, students are permitted to use these hand held devices during lunch and free periods in the cafeteria and the Michel R. Benoit '70 & John A. Benoit '82 Collaborative Learning Center as long as they do not cause disruption and adhere to the expectations stated in the Parent/Student Handbook. Teachers may allow use of approved hand held devices for academic reasons, but one should not assume permission to use them.

Students may not record images, video, or audio in school at any time. Use of cell phones, iPads, or similar tablets, laptops, or other devices to take, publish, and/or forward any inappropriate images is specifically prohibited. Any use of the above devices to take, publish, and/or forward images will be considered a major infraction and may result in immediate disciplinary action, including potential for dismissal and notification of law enforcement officials.

Items used in violation of these rules may be confiscated regardless of academic need with standard consequences applied. Repeated offenses of inappropriate use may include additional consequences including detention, suspension, or dismissal from school. All electronic devices, including cell phones, are subject to search by Administration.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

The Bishop Hendricken High School Acceptable Use Policy is to provide safe access for all students, faculty/staff to technology while improving student achievement. Our organization provides access to many technology resources throughout campus and it is our hope that students, faculty/staff utilize these technology resources to enhance our instructional goals in a safe and positive manner. Students are responsible for the care of their school issued devices. If they are broken, stolen, or irreparable, the family will incur the full cost of the replacement.

## **TERMS AND CONDITIONS:**

1. Using instructional media must be in support of grade appropriate curriculum.
2. Please use respect and show proper care when handling equipment. Any user found to be intentionally damaging hardware or software will be cited for school property abuse and could face disciplinary actions and/or fines.
3. Please respect and do not attempt to bypass security or masquerade as another user/login.
4. Do not change or attempt to change a computer's settings.
5. All users are responsible for information viewed, received, and sent. Any information/action by the user that violates school policies or deemed inappropriate will result in disciplinary action.
6. Please respect the work and ownership rights of students, faculty/staff, and people inside and outside the building.
7. Using school equipment/software for inappropriate means violates our Terms and Conditions.

# GENERAL INFORMATION

## ACCIDENTS

Accidents on campus or at a school-related activity are to be reported immediately to the designated Supervisor or at the Main Office.

## CALENDAR SALES POLICY

Students are required as part of the fundraising efforts of the school to sell seven (7) calendars annually. *Any student not selling the minimum of seven (7) calendars annually will have the total for the missing calendars added to their yearly tuition bill.*

## CANCELLATION OF CLASSES

School closings are necessary at times due to emergency conditions. In case a necessity arises which mandates the closing of school, announcements in this regard will be made on the following stations: ABC 6, CBS 12, and NBC 10. We contact the Rhode Island Broadcast System usually by 5:30AM; ordinarily, a closing will be broadcast by 6:00AM. If, for example, a storm threatens during school hours, we contact these stations as soon as a decision is made to close school.

A message will be made to the entire school community as soon as the decision to cancel school has been made.

Bishop Hendricken High School does **NOT** follow the Warwick School Department announcements regarding school closing; a separate announcement regarding closing will be made.

## CHANGE OF ADDRESS, TELEPHONE NUMBER ETC.

Parents/guardians should notify the school in writing of any changes of mailing address, email address, telephone number, custodial status, or of any other important information in respect to their son. We must have on file an up-to-date telephone number and emergency telephone number.

## COMMUNICATION

Parents/guardians should insist that their son handle situations that are rightfully his concern. If he says that he does not know whom to contact, he should be directed to find out then to approach that individual. When parents/guardians do the contacting, well intentioned as they are, their son's personal responsibility is impeded. Occasionally, parents/guardians may desire to consult teachers at some time other than regularly scheduled meetings. Teachers will be available for reasonable requests.

Parents/guardians, too, may wish to consult with Administrators, or other school personnel. Ordinarily, an appointment is necessary for such a conference.

The Administration and teachers will not respond to anonymous communications.

## **PROCEDURE FOR COMMUNICATION**

Parents wishing to make contact with an Administrator or teacher should make an appointment, ordinarily by a telephone call to the Main Office, or by an email to the Administrator or teacher. Responses to the request will be made as soon as possible. Teachers may not be disturbed while in class, so such conferences will not be arranged without prior consultation with the teacher involved. They should occur, if possible after 2:30PM and on a day convenient for the teacher. Spontaneous visits of parents to classrooms are not allowed.

**Students:** In any difficulty, students should first consult with homeroom or classroom teachers. Teachers know and understand school policies, regulations, and procedures, as well as the reasons for them, and should be able to help. If teachers are unable to help, students should consult with their respective School Counselor or an Assistant Principal.

## **CUSTODY**

The custodial parent or legal guardian is the only public person authorized for access to private information of the respective students. Especially in cases of divorce, it is the responsibility of the custodial parent to inform the school in writing who has legal custody and what, if any, access to the child a non-custodial parent has. Other relatives have no right of access to a student's private information, unless that right of access is granted in writing by the custodial parent or guardian.

## **PARENT-TEACHER CONFERENCES**

Parents are encouraged to check on their son's progress on PowerSchool. Passwords are available through our technology department.

A general conference of teachers and parents is held after the first report card is available on PowerSchool. This conference provides the opportunity for parents to meet with teachers regarding their son's progress. Parents are encouraged to schedule an appointment via the on-line portal. All parents are invited to attend each general parent - teacher conference. Parents of students who have failed any subjects during the grading periods should attend the conference and speak with their son's teachers. Early detection of underlying causes of failure is essential for academic success.

## **SCHOOL BOOK STORE**

All items purchased through the School Book Store must be paid for by cash, check, or credit/debit card at the time of the transaction. No credit is permitted.

## **TRANSFERS**

A student transferring from Bishop Hendricken High School must present a written request from his parent(s)/guardian(s) to the Director of School Counseling that his record be sent to a designated secondary school. The procedure for transfer will be explained to the student and/or parent(s)/guardian(s) at the time of such notification. The student's record will be sent directly to the designated school if all obligations to Bishop Hendricken High School have been fulfilled.

Parents/guardians of students transferring from Bishop Hendricken High School will be asked to complete a transfer form which explains the reason(s) for the student transferring.

## **TRIPS (FIELD TRIPS, OUTINGS)**

- Field trips are used for educational purposes and are an extension of the classroom. Therefore, all students are held to the standard of the student handbook during field trips.
- Students attending field trips must have a signed permission slip by a parent/guardian on file with the school. The lead chaperone will keep a copy of all permission slips in a travel binder.
- A designated chaperone will take a first aid kit in case of emergencies.
- All field trip requests must be submitted in writing to department chairpersons and administration prior to October 1<sup>st</sup> of each school year.
- Students must not have any major infractions in order to attend a field trip.
- Upon approval of field trip request, a letter must be sent home to each student participating in the field trip outlining the details of the trip.
- An administrator, department chairperson, or designee must be present on the trip.
- Students will be in full dress code on the trip unless otherwise directed.
- Students must abide by all curfews set forth by chaperones.

Trips can be a worthwhile part of the teaching/learning experience. Trips are privileges; no student has an absolute right to participate in a trip. Students may be denied participation in trips if they fail to meet educational and behavioral requirements. The right to decide whether or not a student may go on a trip sponsored by the school belongs to the school as well as the parents/guardians.

Parents/guardians are expected to sign a permission form which releases the school from liability. A student who does not have the properly signed permission form will not be allowed to go on the trip. A telephone call from a parent/guardian will not be accepted in place of the proper form.

**Students who attend or participate in a school-sponsored trip and/or event on a school night are required to be in school on the following day unless permission is granted by the school. Otherwise it**

will be considered an unexcused absence and participation in future trips and/or events will be in jeopardy.

## **OVERNIGHT TRIP PROTOCOL AND REGULATIONS**

Coaches/moderators will search all bags of students who are going on an overnight trip prior to boarding the bus or van. An Administrator will address each group before they leave Bishop Hendricken High School about the consequences of their actions. Coaches/moderators will establish a high profile meeting of the entire group in the public area of the hotel prior to “lights out”. After the “lights out” period coaches/moderators will supervise the areas of the student rooms, listening for any suspicious behavior.

All students will sleep in the room to which they are assigned by the coaches/moderators. All coaches/moderators will check each room at “lights out”. The coaches/moderators will go into each room and inspect each room for any irregularities. The coaches/moderators will inspect each room used by students upon checking out of the hotel.

Students and parents/guardians are required to sign a permission form which is an acknowledgement that they understand the consequences of any handbook violations while on a school sponsored trip.

## **TUITION POLICIES**

### **TUITION PAYMENTS**

Bishop Hendricken High School is financed primarily by tuition. In order to preserve the financial future of the school, all financial obligations must be paid in full. In the event that tuition becomes in arrears, Bishop Hendricken High School can indefinitely suspend a student from classes, exams, and activities. *If a payment is not received by the school within fourteen (14) days of the due date, the parents or guardians must be contacted by the Principal for the purpose of arranging an appointment to meet. This meeting must take place within seven (7) days of contact by the school. Upon a decision of the President or Principal, any parent or guardian who fails to meet with the Principal within seven (7) days of contact to determine a plan for payment, twenty-one (21) days from the past due date, may not send their child to school. This is effective on day twenty-two (22) if the past due date or the next day school is in session. No child will be allowed to return to school until all overdue payments have been received. Should any tuition or fees remain, upon a decision of the President or Principal, parents/guardians may be required to withdraw their child from the school.*

Tuition must be current in order to:

1. Receive a class schedule at the beginning of the school year.
2. Take semester exams for the first and second semester.
3. Take part in any athletic, arts, or extracurricular activities.



4. Graduate, attend any graduation related activities (such as senior prom, senior breakfast etc.), have transcripts forwarded to colleges and universities.

Bishop Hendricken High School requires all families to register with FACTS Tuition Management and utilize one of the three authorized payment plans:

1. Full Payment Plan. \$20 annual enrollment fee per family (paid directly to FACTS) Payment due in June (parents/guardians may choose the 5<sup>th</sup> or 20<sup>th</sup> of the month as due date). Payment methods include a one-time draft from a checking or savings account or a credit card payment subject to a 2.95% convenience fee - convenience fees are paid directly to FACTS and are subject to change. If tuition is paid in full in June there is a \$150\* \* discount to the applicable tuition amounts of:

Grade 8 - \$13,650\*

Grades 9-12 - \$15,900\*

Options Program/International Students Grades 9-12 - \$20,900\*

\* \* If tuition is discounted for financial aid or any other tuition reduction, no discount is given for choosing this plan. (\* plus applicable fees/registration based on grade level.)

2. Semi-Annual Payment Plan. \$20 annual enrollment fee per family paid directly to FACTS. This payment plan requires payments in June and December (parents/guardians may choose the 5<sup>th</sup> or 20<sup>th</sup> of the month as due date) payment methods include re-occurring automatic withdrawal from a checking or savings account or a re-occurring credit card payment subject to a 2.95% convenience fee which is paid directly to FACTS, convenience fees are subject to change.
3. Four (4) Month Payment Plan. \$50 annual enrollment fee per family paid directly to FACTS. Payments are due June, September, January and March (parents/guardians may choose the 5<sup>th</sup> or 20<sup>th</sup> of the month as due date) payment methods include re-occurring automatic withdrawal from a checking or savings account or a re-occurring credit card payment subject to a 2.95% convenience fee which is paid directly to FACTS, convenience fees are subject to change.
4. Monthly Payment Plan with 10 payments plan. \$50 annual enrollment fee per family paid directly to FACTS. The initial payment is due in June and the final payment is due in March (parents/guardians may choose the 5<sup>th</sup> or 20<sup>th</sup> of the month as due date) payment methods include re-occurring automatic withdrawal from a checking or savings account or a re-occurring credit card payment subject to a 2.95% convenience fee which is paid directly to FACTS, convenience fees are subject to change.
5. Monthly Payment Plan with 11 payments Plan. \$50 annual enrollment fee per family paid directly to FACTS. The initial payment is due in June and the final payment is due in April (parents/guardians may choose the 5<sup>th</sup> or 20<sup>th</sup> of the month as due date) payment methods include re-occurring automatic withdrawal from a checking or savings account or a re-occurring credit card payment subject to a 2.95% convenience fee which is paid directly to FACTS, convenience fees are subject to change.

In the event of withdrawal from Bishop Hendricken High School, for any reason, families will be responsible for a percentage of the total tuition for the year based on the following allocation:

<b>If withdrawal is from</b>	<b>You will be responsible for</b>
Beginning of School Year to September 30th	25% of annual tuition
October 1 <sup>st</sup> to October 31 <sup>st</sup>	50% of annual tuition
November 1 <sup>st</sup> to January 31 <sup>st</sup>	75% of annual tuition
February 1 <sup>st</sup> to the End of the School Year	100% of annual tuition

The \$500 Registration Fee Grades 8-12, or \$1,000 for international students is not refundable upon student withdrawal. \* \*If a student has begun Advance Placement Class(es) there is no refund of the AP Fee. \* Any reduction such as financial aid, merit scholarship, etc. will be prorated by the same percentage as listed in the table above according to withdrawal date.

All families with students returning to Bishop Hendricken High School are required to complete a re-enrollment agreement for their son(s) to ensure they have a spot reserved in their specific grade for the following year. Part of the agreement is a \$250 non-refundable tuition deposit that is due by Aril 1<sup>st</sup>. This deposit will automatically be credited to your tuition for the following Academic Year and will be assessed through your FACTS tuition account. This deposit can be paid online through FACTS, or by mail with a check made payable to Bishop Hendricken High School.

**FINANCIAL AID**

Financial Aid requests are processed exclusively through FACTS. In order to qualify for any financial assistance, parents/guardians must complete and submit information through FACTS on line at [www.hendricken.com/facts](http://www.hendricken.com/facts) (applications open on November 1<sup>st</sup>). FACTS customer service number is 1-866-412-4637. In addition to submitting your application, you will be asked by FACTS to submit verification of this information. This can normally be accomplished by sending FACTS a copy of your Federal Form 1040, 1040EZ, and all appropriate W-2 Forms. Your application will not be reviewed until FACTS has performed this verification.

A due date for applications will be established by the Diocese of Providence. The date is normally in the middle of February. Failure to submit your application by the due date may adversely affect your reward. Submission of your application will qualify you for all financial assistance available through Bishop Hendricken High School and the Diocese of Providence.

Applications must be made for every year that you are looking for financial assistance. There are no automatic awards because of filings from previous years. New submissions must be made every year in order to be considered for an award.

There will be an email reminder from the school in order to remind parents/guardians of the need to resubmit their application, and the new due date. It is important that parents/guardians read all emails from Bishop Hendricken High School. If you are not receiving emails from Bishop Hendricken High School, or have changed your email address, please notify the Main Office of this to ensure that you receive all electronic communications.

Financial Aid awards may be withdrawn at any time during the school year in the event of a failure to meet financial obligations or because of inappropriate actions on the part of the student.

## **BUS TRANSPORTATION AND PARKING**

### **BUS TRANSPORTATION**

A request to ride on the busses may be made by families. Seats on the busses are first come, first served and routes are subject to change based on riders. Riders from the previous year have the “first right of refusal” if they respond by the requested date indicating their interest in riding on the bus for the following year. A list of new riders will be kept by the Business Office based on the date and time that the full payment and a Transportation Contract of new riders has been received.

There are no refunds of Transportation Fees in the event that: a student withdraws or is asked to withdraw, or no longer needs the bus service. There are no fee reductions for students who only want to use the services “one way” or who are not using the services because of athletic, arts, or extracurricular activities. Students who have bus privileges taken away because of discipline issues are not eligible for refunds or rebates.

### **PARKING**

#### **Student Vehicles**

Students who are legally licensed and have permission from the school, as well as their parents/guardians, may drive to/from school and park on campus. All student vehicles must be registered with the Main Office at the beginning of the school year. Parking spaces are available on a first come, first served basis. When the vehicle is properly registered, a parking permit will be issued. This permit must be clearly displayed at all times during school hours. Parking permits are free of charge. Once the number of permits issued is equal to the number of parking spaces in the lots, no other permits will be issued. No student is permitted to go to his vehicle during school hours except in

case of emergency and then only with the permission of an Assistant Principal or in his/her absence, another Administrator.

Students are to park in the designated parking lots. An Assistant Principal will check the vehicles in our parking facilities to see that they have the appropriate identification, and that vehicles are not parked in restricted areas. The front (Warwick Ave.) parking lot is reserved for faculty and staff.

The school has no insurance covering the use of private vehicles for transportation of students to/from school related activities. Owners of private vehicles used for this purpose (ie parents/guardians, teachers) may be held personally liable in the event of accident or injury. Therefore, Bishop Hendricken High School discourages the use of private vehicles for the transportation of students to/from school related activities. If such an arrangement is necessary, a call and note from a parent/guardian is required as well as approval from an Assistant Principal. The speed limit on school grounds is 10 miles per hour. Vehicles parked without authorization from the school or parked in a handicapped spot or area not designated for parking may be towed at the owner's expense.

## **VISITORS**

Students may invite prospective students to our school with permission of the Director of Admissions. Visiting students must have written parental/guardian's permission for their visit.

# **FACILITIES**

## **CAFETERIA**

Ordinarily, food and beverage are to be consumed in the cafeteria only.

## **CHAPEL**

The Chapel is a special place of prayer. Students visiting the Chapel should be respectful of the sacramental presence of Jesus.

## **MICHEL R. BENOIT'70 & JOHN A. BENOIT'82 COLLABORATIVE LEARNING CENTER**

During study or free periods, students may use the Michel R. Benoit '70 & John A. Benoit '82 Collaborative Learning Center unless a class is in session at that time. Students must maintain a professional environment conducive to learning. If a student is disruptive, they will be asked to leave.

## **COMPUTER ROOMS**

No student is allowed in any computer room unless supervised personally by a faculty or staff member. When finished using computers, students should turn off computers, properly dispose of any debris,

push in chairs, and return borrowed materials to the designated supervisor. Food and beverage are not allowed in any of the computer labs. Students who improperly use the computers will lose all computer privileges.

The internet may only be used if a student and his parent(s)/guardian(s) have read and signed the Bishop Hendricken High School Acceptable Use Policy.

## ATHLETICS

### ATHLETIC FACILITIES

It is the school's expectation that all athletes, teams, and coaches respect all of the athletic facilities at Bishop Hendricken High School, including all outdoor facilities, indoor facilities, locker rooms and meeting spaces. Damage to any space, facilities, or equipment may result in the revocation of the privilege of using said facilities, as well as financial and/or disciplinary consequences.

Apart from normal wear and tear, any equipment lost or otherwise not accounted for, or unusually abused, will be charged to the student who has been issued this equipment. If restitution is not made for such item(s), he will not be allowed to take semester exams or to take part in any school activity.

### BHHS PROPERTY/UNIFORMS

All uniforms are the property of Bishop Hendricken High School and **MUST** be returned to the Athletic Director at the conclusion of each sporting season. Failure to return uniforms will prohibit a student/athlete from participating in the next sporting season and may result in disciplinary action at school.

### GYMNASIUMS

Under ordinary circumstances, students should not eat or drink in our gymnasiums or the weight room. When the protective tarp is not down, only gym-suitable shoes are allowed on the playing courts. **No student is to be in the gymnasium area or weight room at any time unless a faculty or staff member is supervising the area.**

### LOCKER ROOMS/ LOCKERS

Eating and/or drinking is not allowed in locker rooms, as well as in the gymnasiums, or weight room. Students are not to deface or damage lockers or any other property, individual or school, in any way.

Each athlete will be assigned a locker. **He must secure his locker with a school lock before the season commences.** Any student who stores items in a locker without a school lock, or who leaves items lying on the floor of the locker room is risking having these items stolen. In addition, he will be subject to having these items confiscated and thrown in the trash.

*Bishop Hendricken High School will NOT be responsible for items which are stored in an unsecured locker, or left lying on the floor of the locker room.*

**Cleats are NOT to be worn inside of any part of the school building or school vehicles.**

At the end of each season, each athlete must thoroughly clean out his locker. Since lockers belong to Bishop Hendricken High School, they are subject to inspection by Administrators.

Physical Education lockers are for daily use only. Students must purchase a school lock to secure their belongings during their class, and must remove all of their belongings and their lock at the conclusion of their class.

Coaches are responsible for keeping the coaches' locker room clean and presentable.

## **ADMISSION TO SCHOOL ALTHLETIC EVENTS**

Admission for students to home athletic events at Bishop Hendricken High School is free of charge. Our students may be required to demonstrate current student status by showing their School ID card. All other spectators usually pay the price of admission as determined by the Athletic Director.

## **ELIGIBILITY - ATHLETIC/EXTRACURRICULAR ACTIVITIES**

In a spirit of fairness, eligibility requirements at Bishop Hendricken High School apply to all extracurricular activities.

1. Beginning on the day report cards are available on PowerSchool, any student who has more than one "F" or who fails to maintain a GPA of at least 1.75 will be placed on Required Academic Support and will NOT be able to participate in any Rhode Island Interscholastic League or Catholic Athletic League game or scrimmage or extracurricular activity. Students with two "F"s" are ineligible until the middle of the next quarter. These students may be reinstated at the mid-point of the next quarter if the student is not failing more than one course. Students who fail more than two courses are academically ineligible for the entire next quarter.
2. The grade designated as the final grade for this policy is the quarterly grade for all quarters.
3. Students in Required Academic Support may be allowed to try out for a team with the permission of the Principal.
4. Students in Required Academic Support must attend mandatory study period on Tuesdays, Wednesdays, and Thursdays during the Required Academic Support Period.
5. Students on Required Academic Support are required to fulfill every requirement of team membership during the Required Academic Support Period or they will NOT be reinstated when the progress reports are distributed or emailed. This means that they are required to attend all games and scrimmages and be subject to all responsibilities of team membership as specified

by the coach. The only exception is when such activities are in conflict with the mandatory study periods.

6. Students in Required Academic Support may NOT dress in uniform for games or scrimmages.
7. Any student who fails three or more subjects is ineligible to compete in the Rhode Island Interscholastic League or Catholic Athletic League until the day report cards are distributed or emailed for the following quarter.
8. All students MUST provide the school with a current State of Rhode Island Physical Form from their doctor's office. These forms are good for 13 months from the date of the physical examination date listed on the form. Any student without a current physical on file with the school may not tryout for or participate in any sport.
9. All incoming students MUST provide the school with a Bishop Hendricken Assumption of Risk Form, as well as a Rhode Island Interscholastic League Assumption of Risk Form. Note: If RIIL updates/changes their Assumption of Risk Form ALL students will need to complete the new Form. Any student that does not have their Assumption of Risk Forms on file with the school may not tryout for or participate in any sport.

## **ATHLETIC TRANSPORTATION**

All student/athletes are required to have a Transportation Waiver on file with the Athletic Director's Office in the event that bus transportation is not provided/available to/from a Bishop Hendricken High School athletic event, or if a student/athlete opts not to use the bus. Student athletes are not permitted to receive rides from anyone but their own parents unless approved by their parents.

## **CAPTAINS /STUDENT LEADERS**

Positive leadership must be exhibited by team captains and/or other student leaders. All athletic captains must be approved by the Principal. If appointment approval does not occur, they may be removed from their leadership position by the appropriate Administrator.

# **EXTRACURRICULAR**

## **DANCES**

Student dances, proms, etc. are important social events, and are held periodically throughout the year. All students in attendance must dress and behave properly at such social gatherings. Excessive displays of emotion will not be tolerated.

School dances:

- All in attendance must dress and behave in character with our school community.
- Students will not be allowed to re-enter the dance once he/she has left the building.
- Non-Hendricken males are not permitted to attend Hendricken dances.

- Inappropriate dancing will not be tolerated.

## PROMS:

Concerning proms, an Assistant Principal will meet with juniors and seniors attending their prom in order to review pertinent school policies and regulations governing student conduct. Particular attention in this review will be given to alcohol and drug use. **No student will be allowed to attend his prom unless he is in full compliance with requirements outlined in this review.**

## LOST PROPERTY

Lost and Found is operated through a closet in the cafeteria hallway. Students may claim their items in this location by contacting the Main Office Staff. While the School assumes no responsibility or liability for lost or stolen property, any such losses should be reported to an Assistant Principal or Principal immediately. Found articles should be turned into the Main Office or to an Assistant Principal.

## LUNCH PERIODS

Students may go to lockers before lunch periods and bring books with them to the cafeteria or class. On their way to or from lunch, students are to proceed in a quiet, orderly fashion. During lunch periods, students should not be in the classroom area. All food must be eaten in the cafeteria during any meal time.

Underclassmen may not leave the cafeteria without a supervisor's permission. Students needing to use a restroom must receive permission to leave the cafeteria.

## LUNCH PROGRAM

Students may purchase lunch at school or bring their lunch to school. Vending machines which dispense an assortment of beverages and snacks are also available. Bishop Hendricken is a nut free school.

## MAIN OFFICE

The Main Office is opened every regular work day according to the following schedule:

- During the regular school year from 7:30AM - 3:30PM
- During the summer vacation from 8:00AM- 12:00PM

## OUT OF DRESS PASS

On a rare occasion, when a student has a legitimate explanation for non-compliance with our dress code, the Administration will give him an out of dress pass. Such passes are issued only during homeroom period and must be shown to teachers and Administrators upon request. **Any student who**



does not obtain an out of dress pass after Morning Prayer and announcements, and is later referred to the Administration will automatically be assigned detention.

## **SUPERVISION**

Administrators are on duty beginning at 7:30AM. Ordinarily, teachers supervise students on campus from 7:45AM until 15 minutes after dismissal. Designated supervisors of extracurricular activities are on duty for necessary times before, during, and after their respective activities.

Parents/guardians can expect the official supervision of students during the school day to begin at 7:45AM and to end at 3:30PM. The time of official supervision of students during extracurricular activities begins at the moment when the first student arrives for the activity until such time as all students have departed. After school, students are limited to the cafeteria and foyer area (green tile). Outside these times of official supervision, students who are on campus must observe policies, regulations, and procedures governing our school community.

Parents/guardians should be aware that the school will not be responsible for students on campus outside times of official supervision. Students are not permitted to remain in classrooms unless a staff member is present.

## **HEALTH SERVICES**

The Health Office is under the direction of a registered Nurse. Any student who becomes ill at school may be seen by the Nurse after receiving a pass from their teacher. If it is necessary to dismiss a student due to illness, the Nurse must contact a parent or legal guardian for permission. Also, the parent/guardian or his/her designee must come to the school to pick up the student. Students who drive to school may drive home when ill, but must have their parent's/guardian's permission to do so.

## **SICK POLICY**

In the event that the Nurse is not available, students must report to the Main Office in which case a staff member will contact the parent/guardian. Parents/guardians are responsible for procuring student transportation from school in the event of an illness.

Only those students who have a pass to see the Nurse due to an ILLNESS will be permitted to use the restroom in the Nurse's office unless given permission otherwise. Students who are in need of general restroom use should use restrooms located off the corridors of the building.

Parents/guardians/emergency contacts who are picking a student up **MUST COME INTO** the Main Office, produce ID, and SIGN the student out.

The following are the responsibilities of the school Nurse:

- Administer prescription medications
- Care for students who become ill at school
- Treat minor school-related injuries
- Maintain health records for every student

It is the parent's/guardian's responsibility to notify the Nurse of any change in the student's health status and to update medical information in PowerSchool each year.

## **HEALTH FORMS**

**At the beginning of the school year every family will receive an email through PowerSchool which contains the health form which must be completed for every student and updated for returning students.**

The following health forms are required of all **new students**:

1. Health history on PowerSchool- to be completed by parents/guardians.
2. Physical Examination - to be completed by student's physician. These forms are good for 13 months from the date of the Physical Examination.
3. Bishop Hendricken Assumption of Risk Form and Rhode Island Interscholastic Assumption of Risk Form- to be completed by parents/guardians.
4. Immunization records.

The following health forms are required of **every student** at the beginning of the school year.

1. Authorization for prescription medication - to be completed by the student's physician and signed by a parent/guardian.
2. Permission for over the counter medications (i.e. Tylenol, Advil, Tums, etc.) - to be signed by parents/guardians. No over the counter medications will be given to students without this being filled out. This form also includes permission to transport a student to an appropriate Medical Facility in case of emergency.
3. A current Physical Examination form - to be completed by student's physician. These forms are good for 13 months from the date of the Physical Examination.

## **GUIDELINES FOR MEDICATION ADMINISTERED DURING SCHOOL HOURS**

All prescription medication must be in the original prescription container appropriately labeled by a pharmacist. Over the counter medication should be in the original container, clearly labeled with the student's name on it, and the Nurse must have a physician's order to administer it. All unused medication must be picked up at the end of the year or it will be discarded.

All medication must be dispensed by the Nurse, with the exception of inhalers and Epi-pens, which students are required to self-carry.

Students **MUST** have FARE Plan (food allergy anaphylaxis care plan) or an Asthma Action Care Plan with a self-carry order from his physician faxed to the Nurse at 401-732-8261. Your son's doctor must fax this to the Nurse by the first day of classes **each year**.

## **INSURANCE - INJURY REPORTING**

Bishop Hendricken High School students are covered by supplementary medical insurance. This insurance provides coverage for students injured in school or during school activities. It is supplementary to parent's/guardian's private medical insurance in that it provides payment for reasonable charges of bills beyond those which are covered by the parent's/guardian's insurance. Injuries **MUST** be reported at the time they occur to the Coach/Faculty Member supervising the activity and the AXIS Claim form **MUST** be submitted within 90 days of the incident in order to open a claim.

### **PROCEDURE:**

All school-related injury claims are processed through the Athletic Director. If a student is injured in school or in a school activity, he must:

1. Report the injury to the designated supervisor of the activity (i.e. his coach, teacher, moderator, etc.) as soon as possible.
2. Report the injury to the school trainer if it occurs after school in an approved Interscholastic League or Catholic Athletic League team practice or game.
3. On the day of return to school after the injury, the student must report to the Athletic Director to obtain a medical insurance form if the injury has required medical attention. This form has a section to be filled out by the parents/guardians, and then signed by the Athletic Director. The form is submitted directly to AXIS Administrators by the parents/guardians, along with any supporting documentation (i.e. EOB from private insurance coverage, receipts for out of pocket expenses directly related to the injury, etc.) ***The claim form MUST be submitted to MCA Administrators within 90 days from the date of injury, or the claim will be denied by the supplemental insurance company.***

Questions about the form or the filing process should be directed to the Athletic Director.

## **STUDENTS WHO HAVE SUFFERED A CONCUSSION**

Bishop Hendricken High School recognizes the importance of identifying students who have suffered a concussion. Health services assists in the implementation of physical and cognitive rest surrounding school activities and in their recovery.

If your son has suffered a concussion, please alert the Nurse at 401-739-3450 x136.

## **STUDENT-ATHLETE CONCUSSION POLICY AND PROTOCOL**

If a member of the Bishop Hendricken High School athletic training staff has a concern that a student-athlete may have sustained a concussion due to their participation in athletics, or if one or more individuals express a concern to a member of the athletic training staff that a student-athlete may have suffered a concussion, the Concussion Policy and Protocol will be followed. This Policy and Protocol has been developed using the recommendations and guidelines set forth by the National Athletic Trainer's Association. The health and welfare of a student-athlete will be the primary consideration throughout the process.

### **RELEASE OF STUDENT-ATHLETE FROM SUPERVISION OF A CERTIFIED ATHLETIC TRAINER WITH TAKE-HOME INSTRUCTIONS POST CONCUSSION**

If the student-athlete has shown an improvement in their signs, symptoms, or problems by the end of the practice or competition, they will be given take-home instructions for care while they are at home and not under the supervision of a certified athletic trainer. These instructions will be given and explained to a responsible individual as determined by the certified athletic trainer. The student-athlete should be continually monitored for deterioration every few hours and over the following days as problems may arise over the 24-48 hours following the occurrence of a concussion. The student-athlete should be monitored regularly until they are symptom free. *If necessary, the student-athlete should be referred to a medical professional if symptoms persist, or if there is a question of a more serious condition.*

### **ACADEMIC REFERRAL AFTER A CONCUSSION**

If a student-athlete presents with signs, symptoms, or problems affecting their cognitive function, he may be held from attending academic classes until the signs, symptoms or problems have diminished. Due to the nature of head injuries, the concentration and focus needed to not only attend, but to actively participate in class and complete assignments, can delay the healing process. In order for the student-athlete to be excused from class and allowed time to make up missed assignments, select faculty outside of the athletic training staff will be notified in order to help take appropriate actions for their academic well-being. The Athletic Director, Nurse, and School Counselor will be notified in order to lend support to the student-athlete and act as a liaison between the athletic training and academic staff.

It is the job of the School Counselor to notify the student-athlete's teachers of the circumstances regarding the nature of the injury and to explain the appropriate actions necessary in regards to the student-athlete's studies. The above mentioned staff will continually work with the athletic training staff in order to monitor the healing process of the student-athlete and will be notified of when the student-athlete is cleared to return to a regular academic schedule. For more concussion guidance visit:

[www.aan.com/go/practice/concussion](http://www.aan.com/go/practice/concussion)

## **STUDENTS WITH LIFE -THREATENING ALLERGIES**

Procedures currently in place at Bishop Hendricken High School are as follows:

- All Bishop Hendricken High School students that have Epi-pens are required to self-carry their Epi-pens.
- An Epi-pen is stored in the Nurse's office in case of emergency.
- No peanut/tree nut products are used or sold in the Bishop Hendricken High School cafeteria.
- Bishop Hendricken High School is a nut free school.
- No student should bring anything to school containing nuts, or it will be disposed of.
- All faculty/staff are video trained in the symptoms of allergic reactions, anaphylaxis, Epi-pen injectors, and are advised to immediately call 911 in the event of an allergic reaction.

## SCHOOL SONG

FIGHT FOR THE GREEN,  
FIGHT FOR THE GOLD,  
LOYAL MEN OF HENDRICKEN.

FIGHT FOR THE STRONG,  
FIGHT FOR THE BOLD,  
ALMA MATER EVER TRUE.

SOAR THROUGH THE SKY,  
O VALIANT HAWKS,  
SYMBOL OF THE BRAVE AND TRUE.

SO FIGHT, FIGHT, FIGHT,  
WITH ALL YOUR MIGHT,  
MIGHTY MEN OF HENDRICKEN.