

Bishop Ireton High School
Live Jesus!

High School Parent Student Handbook

2009 – 2010

This Agenda Belongs To:

Name: _____

Address: _____

City/Town: _____

Phone: _____

TABLE OF CONTENTS

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT	5
	Diocesan Philosophy of Catholic Education	5
	School Mission Statement/Philosophy	5
	Student/Parent Handbook	5
	Parental Role	6
	Non-Discrimination Clause	7
	Non-Catholic Students.....	7
	Bishop Ireton High School History	8
II.	SPIRITUAL DEVELOPMENT.....	9
	The Direction of Intention	9
III.	ACADEMICS	10
	<i>Curriculum</i>	10
	<i>Course Changes</i>	10
	<i>Curriculum Sequence</i>	10
	Implementation of Family Life Program	11
	Textbooks/Supplemental Materials.....	11
	Christian Service Hour Requirements.....	11
	Technology	13
	<i>Bishop Ireton High Policy</i>	14
	Testing	15
	Homework.....	15
	Parent-Teacher Communication	15
	<i>Scheduling and Other Conference Information</i>	16
	Grading/Report Cards	16
	<i>Grading System</i>	17
	<i>Calculating Quarter and Semester Average Grade</i>	17
	<i>Calculating GPA at the End of School Year</i>	18
	<i>Honor Roll/Dean’s List</i>	18
	<i>Grade Changes</i>	19
	Promotion/Retention/Placement Policy	19
	<i>Failure/Cumulative Policy</i>	19
	School Counselors	20
	Honor Code	20
	<i>Academic Dishonesty</i>	22
	<i>Academic Probation</i>	23
IV.	ADMINISTRATIVE PROCEDURES	24
	Admissions	24
	<i>Diocesan Initial Admission Requirements</i>	24
	<i>Course Placement</i>	26

Attendance	26
<i>Diocesan Policy for Attendance Requirements</i>	26
<i>Bishop Ireton High Attendance Policy</i>	26
<i>Absence/Tardiness/Leaving School</i>	27
<i>Attendance/Reporting Procedures</i>	28
<i>Leaving School During the School Day</i>	29
<i>Senior “Open Campus” Permission</i>	29
<i>“Off Campus” Appointments</i>	30
<i>Students Referred Home Due to Illness</i>	30
<i>Dismissal of Student Athletes</i>	30
Transferring to Another School	30
Arrival and Dismissal.....	31
V. GENERAL SCHOOL POLICIES	31
Administrative	31
<i>Student Custody and Guardianship</i>	31
<i>Access to Records</i>	31
<i>Transfer of Records</i>	31
<i>School Visitors</i>	32
<i>School Communications</i>	33
<i>Telephone Use/Messages for Students</i>	33
<i>Inclement Weather/School Closings</i>	33
<i>Photos and Other Media</i>	34
<i>Library</i>	34
<i>Turnitin.com</i>	34
<i>Field Trips</i>	34
<i>Overnight Trip Information</i>	35
<i>March For Life Policy</i>	35
<i>Graduation Requirements/Ceremonies</i>	35
Parent Organizations.....	36
Fund-Raising.....	37
Transportation/Parking	37
Parking.....	37
VI. FINANCES	38
School Tuition Policies.....	38
Tuition and other Fee Schedules	39
VII. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES.....	39
Participation.....	39
Transportation of Athletes	40
<i>Supervision of Students</i>	40
VIII. STUDENT RESPONSIBILITIES & BEHAVIOR.....	40

Code of Conduct.....	40
Substance Abuse/Weapons	42
Discipline.....	43
<i>Use of Disciplinary Action</i>	43
<i>Disciplinary Measures</i>	44
<i>Specific Disciplinary Policies</i>	44
<i>Disciplinary Alert Status</i>	44
<i>Suspension</i>	45
<i>Disciplinary Probation</i>	45
<i>Dismissal</i>	46
<i>Expulsion</i>	46
Student Regulations and Procedures	47
<i>Students and Student Property</i>	47
<i>School Lockers and Desks</i>	48
Care of School Property.....	49
<i>Athletic/Stage Auditorium Areas</i>	49
<i>Cafeteria</i>	49
<i>Cafeteria/Resource Center Study Hall</i>	49
<i>Halls and Stairwells</i>	50
<i>Library-Media Center</i>	50
<i>Facility Care</i>	50
<i>Elevators</i>	51
Dress Code	51
<i>Grooming</i>	52
<i>Out Of uniform Dress out Days</i>	52
<i>Senior Dress Up Days – Business Attire</i>	53
Inappropriate Materials.....	53
Cell Phones/Electronic Devices.....	54
IX. HEALTH, SAFETY, & WELFARE	54
Student Health, Safety, & Welfare	54
<i>Prevention of Sexual Misconduct and/or Child Abuse</i>	54
<i>Accidents and First Aid</i>	55
<i>Illness</i>	55
<i>Medication Administration Overview</i>	56
<i>Specialized Student Care Needs</i>	57
<i>Participation in Sports and Modification of Physical Activity</i>	57
Infectious/Communicable Diseases	57
<i>Disease</i>	57
<i>Lice</i>	58
Bloodborne Disease.....	58
Fire/Emergency Drills	59
Sexual Harassment--Students	59
Bullying.....	60
Pregnancy/Abortion.....	61
<i>Pregnancy</i>	61

	<i>Abortion</i>	61
X.	STUDENTS WITH SPECIAL NEEDS.....	61
	<i>Accommodations for Students with Learning Disabilities</i>	62
	<i>School Day Schedule</i>	63
	<i>Bell Schedule</i>	63
	APPENDICES	65

Add Tim’s Letter here – separate attachment

- A. Diocesan Forms
 - 1. Permission for Emergency Care Form (*Appendix F-1*)
 - 2. Confidential Health History Update (*Appendix F-1A*)
 - 3. Virginia School Entrance Health Form (*Appendix F-2*)
 - 4. Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
 - 5. Inhaler Authorization Form (*Appendix F-3*)
 - 6. Asthma Action Plan (*Appendix F-3A*)
 - 7. Epipen/Twinject Authorization Form (*Appendix F-4*)
 - 8. Allergy Action Plan (*Appendix F-4A*)
 - 9. Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
 - 10. Diabetes Medical Management Plan (*Appendix F-5A*)
 - 11. Medication Authorization Form (*Appendix F-6*)
 - 12. High School Over-the-Counter Medication Authorization Form (*Appendix F-6A*)
 - 13. Athletic Participation/Parent Consent/Physical Exam Form (*Appendix F-14*)
 - 14. Waiver Information/Right to Object Form (*Appendix N*)
 - 15. Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
 - 16. Academic Intervention Plan (*Appendix AA*)
 - 17. High School Handbook Agreement Form (*Appendix AG-2*)

- B. School Forms

- C. Additional School Information

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations...

Teaching them to carry out everything I have commanded you.

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person¹. The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

¹Declaration on Christian Education #3

SCHOOL MISSION STATEMENT/PHILOSOPHY

Bishop Ireton is a Catholic, college preparatory, and coeducational high school serving students from across the Washington Metropolitan area in grades 9 through 12. Founded in 1964, Bishop Ireton is owned by the Diocese of Arlington and is affiliated with the Oblates of St. Francis de Sales Religious Congregation. We have dedicated lay faculty and staff members, as well as teachers from the Holy Cross Sisters and Franciscan religious communities. Faculty teach their students according to the unique spirit of St. Francis de Sales, missionary, bishop, teacher and gentle saint.

In the Catholic tradition and in the spirit of St. Francis de Sales, Bishop Ireton High School fosters Christian ethics, religious values and community service and promotes the spiritual, intellectual, creative, scientific, technological, social and physical development of the student. As a Salesian community of learning, Bishop Ireton High School challenges students to recognize and respect the multicultural diversity within our global society. A Bishop Ireton High School education teaches students to think critically and develops the whole person to meet present and future challenges and opportunities.

STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Diocesan policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (see Appendix AG-1 and AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than **Friday September 11, 2009**. Failure to have a signed form on file will not prevent the School from enforcing its policies, but result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Diocese, the Diocesan policies guidelines or regulations shall be of controlling force and effect.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

In the event a parent desires to discuss a problem with their child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish), the following:

- imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff;
- restriction or termination of the parent's access to school or parish property;
- dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra curricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not

affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All students and their parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

BISHOP IRETON HIGH SCHOOL HISTORY

Bishop Ireton High School opened in 1964 under the leadership of the Diocese of Richmond and the Oblates of St Francis de Sales. Peter L. Ireton was the Roman Catholic Bishop of Richmond for thirteen years. He and Monsignor Edward L. Stephans, Pastor of St. Mary's Church in Alexandria, the oldest Catholic Church in Virginia, recognized the need for a Catholic all-male school to serve the needs of the Northern Virginia area. In 1974, the Diocese of Richmond was divided, creating a new Diocese of Arlington for Northern Virginia. Bishop Ireton High School then came under the direction of the Diocese of Arlington and remains so today. In 1990, Bishop Ireton became a co-ed institution, working closely with the Sisters of the Holy Cross who had run St Mary's Academy since the school opened in 1869.

Bishop Ireton High School emphasizes the uniqueness and value of every individual, the love of learning, and the development of the full potential of every student. The faculty and administration strive to teach and live the core gospels values, and emphasize the humble spirit of St. Francis de Sales, the gentleman saint. During the past forty years, there have been eight Oblate principals who have overseen the secondary education for over 5,000 young men and women in the charism of St. Francis de Sales to *advance always in Christ*. Beginning in 2008, Mr. Timothy Hamer was the first non-Oblate Principal of Bishop Ireton High School

II. SPIRITUAL DEVELOPMENT

The Bishop Ireton Community, i.e., Parents, Students, Faculty and Staff, celebrates Mass together on important feast days and holy days as well as on days that are significant passages in the lives of our students, i.e. Baccalaureate Mass, and Ring Mass. Two full-time Campus Ministers and a Chaplain, whose offices are located in the Student Services Center, are available at all times during the school day for interviews or counseling. Masses are celebrated daily in the school Chapel. Penance Services are conducted each semester for student participation as well as other opportunities throughout the school year for students to participate in the Sacrament of Reconciliation. Throughout the course of the school year, each student is given the opportunity and required to participate in a retreat. The school will not release grades, diplomas and/or transcripts of students who do not fulfill the retreat requirement. Days of Recollection are also set aside for the faculty. These days are considered to be an integral part of the community's spiritual formation when we have the opportunity to take spiritual inventory and approach God more closely, in the spirit of St. Francis de Sales.

Each day begins with the school community praying the Direction of Intention together. This prayer is also how each class begins throughout the day.

THE DIRECTION OF INTENTION

My God
Give me your Grace
I offer you all the good I will do in this action
And all the difficulty found in it
Trusting you in your abundant love.
Amen.

St. Francis de Sales and St. Jane de Chantal
(Pray for Us)

III. ACADEMICS

CURRICULUM

The secondary school curriculum is to continue and expand the basic skills and attitudes developed at the elementary level. A program which continues to be Christ-centered and academically well-balanced will enable students to choose wisely from the options that are available.

Planned courses for credit in grades 9, 10, 11, and 12 shall be required for graduation of all students according to or in excess of the standards of the Virginia Catholic Education Association and SACS/AdvancED. Additionally, all students are required to complete a semester of religion class for each semester of their attendance.

Course Changes

A student may withdraw from a full-year elective course without receiving a failure, provided it is done before the end of the first cycle of the second quarter. A student may withdraw from a semester elective course without receiving a failure, provided it is done before the end of the first cycle after the initial mid quarter. A student may add or drop courses during the first two cycles of classes. All course changes must be approved by the Vice Principal for Academics, who will issue forms certifying that a change has been made. A thirty-dollar fee is required for each schedule change.

Any student who registers for an AP course will be required to remain in the course until the completion of school year. Exceptions will be made at the discretion of the Vice Principal of Academics and the AP teacher's recommendation. Course changes must be made by the end of the second full week of school. After the second week of school, students will only be permitted to change courses if they must change from an honors level course to a college preparatory level course.

CURRICULUM SEQUENCE

Minimum Requirement for Graduation:	26.5 Credits	
Religion	4.00 Credits	
English	4.00 Credits	
Social Studies	4.00 Credits	
Mathematics	4.00 Credits	
Science	4.00 Credits	
Language *	3.00 Credits	4.00 Credits*
Physical Education/Health	1.50 Credits	
Fine Arts	1.00 Credit	
Computer Science	1.00 Credit	

Christian Service Hours – see hour requirements on next page

* Two years of a foreign language followed by two years of another language may be substituted.

Notes:

1. Credit will be granted for Foreign Language I and/or Algebra I taken in eighth grade

upon successful completion of Foreign Language II and/or Honors Algebra II/Trig. **The grade earned in eighth grade will not be calculated into the cumulative grade point average.**

2. Freshmen and Sophomores may not take more than seven courses unless they have a 3.0 G.P.A.
3. All students are required to enroll in a minimum of six structured courses each semester.
4. No structured courses will be offered for less than 15 students unless authorized by the Vice Principal for Academics.

Off Campus Course Credit

With rare exceptions such as transferring from another school, required summer remediation or irreconcilable conflicts among required courses, Bishop Ireton High School does not normally accept credits from another school for currently enrolled students. "Off Loading" required courses to other institutions will not be permitted. Once a student is enrolled at Bishop Ireton High School, all off-campus coursework must be approved in-advance by the Vice Principal for Academics.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Secondary school books and/or resource materials, to include DVDs and/or videos, chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs and/or videos that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy. If it is questionable whether the book, DVD and/or video chosen meets this standard, then the Administration must be consulted for discussion/approval.

CHRISTIAN SERVICE HOUR REQUIREMENTS

As a Catholic School in the Salesian tradition, Bishop Ireton is committed to preaching and modeling the Church's mandate that service rooted in justice is a constitutive element in preaching the Gospel. Students will be challenged to do acts of service leading them to encounter Christ in the poor, dispossessed, and marginalized which offer the students a lifelong possibility of charity.

The Bishop Ireton Community Service requirement is not merely "service for service sake," but stems from our belief that our students should share their talents eagerly for the betterment of society and that they should recognize their responsibility for making the world a better place. The program is designed to provide service experiences that increase in depth and intensity as the student matures. Sixty hours of Community Service will be performed by

the student prior to graduation from Bishop Ireton High School over the four year course of study.

Students will also participate in a retreat each year. The focus is different for every grade.

Requirements

Freshmen: 10 hours service to be completed during the school year, five in each semester.

Type of Service to be Performed: Service to the Bishop Ireton High School community OR service in the name of the school community (group sponsored service projects such as the March for Life or Walk for the Homeless.)

Sophomores: 10 hours service to be completed during the school year.

Type of Service to be Performed: Service to the Church (local parish or diocese), five of which may be related to the Sunday Mass or service, the other five must be done at another time; OR service to a non-profit civic organization (e.g., the Red Cross). **Service must be performed outside of school hours.**

Juniors: 30 hours of service performed during the semester the student is enrolled in the Christian Social Concerns course in order for the teacher to provide input and direction for the service. Any exceptions, such as performing service during the summer before the start of the 11th grade, require approval **in advance** from the Director of Campus Ministry or the CSC teacher.

Type of Service to be Performed: Of the 30 required hours, students may only perform their hours in two places. Twenty hours must consist of direct service to the poor, dispossessed, or marginalized. The remaining 10 hours can be a continuation of the first 20 hours of service. It can also be spent in work for the Church or at a local non-profit organization. Juniors are required to make use of the CSC forms which provide a way to hold students accountable for the hours. They also provide opportunity for the on-site supervisor to provide feedback on the quality of the service given by the student. At the end of the Christian service experience, students must write a six page reflection paper on their service.

Seniors: 10 hours of service to be completed by the end of the school year.

Type of Service to be Performed: Direct, person-to-person(s) service (unrelated by friendship or family) service for the poor, dispossessed or marginalized, OR service which has a direct impact on the poor, dispossessed or marginalized (e.g., organizing a “Dresses for Prom” or “Habitat for Humanity fundraising drive”). **Service must be performed outside of school hours.**

Forms & Guidelines

All students are required to make use of the *service log* and *supervisor evaluation form*, which can be found on the school website, and which are available from the religion teacher or Director of Campus Ministry. At the end of the service experience, students will write a reflection paper. The assignment will be given by the religion teacher and will reflect the themes and goals of the class.

Ordinarily, service hours are to be done during the academic year in order that the class and the religion teacher can give input and direction for service. However, it is permissible for students to perform their hours during the summer prior to the upcoming school year. Any student who chooses this option must seek approval in advance from the Director of Campus Ministry (*Kelly@bishopireton.org*) or, for juniors only, the teacher of the Christian Social Concerns class. Failure to obtain prior approval may render the service performed invalid for credit.

Consequences for Not Performing Service

Freshmen, sophomores and seniors: Failure to complete the required number of hours and/or failure to turn in a completed reflection paper will result in the lowering of the student's second semester grade by one level for each hour of non-performance. In other words, a student who earned an "A" and who does only 9 hours of service will receive a "B," 8 hours of service a "C," 7 hours of service a "D," 6 or less hours of service an "F." (Please note that a "C+" grade will be lowered to a "D"; a "D" to an "F.") Once the ten hours have been completed after the end of the second semester, the students' grade may be changed back to the earned grade at the discretion of the Vice Principal for Academics, the religion teacher, and the Director of Campus Ministry.

Juniors: Failure to perform the 30 hours will result in an "F" grade in the course. The 30-hours of service must be completed in order to graduate from Bishop Ireton. Community Service hours completed after the end of the semester in which they are due will result in a grade for the course no higher than "D."

There will be no carry-over of hours from one year to the next. Seniors who are behind in their service hours will be reminded at the start of each semester that missing service hours may jeopardize their graduation plans if not completed by the published dates.

Other Notes Regarding Community Service Hours

- The student shall not be paid in any way for the service they will perform.
- The student is responsible for obtaining their own service positions.
- Bishop Ireton is not responsible for transportation.
- The student must obtain parental approval for their placement.
- Any service hours required for any other club or organization will not count for credit for this requirement.

TECHNOLOGY

Proper use of technology, especially the Internet, is an important consideration. There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Diocese of Arlington Office of Catholic Schools. Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets;

transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of “computer viruses” are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
5. Any attempt to log onto the Internet or the school’s network/system as a systems administrator by someone other than the systems administrator may result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school’s computers, networks and/or systems.
6. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

BISHOP IRETON HIGH POLICY

In addition, Bishop Ireton High School has the following policy: "Internet sites, such as “MySpace”, “Facebook” and “You Tube” are in the public domain, available to the general public. Any postings, pictures, messages or other activities by students that are to or about Bishop Ireton High School, the Catholic Diocese of Arlington, the Roman Catholic Church or those affiliated with these organizations is subject to the provisions of this Handbook. Specifically, postings which are contrary to the philosophy, teachings, policies, or procedures of

these institutions are subject to disciplinary action as may be appropriate by the School. Students and families affiliated with Bishop Ireton are subject to these provisions at all times, to include materials which demean or embarrass others in the school community, suggest illegal activities or promotes hurtful, threatening, dangerous, or illegal behavior or messages. Students are prohibited from using any school resources, including e-mail addresses, to access or utilize websites that host these sites. Any references between a student and the school community and its employees must be consistent with the policies of this School. As with other activities that may bring embarrassment or scandal to our School community, inappropriate internet activities of any sort at any time on the Internet may be grounds for disciplinary action, including, but not limited to, dismissal or expulsion from the School."

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

Semester and final exams must be weighted no less than 10 % but no more than 20% of each semester's grade.

All students are required to take their exams on the day they are scheduled. Make-up exam days are only to be used by those who receive permission from the Instructor or the Vice Principal for Academics prior to the day of the exam.

If a student is absent for one day, he/she must make up any tests or quizzes the day they return. If a student misses more than one day, then he/she has one cycle to make-up the work, unless other arrangements are made with the teacher.

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Homework helps to clarify and reinforce what is presented in classrooms and textbooks. It also enables the student to broaden his/her knowledge beyond what is required and to discipline his/her mind to continue learning beyond high school.

Homework usually includes a daily program of reviewing and previewing each class, completing all assignments and reviewing for tests. This should require at least two (2) hours per school day, in addition to what is done during free periods in school.

PARENT-TEACHER COMMUNICATION

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

SCHEDULING AND OTHER CONFERENCE INFORMATION

The School sets aside time on the school calendar each year to accommodate parent conferences with teachers. The following are the procedures for scheduling parent teacher conferences on the designated days:

- ✓ Each student will receive a conference request form by mail with their report card.
- ✓ Each teacher will schedule their own conference times with parents who request them, **giving priority to those students who received grades of “D” or “F”** on their report card. Conference times are allocated in 10 minute increments.
- ✓ The conference days will be divided by student last name in alpha. order, e.g. Day 1: Students with last names beginning A-L, etc. The form will be formatted to allow parents to identify which teachers they wish to conference with and will include a deadline by which requests must be made.
- ✓ Note that it is the student’s responsibility to bring the form to the teachers and home to their parents. Walk-ins/unscheduled conferences will not be possible.
- ✓ The student will bring the form to school by the deadline specified and take it to each of his/her teachers with whom a conference is requested.
- ✓ The teacher will schedule the conference according to their availability on the form-- and on their own calendar-- and return it to the student.
- ✓ The student will take the completed form—which is now their parent’s schedule of conferences—home.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation of the student’s daily work, class participation, effort, and performance on teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment).

The purpose of report cards is to alert the parents and present to them an assessment of their student’s achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level, or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

GRADING SYSTEM

Bishop Ireton High School will be using the following grading scale beginning with the 2009-2010 school year.

CP- College Preparatory Level

H- Honors Level

AP- Advanced Placement Level

	Quality Points			Number Range
	CP	H	AP	
A	4	4.5	5	93-100
A-	3.7	4.2	4.7	90-92
B+	3.3	3.8	4.3	87-89
B	3	3.5	4	83-86
B-	2.7	3.2	3.7	80-82
C+	2.3	2.8	3.3	77-79
C	2	2.5	3	73-76
C-	1.7	2.2	2.7	70-72
D	1	1.5	2	65-69
F	0	0	0	64 & below
I	Incomplete. The necessary course requirements have not been fulfilled. After two weeks an "I" will be changed automatically to an "F".			

*** Teachers will give students who score below a 60 should this be on an assignment an alternate evaluation (i.e. a project, quiz, or researched assignment) to determine if the student understands the material and if so, if he or she warrants the grade of 60. Students who do not take advantage of these opportunities offered by the teacher may receive their original grade for that assignment.

CALCULATING QUARTER AND SEMESTER AVERAGE GRADE

Since all courses are works in progress until they are completed for the year, Bishop Ireton High School uses the term "Average Grade" to express quarter and/or semester marks.

Quarter/Semester Average Grades are calculated as follows:

Semester and final exams must be weighted no less than 10 % but no more than 20% of each semester's grade.

Total Weighted *Semester* Grade Points / Total Number of *Semester* Credits Example:

Course Type	# of Semesters	Letter Grade	Quality Points	Credits
CP	1	A	2.0	0.5
Honors	2	B	1.75	0.5
CP	2	B	1.5	0.5
CP	2	C	1.0	0.5
AP	2	B	2.0	0.5
Totals			8.25	2.5
Average Grade	8.25/2.5 = 3.3			

CALCULATING GPA AT THE END OF SCHOOL YEAR

Assuming these grades hold for the year, calculating the Grade Point Average (GPA) for the year would be as follows:

Total Weighted *Year* Grade Points/ Total Number of *Year* Credits

Course Type	# of Semesters	Letter Grade	Quality Points	Credits
CP	1	A	2.0	0.5
Honors	2	B	3.5	1.0
CP	2	B	3.0	1.0
CP	2	C	2.0	1.0
AP	2	B	4.0	1.0
Totals			14.5	4.5
GPA	14.5/4.5 = 3.22			

HONOR ROLL/DEAN'S LIST

The Dean's List/Honor Roll is published quarterly and is derived from student marks for the 1st Quarter, Semester, 3rd Quarter and Final grading period including semester and final exams.

The Dean's List is made up of students who have achieved the following honors:

First Honors-GPA of 4.000 or above

Second Honors- GPA of 3.500 to 3.999 with no failures and no incompletes.

Courses will be graded in the following manner:

- Full-year courses: There are four quarter grades, first and second semester examination grades, a first semester, second semester and a final grade recorded on the report card. Each quarter grade is an indication of the student's achievements over that particular nine-week period. The semester grades reflect the student's

achievements for that semester. The final grade reflects the teacher's evaluation of the student's accomplishments over the entire year and is not necessarily an average of the other report card grades.

- Semester courses: There are two-quarter grades, an examination grade, and a final grade recorded on the report card. The final grade reflects the teacher's evaluation of the student's accomplishments over the semester and is not necessarily an average of the other report card grades.

Report cards (and discipline reports) are mailed out to the parents/guardians at the end of each quarter.

Mid-quarter grades are compiled and **distributed via electronic mail to the parents**. The mid-quarter grades are an indication of the student's achievements for the first half of each quarterly marking period. Mid-quarter grades are informational or advisory since they are not recorded on the student's report card. Parents are asked to check the school calendar to see the date that the mid-quarter reports will be emailed.

GRADE CHANGES

Students wishing to appeal a grade at the end of a quarter may do so by submitting a written request to the subject teacher for a grade review. This request must be received within two cycles from the end of the previous quarter marking period. Change of grade forms must be submitted by the subject teacher to the Vice-Principal of Academics within three cycles from the end of the previous quarter marking period.

At the end of the academic year, students wishing to appeal a grade must:

- Submit their request to the Vice-Principal of Academics in writing by July 15th.
- Due to teacher availability, all requests for grade changes at the end of the academic year will be processed the last week of August.

No phone requests for grade reviews will be accepted.

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily.

- The successful completion of a required course is mandatory.
- Teachers will notify parents in a timely manner if their child is not progressing satisfactorily toward a passing grade in the course.

Failure/Cumulative Policy

A student who fails a semester or full year course at the final grade must pass that course in an approved summer school program before being readmitted to Bishop Ireton High School. All grades for completed course work, including grades of "F", remain on the student's permanent transcript regardless of subsequent remediation. A student who receives a grade of "D" as the

final grade for the year in Foreign Language or Mathematics must make-up the course prior to continuing their study in Foreign Language or Mathematics. Failed courses may not be repeated during the school year. Seniors who have failed courses will not receive their diplomas and will not participate in graduation exercises until all failed courses are passed in an approved summer school program.

Any student who fails two or more courses at the final grade may be asked to leave. At the end of each school year, the Vice-Principal for Academics will advise the Principal of the names of students whose year end grade point average (GPA) falls below 1.8. The academic records of those students will be reviewed and the students' teachers and appropriate administrators will be consulted. After the review process, students with a GPA lower than 1.8 may be academically dismissed from Bishop Ireton High School.

Students who have earned the grade of "D" in a cumulative course (Foreign Language or Mathematics), may not continue to study in that subject area until make-up work has been done. Students may make up courses by:

1. Repeating the course in a summer school program at an accredited high school.
2. Receiving 30 hours of tutoring in the subject. Students who choose to have tutoring **must have tutors approved prior to starting the tutoring process.** Only the Principal or The Vice Principal for Academics is authorized to approve tutors. After tutoring has been completed, the student must provide written verification from the tutor to the Vice Principal for Academics. In addition, after the tutoring process has been completed, students must make an appointment to re-take their final exam in the subject area. The final grade will be calculated as follows: 2/3 of final grade from tutor; 1/3 of final grade from final exam.
3. Students who do not wish to have the repeated course listed on their transcript may do the make up work by receiving 15 hours of tutoring. Again, students who choose to have tutoring **must have tutors approved prior to starting the tutoring process.** Only the Principal or the Vice Principal for Academics is authorized to approve tutors. After tutoring has been completed, the student must provide written verification from the tutor to the Vice Principal for Academics

** A Tutor must be certified in that subject area.

SCHOOL COUNSELORS

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration or other authorities.

HONOR CODE

Each student is required to respect what God has given us as individuals, both in material goods and scholastic ability. This respect implies an honesty with one-self and others. Thus, the Honor Code at BI is not about punishment but forming a Salesian bond of integrity. Likewise, the Honor Code at BI is more than a set of rules, though these are published in the Student / Parent Handbook and on the BI website.

BI's Honor code seeks to promote an awareness of integrity, honesty, honor, trust, fairness and justice among all members of the BI Salesian community. In this way, the BI Honor Code promotes and protects our honor and integrity to create a level playing field for all, where learning is the ultimate goal. Thus, honesty and trust is a value we must internalize. The student ownership of the Honor Code carries with it the ideals of a "community of trust". Living within this community carries with it benefits and responsibilities. Each student is charged with the responsibility to refrain from dishonorable conduct. A student agrees not lie, cheat or steal nor tolerate those who do. In the end, the Honor Code at Bishop Ireton ensures an honest environment while our Salesian integrity serves as a beacon and foundation at the heart of the philosophy of St. Francis De Sales.

EXTENT OF THE HONOR CODE

The Honor Code of Bishop Ireton High School may deal specifically with:

Academic Dishonesty

Academic dishonesty includes bringing unauthorized notes or materials into a quiz or testing situation (to include a cell phone); violating rules governing administration of quizzes, tests, or examinations; giving or receiving information before or after a quiz, test, or examination; and giving or receiving assistance while taking a quiz, test, or examination whether by talking, signs, writing or other means. (includes possessing teacher editions of textbooks).

Plagiarism

Plagiarism is representing the work and ideas of others as one's own on research papers, project, computers, music and artwork, or other assignments without proper acknowledgment.

Lying

Lying involves telling of an untruth of any form of deceit or attempted deceit or fraud relating to a student's academic work or other school responsibilities.

Stealing

Stealing is taking without permission to do so the property of any member of Bishop Ireton Catholic school community or property located on the school premises or knowingly having stolen property in one's possession.

Repeat Offenders

A subsequent offense by a student may require the student to appear before the School Council to show cause why the student should be allowed to continue at Bishop Ireton.

The Honor Code

"As a student of Bishop Ireton High School, I will abide by the principles of the school's Honor Code, pledge to act in accordance with all of its provisions at all times and to defend the Honor Code against abuses in my presence."

The Test Pledge

“I have not violated or witnessed a violation of the Honor Code.”

STUDENT POLICIES IN REFERENCE TO THE HONOR CODE

Homework Policies

Students are expected to comply with teachers’ policies regarding receiving help on homework assignments. Teachers may administer all penalties for failure to comply with class rules in regard to receiving help on homework assignments.

Testing/Quiz/Project/Term Paper Policies

- At the beginning of the testing period, students are to have all books, class notes, and any other information pertaining to the test out of sight, either under desks or in the front of the room. There should be no information (“cheat sheets”) on their person (to include writing on hands, clothing, etc.), on their desk, around or in the immediate vicinity of their desk.
- There is to be no talking, turning around, holding a paper so that others may view it, or communication (either verbal or non-verbal) during the testing period. To avoid the perception of academic dishonesty, students are to keep their eyes on their own papers. Students will not be permitted to give or receive objects or information during the testing period.
- Any questions during the testing period should be directed only to the teacher. Students should raise their hands to indicate that assistance is needed.
- Unless a teacher specifically gives contrary instructions, students will not be permitted to bring any outside materials to the test. All paper material necessary for testing will be provided by the teacher; students are not permitted to bring additional paper.
- Extra credit questions on a test will be considered as part of the test.
- Teachers who suspect that a student has broken the policies regarding academic dishonesty may report the alleged dishonesty to the Vice Principal of Academics who may conduct an investigation. Students who have violated Bishop Ireton policies regarding academic honesty may be given a failing grade on the test and will be given the penalty as stated under the section Academic Dishonesty in the Student/Parent Handbook.
- Plagiarism is representing the work and ideas of others as one’s own research papers, projects, computers, works of art or music, or other assignments without proper acknowledgment and as such is academic dishonesty. Such academic dishonesty may incur the same penalties as those for academic dishonesty on tests and examinations.
- Violation of computer standards of conduct and ethics may be considered a violation of the Honor Code.
- Misrepresenting a student by signing him/her on attendance rosters and into study hall is an honor code violation. This gives a proctor the implication that a student is present, when they in fact, are not.

ACADEMIC DISHONESTY

Due to the seriousness of academic dishonesty and the ramifications affecting other students as well as the individual student, such action will not be tolerated. The Bishop Ireton community considers the following dishonest:

- * giving or receiving answers to quizzes, homework, tests, or examinations;
- * Having a cell phone on during class;
- * entering an academic testing situation with an unfair advantage;
- * plagiarism;
- * violation of testing procedures as defined by a teacher in an individual classroom;

This list is illustrative and not meant to be exhaustive. These are matters of serious consequence that may result in a failing grade for the homework, test, paper, quiz, exam, and other disciplinary measures that may include suspension, dismissal, or expulsion/withdrawal. If a student is a member of the National Honor Society, he or she is removed from its membership rolls. In addition, the student's teacher is required to contact the parents and inform the Dean of Students when such contact has been made. **Academic Dishonesty/Violations of the Honor Code are treated as serious manners and students are subject to the penalties listed in the Code of Conduct section of the handbook.**

A subsequent offense by a student may require the student to appear before the school council to show cause why the student should be allowed to continue at Bishop Ireton. A student who steals or accepts a copy of a stolen test is liable for immediate expulsion, dismissal, or withdrawal from school.

ACADEMIC PROBATION

One of the most important goals of Salesian education is to bring students to love and respect their God-given gifts and talents in such a way that they will endeavor to develop them. Deliberate thought and care are given in the students' admissions process so that those students offered admission to Bishop Ireton are fully capable of achieving success in an academically challenging curriculum. At the end of the first quarter, first semester, third quarter and final grading period, students whose average grade for that period falls below a 2.0 or students who earn more than one "F", will be placed on Academic Probation and will be academically ineligible to participate in sports, open campus, and any other co-curricular activities which will necessitate students losing time from studies (i.e. field trips, Model U.N. conferences, participation in club activities, etc.) For fall sports, the final grade from the previous year will be considered.

Prior to going to the library or any other activity, students must obtain the permission of the Vice Principal for Academics or the Vice Principal for Student Services. Juniors and seniors must report to quiet study while on academic probation.

IV. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

Requirements for admission

- Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- Baptismal certificate for Catholic students
- Proof of exact dates of immunization
- Records from previous school, including standardized test scores
- Proof of custody where applicable
- Completed Diocesan Elementary or High School Application Form (Appendix J)
- Current Certification of Immunization
- A non-refundable application fee
- If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

General conditions of admission

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

Foreign Students

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons;

- A. Foreign students who apply for admission to a Diocese of Arlington School will be considered for admission, if all the following requirements are satisfactorily demonstrated:
 1. Students with F-1 Visas:
 - a. if a foreign student is a baptized Catholic, valid proof of baptism is required;
 - b. student guardian has guardianship of no more than two students at same local address;

- c. documentation of legal guardianship
 - d. tuition payment is made in full upon admission;
 - e. if the student is represented by an educational consulting firm, an I-20 Sponsorship Survey is completed and returned to the Office of Catholic Schools.
2. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Immigration and Naturalization Service I-20 form for eventual admission and stay in the United States as an F-1 student. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
 3. In order to maintain a better accounting of F-1 (non-immigrant) status students, the Immigration and Naturalization Service requires ongoing accounting. In that regard, schools are responsible for reporting the status of these students via the Report on Status of F-1 (non-immigrant) Students form). Specifically, the school shall:
 - a. Report each semester to the Office of Catholic Schools regarding the status of any F-1 (non-immigrant) student as long as that child is enrolled in the school;
 - b. Notify the Office of Catholic Schools if an F-1 (non-immigrant) student who has been issued an I-20 and has been accepted by that school, fails to report to the school within 30 days of the designated start date;
 - c. Notify the Office of Catholic Schools within 15 days when an F-1 (non-immigrant) student transfers to another school or departs the United States;
 - d. Report any legal change in the name or address of an F-1 (nonimmigrant) student within 10 days.
 4. Foreign students enrolling in a school in the Diocese must show a B-1 or a B-2 Visa. In addition to a B-1 or B-2 Visa, any foreign student seeking temporary enrollment, must provide the following documentation:
 - a. Diocesan Emergency Care Form
 - b. State Immunization Form
 - c. Local Admissions Forms
 - d. Signed statement indicating no grades will be given (i.e. the student is maintaining audit status)
 - e. Tuition Agreement
- B. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
- C. Any student applicant whose passport, United Nations travel document, or other Immigration and Naturalization documents indicate that he or she is a refugee, asylee, parolee, lawful non-immigrant, or permanent resident, may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented

children.

COURSE PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

Bishop Ireton High School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of its school. All students are initially admitted for a four (4) month probationary period for the first semester.

Bishop Ireton High School does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational personnel and admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This policy does not conflict with the priority given to the admission or employment of Catholics.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school is normally in session not less than 180 days per academic year.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

BISHOP IRETON HIGH ATTENDANCE POLICY

Good attendance contributes directly to academic achievement and is required of all students at Bishop Ireton High School. Students are therefore expected to attend class each day and to arrive on time for each class period.

Students who are absent for any reason must present a valid note from the Parent or Guardian to the Attendance Administrator on the day he/she returns to school. All student absences will be classified according to the guidelines below as either "Verified" or "Unverified." **Students with 4 or more "Unverified" absences in any quarter or students who accumulate 5 or more "Verified" absences in any quarter, may receive a grade of "NC" (no credit) for that quarter or at the discretion of the Principal, be required to arrange for homebound instruction or tutoring to compensate for lost instruction in order to receive course credit. (See Make-up Policy on Page 11). Students who accumulate five or more absences will be issued a detention and a letter will be sent home. Students who accumulate ten or more absences a quarter will be assigned a Saturday detention and a parent conference will be scheduled.**

Verified Absences: *Only the Principal (or designee) can classify an absence "verified." In general, that classification will only be applied to absences with advance, written notice from*

the parent, or similarly documented emergency situations. For clarification purposes, examples of typically verified absences include:

- ◆ Illness
- ◆ Family emergency
- ◆ Medical or dental appointment/treatment
- ◆ Suspensions (unless noted otherwise)
- ◆ Participation in School-sponsored trips and activities
- ◆ Verified transportation-related problems
- ◆ Other reasons accepted by the Principal or designee

Unverified Absences: include all absences not classified (above) as “Verified Absences,” e.g.:

- ◆ Vacations
- ◆ Non-school sports or activities
- ◆ Truancy

ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student’s return to school.
2. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
3. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

Tardiness

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy, as determined by local policy, should report to the Dean of Student’s office or the attendance office. A student who arrives late with an excused reason (i.e. doctor’s note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

Students are expected to attend all classes and appointments on time. Students who arrive late for any class or appointment without a pass shall be marked tardy for that period.

- ◆ **Four incidents of tardiness will be counted as one unverified absence.**
- ◆ **Four incidents of tardiness will result in one detention**

Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

ATTENDANCE/REPORTING PROCEDURES

Absence

Parents/guardians are required to write a note or present a doctor's certificate as to the reason for their student's absence. Phone calls are appreciated; however, phone calls or E-Mails are not to be substituted for parental notes or doctor's certificates. Parental notes or doctor's certificates are due on the day the student returns to school. Notes or certificates are to be submitted to the Attendance Office and are to contain the following information: date of note, student's name, date of absence, reason for absence, and parent's/guardian's signature. Only signatures of those on file on the Emergency Care form are acceptable. (Note: The school does not accept a student's signing in lieu of or with permission of a parent or guardian. Such signatures are considered as forgery/ misleading and could subject the student to a suspension.) If the note or certificate is not presented to the Attendance Office on the day of return, a student will be scheduled to serve detention every day until a note is delivered. If a student brings a note before the absence and it is approved, no note is required upon his or her return.

Tardiness

Students are expected to attend all classes, advisory, appointments, study areas, library and lunch on time. Any student not in his or her seat at the sound of the late bell or who arrives without a pass shall be marked tardy for that period. Those in violation will be dealt with in the following manner:

- Four incidents of tardiness will be counted as one unexcused absence.
- Four incidents of tardiness will result in one detention
- A student who is late to class, advisory, appointment, unscheduled time or lunch and is not excused may receive detention. It is the student's responsibility to obtain written late passes from teachers who have detained a student(s).

Continued tardiness on the part of a student has a cumulative effect on his or her disciplinary and academic record. Promptness and responsibility must be learned now to prepare for the demands of the working world. To reinforce this policy, four incidents of tardiness will be counted as one unexcused absence. **Students with 4 or more "Unexcused" absences in any quarter or students who accumulate 5 or more "Excused" absences in any quarter, may receive a grade of "NC" (No Credit) for that quarter or at the discretion of the Principal, be required to arrange for homebound instruction or tutoring to compensate for lost instruction in order to receive course credit . In addition, habitual tardiness may lead to the necessity of a parent conference with the Vice Principal of Academics and/or the Dean of Students.**

Medical excuses

A doctor's certificate or a note must be presented to the Attendance Office as to the reason for their student's absence. Medical certificates do not relieve a student of the attendance requirements in class that are necessary for academic credit, they only verify absences.

Anticipated absence

When parents wish to take their student out of school, the matter should be referred to the Vice Principal of Academics. The school is under no obligation to provide a tutor, make-up work, or special testing during such absence. These excused absences do not relieve students from the class attendance requirements necessary for academic credit.

Release of students

Except in cases of emergency, a student may only be released from school with prior written authorization from the student's parent/guardian.

LEAVING SCHOOL DURING THE SCHOOL DAY

A student may leave school during the day only in one of the following ways:

SENIOR "OPEN CAMPUS" PERMISSION

Bishop Ireton allows seniors who qualify to leave campus on a "Limited Open Campus" basis or on an "Expanded Open Campus." "Limited or Extended Open Campus" does not allow a senior to miss or postpone any detentions and seniors with un-served detentions are not eligible for either Open Campus privileges until all detentions have been served or resolved. Seniors will not exercise "limited or extended open campus" privileges because of a canceled class and seniors on disciplinary or academic probation are not eligible for "either open campus" privileges. When seniors return to campus, they are not permitted to park in a faculty/staff reserved space or in a visitor's spot.

"Limited Open Campus" allows a senior who has his/her final appointment or class for the day to enjoy the privilege of open campus. **"Limited Open Campus" begins on the first Monday of December and automatically ends third quarter.** Seniors with a cumulative for senior year GPA of 3.0 after the first quarter grades are eligible. During the second semester "Limited Open Campus" is open to all seniors who have acquired 21 or more credits, are in good standing academically and discipline wise, and have a GPA of 3.0. Requests for "Limited Open Campus" are approved by the Vice Principal of Student Services and the Dean of Students. Seniors who leave on "Limited Open Campus" are not to return until after dismissal. **Any lateness to school forfeits the limited open campus privileges for that day and seniors with four or more incidents of tardiness to school will lose their "Limited Open Campus" privilege for the remainder of the quarter. Any senior who accumulates five or more absences during a quarter will have their "Limited Open Campus" status revoked.**

"Expanded Open Campus" begins fourth quarter, and allows a senior to leave the school at anytime he /she has a free period but morning Advisory must be attended by all students. "Expanded Open Campus" for seniors with a cumulative senior year GPA of 3.0 (12th grade average for the school year) begins fourth quarter. Requests for "Expanded Open Campus" must have a positive recommendation from the Vice Principal for Student Services/the Vice Principal for Academics, the Dean of Students and the approval of the Principal. Seniors must check out properly with the attendance coordinator. Seniors on "Expanded Open Campus" must not disrupt

school during their coming and going. They must return by the main doors for security reasons and check in with the attendance coordinator. Seniors are forbidden to remain in the upper parking lot while utilizing the privilege of expanded open campus. **Any lateness to school forfeits any “Expanded Open Campus” privileges for that day and seniors with four or more incidents of tardiness to school will lose “Expanded Open Campus” privileges for the remainder of the year. Any senior who accumulates five or more absences during the fourth quarter will have their “Expanded Open Campus” status revoked.**

“OFF CAMPUS” APPOINTMENTS

Students are required to bring to the office prior to 10:00 a.m. a note from their parents requesting “Off Campus” permission for professional appointments. Phone calls or E-Mails are not accepted. Students without a parental permission slip will be denied the request. Professional appointments made during the school day should be the exception, not the rule.

STUDENTS REFERRED HOME DUE TO ILLNESS

If in the opinion of the Health Care Coordinator, Principal or Vice Principals, a student is ill and should be removed from the school, a parent/guardian or others specified on the Emergency Care form must be consulted and permission to release the student obtained. The student must be logged in and out of the clinic and then directed to the Attendance Office in order to check out in person. Students must not leave the school because of illness without checking in and out of the clinic and the Attendance office.

DISMISSAL OF STUDENT ATHLETES

When team schedules require early dismissal, the student athlete is responsible for the following:

- Informing the teacher of the need to leave early.
- Record assignments and or take quizzes.
- Leave class quietly and walk through the school with no disruption.
- Ensure that all necessary books, materials, etc., for homework are removed from his/her locker during lunch hour to preclude having to go into his/her lockers during class periods.

Coaches will ensure student athletes are aware of their responsibilities in regards to early dismissal. Students must physically sign out on the team sign out sheet and the sheet must be delivered to the attendance office prior to the team leaving.

Students are required to attend school through 4th period or be present at school for 4 full class periods to be eligible to participate in practice or a game for that afternoon or evening. If a student is not in school for 4 full class periods, he or she will not be allowed to participate in their sporting activity for that day.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a “Release of Student Records” from the new school. All Fees

and Tuition MUST BE PAID prior to the release of the student's records.

ARRIVAL AND DISMISSAL

School begins at 8:00 a.m. and concludes at 3:00 p.m, Monday through Friday. Changes will be announced through the various means of the school community (web page, newsletter, radio, or P.A. announcement). Drop-off and pick-up is to occur at the school entrance in the lower parking lot or on Cambridge road. Students may not be picked up or dropped off in the main circle at the front of the school 30 minutes prior to the start of school or 30 minutes after the conclusion of the school day. This is an Alexandria City safety requirement to facilitate loading and unloading of school buses as well as a traffic congestion problem for the neighborhood.

The building will open one hour prior to the beginning of the academic day (which is normally 7:00 a.m.) and will close one hour after the completion of the academic day (which is normally 4:00 p.m.). Students not under the direct supervision of a coach, moderator, teacher or appropriate school employee may not be in the building before the business day begins or after it is over.

V. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Schools may disclose a student's cumulative record (i.e. Permanent Record card, Attendance Card, test results) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records,

anecdotal information, or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records are to be retained for ten years after the student leaves school or his/her class graduates, whichever occurs first, according to the Library of Virginia General Schedule #21, Records Retention and Disposition Schedule. However, there are certain student records that must be retained indefinitely. They are the most recent copies of the IEP/ISP, 504 Plan, Student Assistance Plan, Eligibility Minutes and/or Student Assistance Team minutes. Ten years after the student leaves school or his/her class graduates, only the most recent copy of the forms listed above must be retained.

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign in/out, and wear an identification tag when visiting the school.

- **ALL VISITORS/GUESTS MUST REGISTER WITH THE RECEPTIONIST IN THE RECEPTION AREA.** All visitors, alumni, parents, visiting students and guests must check in at the main office area.
- Each visitor will sign in with the receptionist. (In the event the receptionist is not available, then any member of the staff may help.)
- Each visitor will provide a valid form of identification (i.e. driver's license, military ID). This identification will be exchanged for a visitor's badge. Visitors personally known by the Bishop Ireton administration/staff will not be required to provide or produce any identification.
- Each visitor badge must be displayed in plain view on the person.
- At the end of the visit the badge will be exchanged for the visitor's identification.
- In the event that multiple visitors are scheduled to visit and sponsored by faculty, staff or

administration, the names of the visitors must be submitted to the Dean of Students 24 hours prior to the visit so that badges can be made and a list of the visitors can be on file.

- Visitors/guests being personally and constantly escorted by members of the faculty, staff or administration will not be required to obtain a badge but they must sign in at the visitor control book.
- Visiting prospective students will be handled through the Admissions office. They must have a written request from their parents/guardian. They are expected to be dressed appropriately and follow our rules and regulations.
- All student visits are to be arranged by written parental request to the Admissions Director at least two school days prior to the visit. Student visits will normally only be approved if the visiting student is considering attending Bishop Ireton High School. Requests to visit the school for reasons other than admissions information, such as students with a day off who wish to “hang out” with their Bishop Ireton High School student friend(s) will not be approved.

Bishop Ireton students are not to visit any other school without the permission of that school’s administration. Other schools have been advised to call the police when Bishop Ireton students are on their property without permission.

SCHOOL COMMUNICATIONS

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee. *The Cardinal Connection*, the newsletter of the principal, is published three times each year.

TELEPHONE USE/MESSAGES FOR STUDENTS

A student bulletin board is provided next to the library. Students are responsible for checking this bulletin board during pass time between classes for important messages, daily announcements and other official information. Phone calls may be made to the main office in which case a telephonic memo will be posted on this bulletin board. Parents should remind their students to check the bulletin board for phone calls/messages from home or work. The staff will not deliver messages, personal property, homework or lunches or take students out of classes. This is at the faculty's request that instructional time not be interrupted. Personal property, homework or lunches can be held at the reception desk for pick up by students. Emergencies will be referred to the Principal or Vice Principals for appropriate action.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Schools (9-12) shall be in session for 180 days. If during the course of the year, the school uses inclement weather/emergency days, it is necessary for the school to adhere to the following schedule:

- ◆ Each school must make up the first five (5) days missed either by borrowing days from spring break or holidays (e.g. Memorial Day) or by extending the school year;
- ◆ Days 6-10 do not need to be made up;
- ◆ For days 11 and on, schools may either add the necessary days to their calendar or borrow days from spring break or holidays. In addition, schools may extend a previously

scheduled half day to make up those days that were missed due to weather and/or emergencies.

Bishop Ireton High School will follow the Fairfax County School District with regard to delayed opening or cancellation of school due to bad weather conditions. In the event of any other decision, the school will call the following radio stations to make announcements: WUSA, WMAL, WRC, and WTOP. In addition, a message will be placed on the school voice mail.

When a two-hour delayed opening is announced, the school follows the **AM ASSEMBLY schedule beginning with SECOND PERIOD**. When a two-hour delayed opening is announced during semester examinations, the published examination schedule will be delayed one hour, i.e., examinations scheduled for 9 A.M. will be given at 10 A.M. If school is cancelled during semester examinations, the examinations scheduled for the cancelled day will be administered on the next school day. If school is dismissed early or cancelled, all co-curricular activities are also cancelled.

PHOTOS AND OTHER MEDIA

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (see Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

LIBRARY

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

TURNITIN.COM

Bishop Ireton High School subscribes to Turnitin.com, a plagiarism prevention system. Turnitin.com often prevents plagiarism by increasing student awareness of what constitutes plagiarism; thus it serves as a teaching tool, as well as a detection device. Students submit their papers, and the turnitin.com program compares their writing to Internet sites and hundreds of digitized print sources found in databases. An originality report (along side the original paper) is then sent to the student's teacher. All Bishop Ireton students register for this service.

FIELD TRIPS

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (see Appendix).
- In the event private automobiles/vehicles of students, parents, or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip. Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip. It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- School-sponsored ski trips are not permitted.
- Using privately owned vehicles to transport oneself or other students to school sponsored events is not allowed. The school offers transportation from the school to all practices, games and school-sponsored events.

If a parent would like their student to drive to an off-campus practice or activity for the convenience of the family, an exception to this school policy can be made by filling out a “Parental Permission Form for Student Athletes to use Personal Vehicle Transportation to Practice” (see sample in the appendix). This would only allow the student to transport him or herself. Students driving other students to a school-sponsored event is never allowed.

OVERNIGHT TRIP INFORMATION

In addition to the rules and regulations for all field trips, students are required to follow the guidelines given by the teacher, coach or moderator during overnight field trips. Parents will be notified of these guidelines by writing, through a meeting with the teacher/coach/moderator, or both.

MARCH FOR LIFE POLICY

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration’s decision, students may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students with written parental permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of

any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in grades 9, 10, 11, and 12 as required for graduation according to the standards of the Virginia Catholic Education Association and the Southern Association of Colleges and Schools and comply with all school regulations and policies. Additionally all students are required to complete a semester of religion for each semester of their attendance.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

- High school graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- A celebration of the Eucharist should be held by and for the graduates close to the date of graduation.

SCHOOL COUNCIL

The School Council is an advisory board that makes recommendations to the principal on school matters pertaining to Bishop Ireton High School in reference to school policy and overall direction. It serves as a consultative board to the principal in problematic cases involving student discipline. The Council also conducts hearings and makes recommendations concerning individual disciplinary cases as referred to the Council by the principal. It reviews annually the rules and regulations of Bishop Ireton High School that are expressed in the Employee Handbook and the Student/Parent section of the Agenda Handbook. During hearings conducted by the Council concerning individual disciplinary cases, the Principal may elect to sit (ex officio) on the Council during open sessions. When the Principal refers a case to the School Council, the student **MUST** be present at the Council meeting. The student's advisor and parents are strongly encouraged to attend the meeting.

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;

3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

The parental organizations include: The Parent-Teacher Organization, The BI Mother's Club, The All Night Graduation Committee, The BI Athletic Boosters, The Wind Ensemble Parent Boosters and parents involved in the theater programs

FUND-RAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school.

TRANSPORTATION/PARKING

Parking

Motor vehicles used by students for school must be registered in the Dean of Student's office. Each vehicle will be given a designated parking space and a parking permit that must be displayed at all times. Parking permits are nontransferable, and will be issued on a priority basis; top priority for parking is car pool size, that is, three-person carpool has priority over two-person car pools. The second priority is date of receipt of a completed application. The last priority is class seniority. Parking permits cost two hundred dollars and must be returned to the Dean of Students at the end of each school year. Fees are non-refundable. Lost permits will cost ten dollars. Student parking is restricted to the lower parking lot south of the school. Students are not to loiter in the parking lots at any time. The speed limit in the parking lot is 5 mph. Students exceeding 5 mph will be charged with reckless driving. Cars not properly parked or without stickers are liable to be towed away at the owner's expense and students will be charged a twenty dollar parking fine. Cars are to be locked and not entered again during the school day without permission. Bicycles are to be locked in the rack provided in front of the school. All parking places in front of the school and Faculty House are reserved for individual Faculty/Staff members. Cars that illegally park in a place reserved for a Faculty/Staff member, or are parked in a visitor's spot are liable to be towed away at the owner's expense, and may result in loss of all parking privileges.

Students are prohibited from using the upper parking lot. The yellow painted curbs in front of the school indicate the School's fire lanes. NO ONE IS EVER PERMITTED TO PARK IN THESE

INDICATED AREAS. Failure to comply with this safety regulation will result in having the vehicle towed away at the owner's expense.

Transportation Safety

The traffic circle around the flagpole is closed to the general public for the 30 minutes prior to the beginning of school and the 30 minutes immediately following the end of the academic day. School buses will discharge and board passengers during this period. Employees assigned parking, handicapped parking and special exceptions may not enter the area during this period. The prime intent is to provide a safe, orderly way to load and unload school buses in accordance with appropriate laws and regulations. During these times, drop off and pick up of students will be accomplished in the south parking lot (by the auditorium).

VI. FINANCES

Diocese of Arlington Tuition Grant Program

Application Process & Requirements

- a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
 - A baptized Catholic or convert officially received into the Church
 - Family resides within the boundaries of the Diocese of Arlington
 - Family is registered and an active member of the parish
 - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.
- d. Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.
- e. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

Any student who is not current in his or her tuition payments will not receive a report card, or at

the beginning of a semester, will not receive a schedule. If the student is graduating or transferring to another school and has not paid all outstanding tuition and/or fees due, no information nor student records will be released until all obligations to the school have been paid in full. Any student whose tuition is 60 days or more overdue will be barred from attending all school classes and activities until their payments are brought up to date. Checks returned for insufficient funds will be assessed a \$25 processing fee.

TUITION AND OTHER FEE SCHEDULES

Tuition is collected by using the services of a tuition management company called FACTS. FACTS is an automated payment system. A preauthorization of your bank account or credit card is needed to automatically transfer funds to the school on a regular monthly schedule. No checks are accepted unless the entire tuition is paid at once.

2009- 2010 Tuition Rates:

	1st (child)	2nd (child)	3rd (child)
Catholic	\$10,920	\$8,740	\$5,460
Non-Diocese	\$12,390	\$9,910	\$6,190
Non-Catholic	\$15,000	\$12,200	\$6,200

Graduation Fee

All seniors are required to pay a \$200 graduation fee by Wednesday, April 28th to the attention of the Finance Office. The graduation fee includes the academic attire (cap, gown hood), flowers, rentals (tux for ushers), printing, security, a donation to each church and a 2009-2010 Flight Yearbook.

VII. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys' football and/or wrestling activities.

Prior to athletic participation in secondary school programs, all students shall provide the athletic department with a current, completed Virginia High School League Athletic Participation Consent and Physical Examination (obtained from <http://www.vhsl.org>) or comparable form. This medical evaluation form is required for each school year.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

- Using privately owned vehicles to transport oneself or other students to school sponsored events is not allowed. The school offers transportation from the school to all practices, and games.

- If a parent would like their student to drive to an off-campus practice or activity for the convenience of the family, an exception to this school policy can be made by filling out

a

“Parental Permission Form for Student Athletes to use Personal Vehicle Transportation

to

Practice” (see sample in the appendix). This would only allow the student to transport him or herself. Students driving other students to a school-sponsored event is never allowed.

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity (such as athletics or theater).

The building will open one hour prior to the beginning of the academic day (which is normally 7:00 a.m.) and will close one hour after the completion of the academic day (which is normally 4:00 p.m). **Students not under the direct supervision of a coach, moderator, teacher or appropriate school employee must remain in the cafeteria until the building closes, which is one hour after the completion of the academic day. After this, if a student is still waiting to be picked up, he/she will be asked to leave the school premises.**

VIII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class
7. Will respect all school and personal property (*see also Care of School Property*)
8. Will refrain from any deliberate disruption in the school
9. Will adhere to the school's cell phone policy
10. Will comply with the Internet Acceptable Use Policy
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
12. Will be present for all required activities unless officially excused by the administration
13. Will adhere to the dress code (*see also Dress Code*)
14. Will not give or receive unauthorized assistance on tests, quizzes or assignments
15. Will not leave school grounds during the school day for any reason without permission from the principal/administration
16. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (*see also Substance Abuse/Weapons and Inappropriate Materials*)
17. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school (*see also Substance Abuse/Weapons*)

18. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
19. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.
20. All of the conduct expectations include student use of the Internet.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the School; on any school bus; upon any public property or any property open to the public use within 1000 feet of the School (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from School or a school-sponsored activity. If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.
2. If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana, or (b) used, possessed or distributed alcohol or tobacco while upon the property of the School; on any school bus; upon public property or any property open to the public use within 1000 feet of the School (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from School or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.
3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus, and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (See

Policy 615, paragraph 1) or on school property (e.g., lockers—see Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up and including expulsion.

4. A student shall not possess, use or threaten to use on the property of the School, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant, or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the School administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the School's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences but there is no requirement for progressive discipline.

Students who accumulate five detentions in a school year will be assigned a three-hour Saturday detention. Students who accumulate ten detentions in a school year will be placed on Disciplinary Alert Status. Students who accumulate fifteen detentions in a school year will be placed on Disciplinary Probation and parents will be required to attend a conference. Students who accumulate twenty detentions in a school year must appear before the School Council.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

- * *Detention*
- * *Assignment of special tasks*
- * *Denial of privileges*
- * *Counseling and/or conference with the student and family*
- * *Probation*
- * *Suspension*
- * *Dismissal*
- * *Expulsion*

SPECIFIC DISCIPLINARY POLICIES

Detention may be issued for violation of the Code of Conduct. Each detention will be for at least an hour. A detention must be served:

***Within 3 school days of posting the detention. Failure to serve during those time periods will result in a Saturday detention**

***Saturday detentions will be served from 7:30 a.m. to 10:30 a.m. The student will be obligated to pay \$25.00 (cash, check or money order payable to “BI” upon arrival at Saturday detention) to the school to defray the costs of proctoring the detention. Failure to attend Saturday detention will result in suspension.**

The following is an illustrative list of violations, which will result in detention(s):

- * Failure to comply with attendance regulations
- * Lateness to class or advisory
- * Gum chewing
- * Eating or drinking outside the cafeteria
- * Failure to complete cafeteria duty
- * Dress Code violations
- * Obscene gestures
- * Inappropriate displays of affection
- * Disorder in class
- * Improper language
- * Failure to attend detention
- * Presence in unauthorized area or outside of class without a pass
- * Cell phone or electronic device violation

DISCIPLINARY ALERT STATUS

The purpose of a Discipline Alert Status is to focus attention on a behavior problem or a serious infraction of school regulations that must be corrected by a student before a more drastic disciplinary measure is required in order to maintain good order and discipline within the Bishop Ireton community. Disciplinary Alert Status is the result of accumulating 10 detentions or for an offense warranting three hours of Saturday detention. A student may also be placed on a five day in-school suspension period. During the five day in-school suspension, the student must spend his/her free time in quiet study hall and will be suspended from participation in any school activities, including those held on intervening non-school days. During this monitoring period,

the student may be required to meet with the student's guidance counselor to discuss corrective action that must be initiated by the student to resolve the problem. If a student is placed on disciplinary alert status, it will not go on their permanent student record.

For the following violations, a student may be placed on Disciplinary Alert Status and receive three hours of detention:

- * Inattention and/or disruption at school-wide Mass or prayer services.
- * Violations of the Honor Code
- * Forgery

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

If suspended, a student will receive three hours of detention and be placed on Disciplinary Probation for four-weeks. For the following violations, a student will be suspended and possibly expelled:

- * Disrespect
- * Fighting
- * Truancy
- * Coming to school and then leaving the school premise with out permission or Leaving school property without permission
- * Theft
- * Vandalism
- * Cutting Class
- * Graffiti
- * Property damage to Bishop Ireton or other schools
- * Any expression of racial, ethnic or religious hatred on school property, school textbooks, or personal property (written or symbolic)
- * Any racial, ethnic or religious slurs used at school or school events
- * Sexual harassment against faculty, staff or other students
- * Intentional damage or misuse of school computer systems (hardware or software)
- * Possession and/or distribution of pornographic material
- * Smoking/Tobacco Possession/Use (Includes Smokeless Tobacco)
- * Any Bullying to include making threats towards another individual

Disciplinary Probation

A student is placed on Disciplinary Probation as described above after accumulating fifteen detentions or committing an offense warranting suspension. The purpose of Disciplinary

Probation is to notify formally a student and his or her parents that a disciplinary problem exists and immediate steps must be taken to correct the problem in addition to placing the student in a suspension status. A student on Disciplinary Probation will be subject to close review by the Dean of Students. The student will not participate in co-curricular activities (to include the Prom and Homecoming) nor may he or she exercise any of the privileges offered. The student will be required to report to quiet study hall during free periods. Outside counseling may be mandated. The student may be expelled, recommended to withdraw or dismissed upon the occurrence of a suspendable offense while on Disciplinary Probation. A student may also be placed on disciplinary probation for a serious offense of school discipline that goes beyond suspension yet does not merit withdraw or expulsion.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/administration to dismiss a student at the close of the school year.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include dismissal of the parent's child(ren).

Students who are dismissed may apply for readmission after one full year.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
4. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process.

A parent whose child is expelled may appeal this decision by writing to the Superintendent of Schools within 5 working days from the time of written notification. If an appeal is made, the

superintendent will appoint a hearing panel to evaluate the decision to expel. The hearing panel will be composed of two principals, one pastor and one member of the Office of Catholic Schools. The parent(s) making the appeal is/are permitted to bring legal counsel. Counsel's participation during the appeal hearing, however, is restricted to providing advice/communication to their client only. The OCS member shall be an advisory non-voting member of the panel. The decision of the appellate panel is final.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to another Diocesan school for a minimum of one (1) year from the date of expulsion.

The following is a list of violations that may result in expulsion:

- Arson
- Assault/Battery
- Bomb threat
- Possession of explosive devices
- Burglary
- False fire alarms/tampering with fire extinguishers or equipment
- Robbery
- Possession, use or manufacturing of weapons or weapon facsimiles
- Sale/distribution or intent to sell or distribute drugs paraphernalia or controlled substances such as prescription drugs, non-prescription drugs, steroids, inhalants, intoxicants (with or without compensation)
- Trespassing
- Conduct contrary to the mission of the school or bringing embarrassment or scandal to Bishop Ireton High School
- Students convicted of a felony
- Students who receive two suspendable offenses in the same academic year.
- Repeated violations of the honor code

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY

Searches

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person, school email account, and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable

and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Interrogation of Students

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The principal, the assistant principal, or the principal's designee shall be alerted;
- The police officers shall report to the principal's office;
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired;
- The principal or a school representative shall be present;
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

Students and Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has vis a vis other students exclusive use of the locker or desk but has no proprietary rights versus the school.

At the beginning of the school year every student is issued a lock and locker for his or her exclusive use. Students are required to keep their lockers for their exclusive use. Each student is asked to keep his/her locker neat and clean at all times. Signs, posters or pictures are not permitted to be posted inside lockers. At the end of the school year, locks must be returned to the Dean of Students or a five-dollar fee will be charged. Because lockers are school property, the Administration reserves the right to open them at any time for inspection and/or cleaning. Any

problem with a lock or locker should be brought immediately to the attention of the Dean of Students. A student may not change his/her locker without permission from the Dean of Students. At no time is a student to enter a locker not assigned to him/her. Students may use their lockers before and after school as well as in between classes; however, stopping at one's locker is not an acceptable excuse for lateness. Use of lockers during class time is forbidden; however, if an emergency arises, students may go to their lockers only if they have a teacher's explicit permission and a corridor pass.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

ATHLETIC/STAGE AUDITORIUM AREAS

Because of the inherent danger of physical injury and harm that these areas may engender, no student is permitted to be in the Athletic/Stage Auditorium Areas (Fannon Field, Gym, Locker Rooms, Storage Rooms, Trainer's Rooms, Weight lifting Room and Stage), without explicit permission and the actual presence of a Faculty/Staff member.

CAFETERIA

Bishop Ireton has four lunch periods scheduled into its daily school program with approximately one-fourth of the student body in attendance at each. Accordingly, Bishop Ireton High School expects that all of its students will conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:

- * Enter and leave the cafeteria at a walk.
- * Form and keep a single line at each service area.
- * Be seated and remain seated at the table until dismissed by the Proctor in charge.
- * Leave the cafeteria during lunch period only with the permission and the corridor pass of the Proctor in charge.
- * Refrain from pushing, jostling, and asking luncheon neighbors for money.
- * Refrain from loud and boisterous talk, yelling, screaming, etc.
- * Students are not to take food or drink from the cafeteria.
- * Cafeteria personnel are to be treated with respect and their equipment with care.
- * Leave the table clean and suitable for luncheon use by others.

Special note is made of the rule that students are not to throw any object, no matter how small, for however short a distance.

CAFETERIA/RESOURCE CENTER STUDY HALL

The Cafeteria, except during lunch periods, is to be used for quiet study for freshmen and sophomores to work on individual assignments. The resource center, except during lunch periods, is to be used for learning activities, e.g., research, study, appointments, reading, discussions, and compositions.

HALLS AND STAIRWELLS

If students wish to move from one area to another, they must do so within the four-minute pass period. In walking through the halls and stairwells, students should go in an orderly manner, i.e., quietly, without loitering or congregating. Students will follow the designated traffic flow patterns.

LIBRARY-MEDIA CENTER

The library/media center is available to all Bishop Ireton students and staff before and after school and during class periods. The library can accommodate both individual students and classes. Students should leave their book bags in the hall in order to prevent overcrowding and for security purposes.

The library provides 17,000+ books, 2,000+VHS tapes, DVDs and filmstrips, and 70 CD ROMs. The library also subscribes to ten databases that give students access to hundreds of magazines and newspapers online and full text. Most of these databases can be accessed from home. There are also print newspapers and magazines available for students and staff. Twenty-two computers in the library are networked and have full Internet access. Students may also use the media center for viewing and listening to materials directly related to class assignments. A photocopy machine is provided for student use. All library materials are purchased to support the curriculum and the recreational reading interests of students. Books and many videos may be checked out for student use for two weeks and renewed if they are needed for a longer period. The library is a tremendous resource for student researchers; students are required to maintain a respectfully quiet as they work so that other students and faculty can experience the library/media center as an excellent working environment.

FACILITY CARE

- * Use of the facilities for co-curricular activities is of prime importance to those involved students, coaches, moderators and directors. Because of the number of activities cooperation is needed in scheduling events and in caring for the facilities. In order to maximize the usage of our facilities in a caring manner the following regulations are operative:
- * Every co-curricular activity must be supervised by a member of the Faculty or Staff. If a Faculty or Staff member cannot attend, the activity will be canceled.
- * All co-curricular usage of the facilities must be scheduled through the Vice Principal of Academics if use is during school hours. If use is other than school hours the usage must be scheduled through the Director of Operations. Use of the athletic facilities is to be arranged with the Athletic Director, who will inform the Vice Principal of Student Services.
- * Students participating in co-curricular activities are to vacate the facilities by 10 p.m. unless explicit permission has been received from the Vice Principal through the Moderator or Coach.
- * Signs for activities or elections are to be hung only with masking tape. Signs may not be placed on windows, painted surfaces, doors or fire alarms or near religious objects such as portraits or artwork.
- * Lights may not be tampered with or covered.

- * All paint used must be water base.
- * After an activity, all signs, decorations and tape are to be removed by the individual responsible for the activity.

ELEVATORS

The elevators are designated as handicap facilities and are reserved for students who are physically handicapped or temporarily incapacitated. Elevator passes may be obtained from the Health Care Coordinator after medical certification is submitted. Passes are not transferable nor may more than one student use the same pass. Students who may be carrying the books or book bag of a student using the elevator will utilize the stairs.

DRESS CODE

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. Shirts should be tucked in at all times.

Final decisions regarding the school uniform rest with the principal/administration.

The Fall/Spring uniform for students:

For boys:

- uniform pant, or uniform short, with belt
- white uniform polo shirt
- navy, black or dark brown dress shoes or low-top (below the ankle) athletic shoes
- Socks (black or white) must be worn; dress socks must be worn with pants, white athletic socks may be worn with uniform shorts
- Only a plain white t-shirt (crew-neck or v-neck) may be worn underneath

• **For girls:**

- uniform pant, skort*, or short
- white uniform polo shirt
- navy, black or dark brown dress shoes or low-top (below the ankle) athletic shoes
- Socks (white or black) must be worn
- Only a plain white t-shirt (crew-neck or v-neck) may be worn underneath

*Uniform skorts may not be more than three inches above the top of the knee.

The Winter uniform :

For boys:

- uniform pant, with belt
- a white or blue button down, long-sleeved oxford shirt
- uniform tie
- uniform sweater vest or uniform sweater (navy for 12th and 11th, maroon for 9th and 10th graders)
- navy, black or dark brown dress shoes
- Dress socks must be worn
- Only a plain white t-shirt (crew-neck or v-neck) may be worn underneath

For girls:

- uniform pant or skort*
- white or blue button down, long-sleeved oxford shirt
- uniform sweater vest or uniform sweater (navy for 12th and 11th, maroon for 9th and 10th graders)
- navy, black or dark brown dress shoes
- Socks must be worn and be of a solid color, white, black, navy or maroon only, with no writing
- Only a plain white t-shirt (crew-neck or v-neck) may be worn underneath

*Uniform skorts may not be more than two inches above the top of the knee.

GROOMING

Boys - Boy's hair must be clean and neatly trimmed and should not extend below the top eyebrow on the forehead or of the collar (in the back and sides); sideburns should not extend below the earlobe. Boys must be neatly shaven; moustaches and beards are not permitted. Boys' jewelry may consist of a watch, a ring and a chain. This chain must extend in enough length that it will be worn under the uniform shirt. Necklaces and chokers are not allowed. Hairstyles and jewelry judged eccentric by the Administration will be forbidden. Earrings, caps and bandannas are not to be worn in the school building at any time (this includes all lunch periods). These items will be confiscated and not be returned.

Girls - Girl's jewelry may consist of one pair of earring (only one earring is permitted in each ear lobe), a watch, a ring and a chain. This chain must extend enough in length that it will be worn under the uniform shirt. Necklaces and chokers are not allowed. Girls may wear cosmetics which are lightly applied and in good taste. Hair must be clean and neatly styled, without unnatural highlights or colors. Hairstyles and jewelry judged eccentric by the Administration will be forbidden. Sweat pants, thermals, boxer shorts, etc., may not be worn. *Uniform skorts may not be more than two inches above the top of the knee.

The Administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments about inappropriate dress, behavior, tattoos, etc., in order to maintain this environment.

Eccentric hairstyles and colors are not acceptable. With the exception of girl's earrings, no body pierced jewelry is allowed to include the tongue. No allowance will be made for new pierced jewelry.

OUT OF UNIFORM DRESS OUT DAYS

- All pants including jeans will have no frayed areas, no holes, no un-hemmed edges, and no worn/ragged areas. Jeans and pants must be clean. No sweatpants.
- Oversized slacks and jeans are not acceptable [Oversized means any size one larger than one's measured [Flynn & O'Hara size]
- Walking shorts, jean shorts and jean skirts may be worn. All shorts and skirts should be

- no more than 2 inches above the knee. “Cutoffs” of any kind are not allowed.
- Shirts/Sweaters (other than t-shirts)
Ladies and Gentlemen can wear turtlenecks, collared, v-neck, scoop neck and round neck long or short-sleeve shirts or sweaters. No halter-tops, tube tops, strapless shirts, low cut tops or shirts where the stomach is exposed are allowed.
- T-Shirts/Sweatshirts – T-shirts with messages of violence, drugs and alcohol are not allowed.
- Dress shoes or tennis shoes are acceptable. Flip flops are not allowed.
- Chains, nose-rings, pajamas, caps, hats, lace tights, ripped, torn or suggestive type clothing may not be worn. Gentlemen are not allowed to wear earrings at any time.
- Students who fail to follow the “Theme” days will be treated as violating the out of uniform dress code.

Consequences for non-compliance with the dress code for dress out days will include all of the following:

- 1) Being sent home to change
- 2) Receiving detentions
- 3) Losing the privilege of dressing out of uniform for the remainder of the school year

SENIOR DRESS UP DAYS – BUSINESS ATTIRE

The Senior Dress Up Days will begin second quarter on every other N Day. The dates are: November 10, December 14, January 12, February 12, March 5, March 26, April 26, and May 17. Seniors should be dressed in “Business Attire”, which is equal to or nicer than their school uniform. If a senior comes to school “dressed up” on the wrong day, or is inappropriately dressed, he or she will be sent home to change into their school uniform. This absence from school will be counted as an unexcused absence.

Specific dress guidelines are:

Gentlemen:

- Dress shirt
- Tie
- Dress slacks. No jeans.
- Dress jacket/vest or sweater
- Black or brown dress shoes with matching socks – no flip flops.

Ladies:

- Shirt, sweater or blouse with a skirt or dress slacks. No jeans.
- Or a Dress - All dresses and skirts should be no more than 2 inches above the knee
- No halter, tube, strapless, low cut shirts or dresses are allowed. Clothing where the stomach is exposed can not be worn.
- Dress shoes/stockings or tights – no flip flops

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

Students are not permitted to possess the following items on school property or at school functions:

- Pornographic or sexually explicit material
- Weapons, weapon facsimilies, including lasers or shock producing instruments
- Tobacco, including smokeless tobacco products
- Illegal drugs and prescription medications not dispensed, or registered with the school nurse
- Plants or animals, excepted as maybe specifically authorized
- Alcoholic or intoxicating beverages or foodstuffs
- Valuable personal property, foodstuffs, or items not intended for support of academic endeavors to be stored in lockers, cabinets or other school spaces.

CELL PHONES/ELECTRONIC DEVICES

Students are not permitted to carry or use cell phones, pagers, beepers and other electronic devices during the school day: 7:30 AM until 3:00 PM. Students may store such devices in their regular school lockers at their own risk but may not carry them during the school day. Students found with these devices will have them confiscated and issued a detention for the first offense. Parents must physically pick up the devices on the second offense and the student will be issued a detention. Parents must physically pick up the device on the third offense and the student will be a issued a Saturday detention. Parents must physically pick up the device on the fourth offense and the student will be placed on Disciplinary Alert Status. Parents must physically pick up the device on the fifth time and the student will be placed on Disciplinary Probation.

IX. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

Parents and guardians have the primary responsibility for the health and well being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees, and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with the Diocese,

- must comply with applicable reporting and other requirements of state and local law;

- must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to the school principal who in turn will call the Moderator of the Curia, and then contact the Child Protective Services Agency. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loc parentis, or school personnel.

ACCIDENTS AND FIRST AID

The school nurse or principal’s designee will record the circumstances of all accidents, (e.g., date, time, injured party, immediate cause, involved parties, supervisory faculty/staff member, treatment/action taken, etc.) in the individual student health record. A separate Diocesan Accident Report Form (see Appendix F-7) is completed for all significant accidents or injuries that may require treatment outside of school. A copy of the accident report is retained as a separate, internal school record, with the original forwarded to the Diocesan Insurance Risk manager at the Chancery within 72 hours of the accident or as soon as possible in the case of major accidents and/or injuries.

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition.. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines, 2nd edition*.

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool, and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

MEDICATION ADMINISTRATION OVERVIEW

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

All school clinic, administrators and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here..

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
2. After the first dose of any medication has been given at home;
3. When the parent / guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a health care provider's written order signed by the parent / guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (see Appendix) has been completed, signed and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or

guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (see Appendix). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self administer emergency life saving medications (e.g. inhaler, Epi-pen)

Within one week after expiration of the effective date on the order, or on the last day of school, the parent /guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

SPECIALIZED STUDENT CARE NEEDS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify in writing the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures or behavior at school.

PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY

Students participating in school-sponsored team athletic activities must have proof of an annual pre-participation sports physical. Submission of this form and a consent to participate form for elementary, middle and high school based athletic program participation is required, excluding parish CYO and intramural sports.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's health care provider that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

[Insert additional health and safety information here as needed--optional]

INFECTIOUS/COMMUNICABLE DISEASES ***DISEASE***

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).

- a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
- b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with; Hepatitis and HIV to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact,

any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law, and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

When the fire alarm sounds:

- Walk; do not run.
- Do not talk.
- Do not take books or other items.
- Follow the route posted in your classroom.
- If there is an alarm during lunch or between periods, keep to the right and leave by the first exit reached.
- Stay with your classroom group; once clear of the building move directly to your Advisor Assembly Area so that the roll may be checked after the building is evacuated.

Fire drills are scheduled periodically throughout the year for students, teachers and staff to practice how to exit the building safely and quickly.

SEXUAL HARASSMENT--STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

1. No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.
2. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

3. Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official
4. No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.

BULLYING

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a) Physical intimidation or assault
- b) Extortion
- c) Oral or written threats
- d) Teasing
- e) Putdowns
- f) Name calling
- g) Threatening looks
- h) Gestures or acts of aggression (Overt and Covert)
- i) Cruel rumors & false accusations
- j) Social Isolation
- k) Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of bullying to take appropriate steps to intervene- unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

a) Consequences for students who bully others shall depend on the results of the investigation and may include:

- Counseling
- Parent conference
- Detention
- Suspension and/or Expulsion

b) Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement if appropriate.

PREGNANCY/ABORTION

PREGNANCY

Any student who becomes pregnant during the time she is enrolled in school will be given the opportunity to continue and/or complete her education in a Catholic school. The student, her parents, and the school administration share jointly in the decision for her to attend classes or to pursue a specially formulated homebound program. The pregnant student and the expectant father must obtain counseling (approved by the school) as a condition for continuing and/or completing education in a Catholic school. If one party refuses to cooperate, the school may still permit the other party to continue enrollment in the school.

ABORTION

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. Formal cooperation in an abortion constitutes a grave offense.

1. If the school has reason to believe that a student underwent or helped to procure an abortion, the school will use reasonable means to determine whether there is any basis for such information
2. If there is sufficient credible evidence to support the school's suspicion(s) that the student did have or procured an abortion, the school will schedule a conference with the student and the parent(s). If the individual remains a student, the family must agree to set up a counseling program which must include spiritual direction. Counseling is also required for the aborted child's father and/or any student who has helped procure the abortion, if a student at the school.
3. If this plan is rejected by the student(s) and parent(s), then this lack of cooperation by the student(s) would indicate that the presence of the student in the school would no longer be beneficial to either party.

X. STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to

foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance plan written at the Catholic school. The refusal to provide such information is a condition for negating enrollment in the school.

Students with disabilities are expected to follow the school's policies and honor code.

ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES

The following accommodations can be made for students with verified learning problems. Enrollment in the Academic Enrichment program is *not* required.

1. Teachers can be asked to put all assignments on the blackboard or to give out assignment sheets.
2. Parents can request that their students be seated in the front of the room.
3. Students (with their teachers' prior permission) may tape record classes. Parents may also request that teachers find their students note taking "partners".
4. Parents may request that their students be permitted to use a "word-find" or a "Franklin Speller" on class and homework assignments. Obviously, students would not be permitted to use the speller on vocabulary tests or on multiple choice/fill-in the blank tests.
5. Teachers will permit students to use the computer to turn in written assignments.
6. Requests can be made that students be tested or quizzed orally *when possible*. ***Please note however, oral testing or quizzing cannot be offered if it will be at the expense of other students. Additionally, teachers are not required to give oral tests or quizzes to any student.***
7. Teachers can be asked to review written instructions with students at the beginning of a test to ensure that the student understands the directions. ***Under no circumstances will faculty or staff at Bishop Ireton read tests or quizzes to students during class time.***
8. Teachers are interested in knowing the preferred learning modes of students with learning problems and will attempt to work with them on this. Teachers will gladly offer encouragement to students but may not regularly change assignments or requirements for individual students.
9. ***ALL*** students with bona fide learning disabilities and proper documentation may have extended time on tests and quizzes. These students will also be permitted to take semester exams with extended time.

The following accommodations *cannot* be made unless the student is enrolled in the academic enrichment program:

1. Specific help on organizational or study skills.
2. Tutorial help at other than a teacher's established tutoring time.
3. Bi-weekly updates to parents about students' progress.

Please note: even if students are enrolled in the Academic Enrichment Program, teachers will not notify parents each time an assignment is missed. Bishop Ireton teachers teach approximately 130 students. In fairness to all students and parents, teachers are not permitted to fulfill such requests. Parents are always welcome to call a teacher.

**** PLEASE NOTE: STUDENTS WILL NOT BE PERMITTED TO HAVE EXTENDED TIME ON TESTS UNLESS BISHOP IRETON HAS A COPY OF A CURRENT IEP OR THE RECOMMENDATIONS FROM RECENT (within the last three years) EDUCATIONAL TESTING DONE BY A LICENSED PSYCHOLOGIST.**

BISHOP IRETON HIGH SCHOOL RESERVES THE RIGHT TO MAKE THE FINAL DECISION ABOUT ANY ALTERATIONS TO AN INDIVIDUAL STUDENT'S EDUCATIONAL PROGRAM.

School Day Schedule

Following are listed the various school day schedules. Bells are rung: 7:45 and 7:55 a.m. at the beginning of the school day (students are permitted to enter through the lower circle entrance by the cafeteria. The entrance by the main office is to be used only after 8:30am). All students are to be in the classroom and seated by the 8:00am.

To provide for the orderly movement throughout the school, a four-minute pass period is provided. A bell is rung to signal the end of one period, and again at the beginning of the next period, four minutes later. Once the pass period is concluded, no student is permitted in the halls or stairways without a corridor pass, which may be obtained from a Teacher or a Proctor.

BELL SCHEDULE

<u>B, I, R, E, & O, Days</u>		1 st period	8:00 -8:43
1 st Period	8:00 - 8:43	2 nd period	8:47-9:33
Advisory	8:47- 9:01	3 rd Period	9:37-10:23
2 nd Period	9:05 – 9:52	4A	10:27-10:57
3 rd Period	9:56- 10:43		
4A	10:47 – 11:17	4B	11:01-11:31
4B	11:21 – 11:51	4C	11:35-12:05
4C	11:55 – 12:25	5 th Period	12:09-12:55
5 th Period	12:29 – 1:16	6 th Period	12:59-1:45
6 th Period	1:20 – 2:07	7 th Period	1:49-2:35
7 th Period	2:11 - 3:00	Student Dismissal	2:35pm
		2:35pm-3:30pm – Teacher	

T DAY (activity period @ end of the day)

Professional/meeting time

N DAY (activity period)

1st period 8:00 -8:43
Activity Period 8:47-9:08
2nd period 9:12-9:58
3rd Period 10:02-10:47
4A 10:51-11:21
4B 11:25-11:55
4C 11:59-12:29
5th Period 12:33-1:19
6th Period 1:23-2:09
7th Period 2:13-3:00

Liturgy (#2)

1st Period 8:00 - 8:35
Gathering 8:35 - 8:46
Liturgy 8:46 -10:00
2nd Period 10:04 – 10:39
4A 10:43 - 11:13
4B 11:17 - 11:47
4C 11:51 - 12:21
3rd Period 12:25-1:00
5th Period 1:04 - 1:39
6th Period 1:43 - 2:18
7th Period 2:22 - 3:00

PM Assembly (#4)

1st Period 8:00 - 8:35
Advisory 8:39 - 8:51
2nd Period 8:55 - 9:32
3rd Period 9:36 - 10:13
5th Period 10:17 - 10:54
4A 10:58 - 11:28
4B 11:32 – 12:02
4C 12:06 – 12:36
6th Period 12:40- 1:17
7th Period 1:21 - 2:00
PM Assembly 2:00-3:00

AM Assembly (#5)

1st Period 8:00-8:36
Advisory 8:40-8:51
Assembly 8:51-9:51

2nd Period 9:55 - 10:32
4A 10:36-11:06
4B 11:10-11:40
4C 11:44 – 12:14
3rd Period 12:18 – 12:55
5th Period 12:59 – 1:36
6th Period 1:40 – 2:17
7th Period 2:21-3:00

***Note: for a two-hour delay, the AM Assembly schedule will be followed beginning with 2nd period**

Early Dismissal – 12:09 Dismissal (#6)

8:00-9:00 First Period
9:04-10:00 Second Period
10:04-11:00 Third Period
11:04-12:00 Fourth Period
12:04-12:09 Advisory

APPENDICES

- A. Diocesan Forms
- B. School Forms
- C. Additional School Information